

State Urban Development Agency

"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-68/2014(Part-I)/

.06.2019

From: Director, SUDA
& Mission Director, WBSULM

To: Deputy General Manager,
UCO BANK

Sub: Non-sanction / disbursement of SEP-Individual & SHG Credit Linkage in FY 2018-19

Sir / Madam,

Greetings from SUDA. Apropos the captioned subject, the status of disbursement of loan to the individual beneficiaries & self help groups under the SEP programme during 2018-19 has been reviewed at the State level with bank & branch-wise inputs from the ULBs. The brief status of applications submitted, loans sanctioned/ disbursed and pending to be sanctioned/ disbursed are noted in the table below.

Bank	SEP - I			SEP-SHG		
	Application submitted	Disbursed	Pending (as on 27/05/2019)	Application submitted	Disbursed	Pending (as on 27/05/2019)
UCO BANK	343	199	197	990	614	535

The detail branch wise and beneficiary wise list for SEP-I is annexed for your kind perusal.

Appropriate action may kindly be taken. A feedback is requested by end of June, 2019.

In case of any further query you may like to contact Shri Sandip Bairagi, State Mission Manager, at 9163365778 and email - smmfime@gmail.com

With warm regards

Yours faithfully,

Encl: As stated

Director, SUDA
& Mission Director, WBSULM

Batch-02

S.No	Name of the candidate	Whether SHG member /SEP-I beneficiary	Economic activity in which engaged	Contact Number
1	SWAPNA DUTTA	NAGESWAR	DRESS MATERIALS	8343939371
2	RINI BHATTACHARYA	NAGESWAR	BAG	9126320879
3	SUJATA DAS	RITASREE	DRESS MATERIALS	9333883390
4	RITU DAS	SWAMI VIVEKANANDA	DRESS MATERIALS	9126320883
5	CHUMKI DAS	SWAMI VIVEKANANDA	DRESS MATERIALS	8759419119
6	SUPORNA MONDAL	MAYA	HANDICRAFTS	8116614258
7	SHILA MONDAL	BALI DANGA-1	DRESS MATERIALS	7031949858
8	SULATA MONDAL	KANKANA	DRESS MATERIALS	9734761539
9	JOYSREE SARKAR	JHUMKALOTA	DRESS MATERIALS	9564621265
10	MALA SHAW	JHUMKALOTA	DRESS MATERIALS	9647464905
11	RITA MUKHARJEE	SAGARIKA	BAG	8372834480
12	MAYNA MONDAL	SAGARIKA	DRESS MATERIALS	9679711985
13	TULSI GAYEN	TATHOY	DRESS MATERIALS	8001733052
14	JOBA DAS	NABANITA	DRESS MATERIALS	8159858041
15	PAYEL PAL	MIRCHOKA UTTAR	JEWELLARY	8670919003
16	SUPARNA CHAKRABORTHY	DIYA	HANDICRAFTS	8944960985
17	SRIDEBI VHOKTA	TANIYA	HANDICRAFTS	9635803581
18	MODHUMITA MONDAL	PRAJUKTA	HANDICRAFTS	9614179699
19	SUPRIYA GAYEN	AMRAPALI	DRESS MATERIALS	8145594103
20	ARATI DAS	MATANGINI	KANTHA STITCH	8157071710
21	SOMA SHIL	MOTHER TERISA	HANDICRAFTS	9732314162
22	TINKU BISWAS	MOTHER TERISA	DRESS MATERIALS	9832271404
23	ARPITA SARKAR	MOTHER TERISA	DRESS MATERIALS	8509906114
24	SUKANYA SARKAR	MOTHER TERISA	DRESS MATERIALS	8906726527
25	SABITA SARKAR	MOTHER TERISA	HANDICRAFTS	9563023845
26	MANGALA DAS	MILANI	DRESS MATERIALS	8348348151
27	MAYARANI DAS	MILANI	DRESS MATERIALS	9475080915
28	RINA ROY	MILANI	DRESS MATERIALS	9614910226
29	MONOWARA BIBI	CHOTONILPUR PASCHIM PARA-3	DRESS MATERIALS	9932534737
30	JOYTHSNA DAS	ANANYA	DRESS MATERIALS	9635350291
31	SWAPNA ROY	ANANYA	HANDICRAFTS	8759780875
32	SWANTANA MAJUMDER	ANANYA	HANDICRAFTS	8926750005
33	KALPANA MONDAL	ANANYA	HANDICRAFTS	9333606028
34	RATI KARMAKAR	ANANYA	HANDICRAFTS	8001118404
35	KATYANI GHOSH	NIBEDJTA	HANDICRAFTS	8346991599

Executive Officer
Burdwan Municipality

State Urban Development Agency

“ILGUS Bhavan”, H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-68/2014(Part-I)/

.06.2019

From: Director, SUDA
& Mission Director, WBSULM

To: Regional Manager, Kolkata,
Syndicate Bank

Sub: Non-sanction / disbursement of SEP-Individual & SHG Credit Linkage in FY 2018-19

Sir / Madam,

Greetings from SUDA. Apropos the captioned subject, the status of disbursement of loan to the individual beneficiaries & self help groups under the SEP programme during 2018-19 has been reviewed at the State level with bank & branch-wise inputs from the ULBs. The brief status of applications submitted, loans sanctioned/ disbursed and pending to be sanctioned/ disbursed are noted in the table below.

Bank	SEP - I			SEP-SHG		
	Application submitted	Disbursed	Pending (as on 27/05/2019)	Application submitted	Disbursed	Pending (as on 27/05/2019)
Syndicate Bank	52	22	50	223	190	55

The detail branch wise and beneficiary wise list for SEP-I is annexed for your kind perusal.

Appropriate action may kindly be taken. A feedback is requested by end of June, 2019.

In case of any further query you may like to contact Shri Sandip Bairagi, State Mission Manager, at 9163365778 and email - smmfime@gmail.com

With warm regards

Yours faithfully,

Encl: As stated

Director, SUDA
& Mission Director, WBSULM

Sl No	Name of the candidate	Whether SHG member /SEP-I beneficiary	Economic activity in which engaged	Contact Number
1	MAMATA CHATERJEE	NIBEDITA	BAG	9614227098
2	MUNMUN MOITRA	NIBEDITA	JEWELLARY	9832226662
3	SHILPI PAL	NIBEDITA	HANDICRAFTS	9832226662
4	MIRA BHOUMIK	NIBEDITA	HANDICRAFTS	9735848428
5	LAXMI NANDI	EKATRITA	HANDICRAFTS	9635027900
6	SEKH GOLAM MOSTAFA	Nawab	Kantha Stitch	9641847258
7	SAHANA BANU	PEKHAM	HANDICRAFTS	9232364070
8	NAMITA RAJAK DAS	SANGHATI	HANDICRAFTS	9679810044
9	SANAKA GHOSH	SAHAYIKA	HANDICRAFTS	7098604585
10	SHIBANI DEY	PRAYAS	HANDICRAFTS	7407966319
11	SHILA PAL	PRAYAS	HANDICRAFTS	7584993384
12	BABLI ROY	SAHAYIKA	HANDICRAFTS	9153001835
13	MOUSUMI PARAMANIK	DAYAL	HANDICRAFTS	8145782952
14	RATNA SAHA	SUCHETANA	HANDICRAFTS	8609404031
15	TUMPA PAL	SUCHETANA	HANDICRAFTS	9614281715
16	SUMITRA ROY	SUCHETANA	HANDICRAFTS	8972133345
17	BAISAKHI RUIDAS	JAGARAN	HANDICRAFTS	7031739429
18	BANDANA DAS	RADHARANI	HANDICRAFTS	9851114437
19	SHIKHA ETBAR	RADHARANI	HANDICRAFTS	9609459971
20	MOUMITA BANERJEE	KHALUIBILL MATH -1	HANDICRAFTS	8906057417
21	TANDRA GHOSH	KHALUIBILL MATH -1	HANDICRAFTS	9083211247
22	RITU BHATTACHARYA	SADHUMATI NATUN BASTI	HANDICRAFTS	8001508101
23	RAKHI BARURI	PARA PUKUR -8	HANDICRAFTS	9332151427
24	PUJA THAKUR	PARA PUKUR -9	HANDICRAFTS	7098814402
25	MAHARANI GHOSH	KHALUIBILL MATH GHOSH PARA	HANDICRAFTS	8509261325
26	JHUMA GHOSH	KHALUIBILL MATH GHOSH PARA	HANDICRAFTS	8798035813
27	KAKULI GHOSH	KHALUIBILL MATH GHOSH PARA	HANDICRAFTS	8798035813
28	MINTUBALA GHOSH	KHALUIBILL MATH GHOSH PARA	HANDICRAFTS	8798035813
29	PURNIMA GHOSH	KHALUIBILL MATH GHOSH PARA	HANDICRAFTS	9733057578
30	RUPA GHOSH	KHALUIBILL MATH GHOSH PARA	HANDICRAFTS	9733057578
31	JHARNA RAJBANSHI	AMM PARA -2	HANDICRAFTS	7063895025
32	PRATIMA DEBNATH	SARBAJAYEE	DRESS MATERIALS	7029427252
33	BANDANA SHARMA	SARBAJAYEE	DRESS MATERIALS	9609881601
34	KHOMA ROY	SARBAJAYEE	DRESS MATERIALS	959352214
35	POLI BONIK	SARBAJAYEE	HANDICRAFTS	7407838312

State Urban Development Agency

"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-68/2014(Part-I)/

.06.2019

From: Director, SUDA
& Mission Director, WBSULM

To: Deputy General Manager,
STATE BANNK OF INDIA

Sub: Non-sanction / disbursement of SEP-Individual & SHG Credit Linkage in FY 2018-19

Sir / Madam,

Greetings from SUDA. Apropos the captioned subject, the status of disbursement of loan to the individual beneficiaries & self help groups under the SEP programme during 2018-19 has been reviewed at the State level with bank & branch-wise inputs from the ULBs. The brief status of applications submitted, loans sanctioned/ disbursed and pending to be sanctioned/ disbursed are noted in the table below.

Bank	SEP - I			SEP-SHG		
	Application submitted	Disbursed	Pending (as on 27/05/2019)	Application submitted	Disbursed	Pending (as on 27/05/2019)
STATE BANNK OF INDIA	335	49	560	1169	912	1088

The detail branch wise and beneficiary wise list for SEP-I is annexed for your kind perusal.

Appropriate action may kindly be taken. A feedback is requested by end of June, 2019.

In case of any further query you may like to contact Shri Sandip Bairagi, State Mission Manager, at 9163365778 and email - smmfime@gmail.com

With warm regards

Yours faithfully,

Encl: As stated

Director, SUDA
& Mission Director, WBSULM

Batch-04

Sl No	Name of the candidate	Whether SHG member /SEP-I beneficiary	Economic activity in which engaged	Contact Number
1	UMA DAS	PROTIVHA	HANDICRAFTS	8900201925
2	TUMPA HALDER	PROTIVHA	HANDICRAFTS	8906352509
3	RUMA ROY	PROTIVHA	DRESS MATERIALS	8537898240
4	MOUMITA HALDER	PROTIVHA	DRESS MATERIALS	8145489718
5	TASMINA BEGAM	YUBASREE	DRESS MATERIALS	8145543866
6	RUBIYA BEGAM	YUBASREE	DRESS MATERIALS	8768287759
7	RUBINA KHATUN	YUBASREE	DRESS MATERIALS	7797723740
8	SELINA BANU	YUBASREE	DRESS MATERIALS	9733221262
9	SADRUNNESA KHATUN	YUBASREE	HANDICRAFTS	6297042884
10	NAZMA BEGAM	ROJINA	DRESS MATERIALS	7797745514
11	KABIRA ALI	ROJINA	DRESS MATERIALS	9641898139
12	SAHANARA BEGAM KHAN	ROJINA	DRESS MATERIALS	7029064696
13	KAJAL GOSWAMI	ATACHAKI -3	DRESS MATERIALS	7872493435
14	JYOTI SINGH	ATACHAKI -4	HANDICRAFTS	9609679677
15	GUNJA PASWAN	KRISH	DRESS MATERIALS	9932037412
16	ANJALI SUTRADHAR	KRISH	DRESS MATERIALS	9614020942
17	MAMATA CHOWDHURY	BADAMTALA	DRESS MATERIALS	9832883772
18	RUMA DUTTA	PARAPUKUR -6	HANDICRAFTS	9002168529
19	SUMANA PANDEY	PANKARI	DRESS MATERIALS	8768723425
20	JHUNU KARMAKAR	PRAVATI	DRESS MATERIALS	9734501353
21	SEFALI BISWAS	ALOKITA	DRESS MATERIALS	9333277384
22	TUMPA KHATUN	SAHARA	DRESS MATERIALS	8370843554
23	RESHMI KHUTAN	DIGONTE	TONGA MAKING	9775367734
24	KHADJA BEGUM	DIGONTE	TONGA MAKING	9851003504
25	SAKILA BEGUM	DIGONTE	TONGA MAKING	8927074104
26	MUNJURA KHATUN KHAN	DIGONTE	TONGA MAKING	8348664680
27	CHANDANA MAJI	DIGONTE	TAILORING	6294429519
28	NASIMA BEGUM	CHOKHER ALO	KIGHT MAKING	9563703768
29	SANURA BIBI	GUNGUN	KHATASTAICH	9851141112
30	MITHU DUTTA	ARUNA	CITY GOLD BUSINESS	8101746697
31	NASRIN KHATUN	BAHIRSARBOMONGOLA MORAL PARA-8	TAILORING	6297296622
32	KOHUNUR KHATUN	BAHIRSARBOMONGOLA MORAL PARA-8	TAILORING	8926108498
33	KHAIRRUNESS BIBI	BAHIRSARBOMONGOLA MORAL PARA-8	DRESS MATERIALS	8167307787
34	RAGANA KHATUN	BAHIRSARBOMONGOLA MORAL PARA-11	AMBODARING(JORI)	9064189544
35	ASMINA	BAHIRSARBOMONGOLA MORAL PARA-14	AMBODARING(JORI)	9333339276

Executive Officer
Burdwan Municipality

State Urban Development Agency

"ILGUS Bhavan", H-C Block, Sector-III, Bidhannagar, Kolkata-700 106, West Bengal

SUDA-68/2014(Part-I)/3794

06.06.2019

From: Director, SUDA
& Mission Director, WBSULM

To: Deputy Zonal Manager,
PUNJAB NATIONAL BANK

Sub: Non-sanction / disbursement of SEP-Individual & SHG Credit Linkage in FY 2018-19

Sir / Madam,

Greetings from SUDA. Apropos the captioned subject, the status of disbursement of loan to the individual beneficiaries & self help groups under the SEP programme during 2018-19 has been reviewed at the State level with bank & branch-wise inputs from the ULBs. The brief status of applications submitted, loans sanctioned/ disbursed and pending to be sanctioned/ disbursed are noted in the table below.

Bank	SEP - I			SEP-SHG		
	Application submitted	Disbursed	Pending (as on 27/05/2019)	Application submitted	Disbursed	Pending (as on 27/05/2019)
PUNJAB NATIONAL BANK	100	36	110	342	251	154

The detail branch wise and beneficiary wise list for SEP-I is annexed for your kind perusal.

Appropriate action may kindly be taken. A feedback is requested by end of June, 2019.

In case of any further query you may like to contact Shri Sandip Bairagi, State Mission Manager, at 9163365778 and email - smmfime@gmail.com

With warm regards

Yours faithfully,

Encl: As stated

Director, SUDA
& Mission Director, WBSULM

SHRI DEBOPRASAD BAG

CHAIRMAN

KALNA MUNICIPALITY

KALNA, PURBA BARDHAMAN

Memo. No. – NULM/125/K.M./2019



KALNA MUNICIPAL OFFICE

PHONE NO. 257056(03454)

255004(03454) & 256242(03454)

email : ckm.kalna @ gmail.com

Date:- 20.08.2019

To
Shri Joly Chaudhuri WBCS (Exe.),
ILGUS BHABAN, SUDA,
H-C Block, Sector-III,
Bidhannagar,
Kolkata-700106

Sub: Participants for EDP Training

Sir,

The list of the participants from Kalna Municipality are as follows. This for your information giving necessary instruction in this matter.

Thanking You,

Sincerely Yours,

Chairman

Kalna Municipality

Chairman

Kalna Municipality

Encloser: As stated above.



প্রাপ্তি তার

From: Director, SUDA &

Mission Director, WBSULM

To: Sri Arup Ratan Mukhopadhyay

Joint Secretary

Department of Urban Development & Municipal Affairs

Government of West Bengal

Nagarayan Bhavan, Block - DF-8, Sector - I, Salt Lake City,

Kolkata-700064

SUB: Release of Central share along with matching State share for
Implementation of NULM West Bengal

Sir,

It is to bring to your notice that Ministry of Housing & Urban Poverty Alleviation,
Government of India, has released Central Share of Rs. 25,79,36,000/- (Twenty Five
Crore Seventy Nine Lakh Thirty Six Thousand) only in favour of Government of West
Bengal vide their sanction memo. No. G-24011/6/2019-UPA-I UD (EFS-9066803) dated
26/08/2019 for implementation of NULM the state. The funding pattern between
central and state is 60:40.

Now, I would request you to kindly release the amount of central share sanctioned
along with the matching state share of Rs.17,19,57,333/- (Seventeen crore Nineteen
lakh Fifty Seven thousand Three hundred Thirty Three) only for successful
implementation of NULM programme in our State.

Encl:- As stated

Yours faithfully,

Director, SUDA

&

Mission Director, WBSULM

List of Participants of Kalna ULB for EDP training

SI No.	Name of the Candidate	Whether SHG member/SEP- I beneficiary	Economic activity in which engaged	Contact Number
1	Bharati Chakraborty	Daliya SHG	Beauty Parlour	9332661131
2	Madhabi Das Pal	Nandini SHG	Beauty Parlour	9153682738
3	Haimanti Mondal	Milan SHG	Grossery Shop	9434469688
4	Monika Goswami	Nayan SHG	Rakhi Making	6297761641
5	Aparna Goswami	Durga SHG	Tailoring	8001677879
6	Mithu Dutta	Srimoti SHG	Tailoring	8172010642
7	Koyel Pal	Janeswar SHG	Tailoring	7699635636
8	Monika Das	Sangi SHG	Tailoring	7890571149
9	Laxmi Koley	Manmandir SHG	Tailoring	8158949734
10	Sunita Sarkar Das	Kalimata SHG	Tailoring	9093233237
11	Suparna Majumdar	Parthasarathi SHG	Tailoring	9732033819
12	Rinku Debnath Mondal	Satata SHG	Tailoring	9064315772
13	Bandana Mondal	Laxmi Bhandar SHG	Tailoring	8538868434
14	Aparna Swarnakar	Ramsita SHG	Rakhi Making	8001177268
15	Shibani Karmakar	Ramsita SHG	Rakhi Making	8972894315
16	Rinku Sarkar	Mahaprabhu 10	Rakhi Making	9007733423
17	Mousumi Halder Das	Parthasarathi SHG	Bag Making	7699024640
18	Mithu Saha	Mohana SHG	Tailoring	9775761433
19	Shampa Santra	Mohana SHG	Tailoring	8145171489
20	Champa Kairi	Kojagori	Tailoring	9382712299
21	Baishakhi Das	Kojagori	Beautician	6296028105
22	Jostyna Bhattacharya	Biswamitali	Tailoring	8343955852
23	Kabita Debnath	Jaba	Tailoring	9064739542
24	Munmun Pal	Pratima	Cloth business	6297667856
25	Shampa Halder	Binodini	Tailoring	9732048160
26	Mousumi Basak Biswas	Mayuri	Rakhi Making	7890524431
27	Sundari Das	Manmandir SHG	Rakhi Making	9134257756
28	Sraboni karmakar	Mayuri	Rakhi Making	8926457900
29	Nilima Dhali	Bholanath	Tailoring	8967080014
30	Jhumur Das	Bholanath	Tailoring	6297446265
31	Aparna Rajak	Kusum	Rakhi Making	7602004815
32	mampi Pal	sidhidata ganesh	Tailoring	6296262519
33	Bhabani Pal	sidhidata ganesh	Tailoring	8101509089
34	Sima Das	Sraboni	Rakhi Making	8637850725
35	Laxmi Roy	Shib	Tailoring	9064031254
36	Laxmi Pal	Shib	Food Processing	9091910820
37	Bhabani Sil Dutta	Gopaljee	parlour	8972753705
38	Madhabi Pal	Bakul	Rakhi Making	7872403638
39	Sunita Pal	Bakul	Rakhi Making	7797420495
40	Rinku Karmakar	Ankita	Rakhi Making	9732325277
41	Sima Das	Ankita	Rakhi Making	8370873388
42	Tumpa Saha	Saibaba	Rakhi Making	7407748167
43	Tumpa Biswas	Pramila	Food Processing	7407243387
44	Poly Nandi	Rajasree	Tailoring	9382648702
45	Jayanti saha	Bandhu	Rakhi Making	8537892034
46	Binapani Sarkar	Madhusree	Rakhi Making	9800098617
47	Tapasi Adhikari	Madhusree	Rakhi Making	8670105574

C. TARGETS FOR 2019-20 (1.4.2019 TO 31.3.2020)

1. SOCIAL MOBILIZATION & INSTITUTION DEVELOPMENT (SM&ID)

No. of towns / cities currently implementing SMID under NULM scheme as on 31st March 2019 (CURRENT STATUS-TOWN COVERAGE)		No. of new towns/ cities to be brought under SMID under NULM scheme in the year 2019-20 (TARGETED STATUS - TOWN COVERAGE)				
Institution Building		Physical Target for 2019-20			Unit Rate (d)	Proposed expenditure (Rs. in lakh) (c) * (d)
		Target carried forward from 2018-19 (a)	New targets for 2019-20 (b)	Total target for 2019-20 (c) = (a) + (b)		
1	No. of new SHGs to be formed					
2	No. of SHGs to be assisted with Revolving fund					
3	No. of ALFs to be formed					
4	No. of ALFs to be registered					
4	No. of ALFs to be assisted with Revolving fund					
5	No. of old CLCs to be supported (2 nd tranche)					
6	No. of old CLCs to be supported (3 rd tranche)					
7	No. of new CLCs to be established and to be provided					

MIDNAPUR MUNICIPALITY

MIDNAPUR, PASCHIM MEDINIPUR

Memo No- 1368
- / NULM

Date: 31/8/19

From
The Executive Officer
Midnapore Municipality

To
The Jt Secretary, UD & MA Department &
Additional Mission Director, WBSULM

Sub:- List of participants for EDP training under Midnapore Municipality

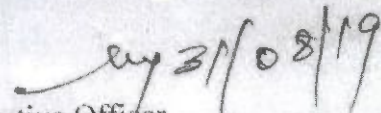
Sir,

As per the letter vide memo no SUDA-76/2017/5472(125) dated 10/08/2019 the list of candidate are sending herewith as per the given format. This is for your kind perusal

Thanking you.

[List of participants for EDP training]

Yours faithfully


Executive Officer
Midnapore Municipality
Executive Officer
Midnapore Municipality

31/8/19



A. FINANCIAL STATUS OF DAY NULM

(Rs in lakh)				
S No.	Description	Central Funds	State Funds	Total funds
1	Opening Balance as on 1.4.2018			
2	Releases from 1.4.2018 to 31.3.2019			
3	Expenditure from 1.4.2018 to 31.3.2019			
4	Expected balance with the State as on 31.3.2019			

B. STATUS OF SUBMISSION OF UTILIZATION CERTIFICATES, ANNUAL AUDITED REPORT WITH FINAL UCS FOR CENTRAL FUNDS RELEASED

(Rs in lakh)				
FY	Central Share released under DAY-NULM	Amount for which UC was submitted by the State	Amount for which UC is pending	
2014-15 to 2016-17				
Financial Year	Central Share released under DAY-NULM	Date on which Provisional UC was submitted by the State	Whether Annual Audited Report with Final UCs submitted	
			If Yes, Amount for which UC was submitted	If No, likely date of submission
2017-18				
2018-19				

List of the candidate for EDP trainnig

SL NO	NAME OF MEMBER	MOBILE NO
1	DIPTI BHATTACHARYA	9641629134
2	LATIKA SINGHA	6294222967
3	SHARMILA JANA	9434958305
4	Jhuma sen	9775513368
5	Subhra Matabbar	7501638221
6	PRATIMA MAJHI	9635807142
7	Mamoni Pakhira	7586994132
8	RANU SINGHA	9800149173
9	DIPSHIKHA BANERJEE	8906681330
10	SUMITRA GOPE	9735631417
11	DEPANWITA BENERJEE	7047870559
12	SUPRIYA DAS	9614482209
13	BAKUL RANI MANDAL	8537938163
14	SHIBANI DUTTA	9064871180
15	Riya Dutta	
16	BANANI BANKURA	7908527372
17	RITA BANERJEE	9641209686
18	SUMITA BASKY	7872089332
19	SUMANA BHOWMIK	8250975180
20	NARAYANI YADAV	6294853754
21	MITHU BHAKAT	9800521459
22	Shila Das	9932675658
23	MANASI CHATTERJEE	8768134361
24	SUJATA DOLAI	9800509272
25	POMPI DAS	9932669332
26	RAJIYA BEGUM	8759957333
27	SEFALI BIBI	8759957333
28	NAMITA ADHYA	9635494713
29	Kamrunnesa Bibi	
30	PURNIMA BOSE	7551873686
31	SNIDIGHA PATRA	9064671346
32	SHANDHYA PATRA	8371918999
33	SUSMITA PARAMANIK	7557067410
34	HASINA BEGUM	6294545340
35	Busra Asgari	6297593937
36	SNEHALATA CHAKRABORTY	9932666314
37	Sima Das	8509801814
38	Pinki Ghroi	7001014308
39	Anjana Pal	9635745464
40	Minu Paloi	6294308438
41	Aleya Begum	
42	Sabeya Khatun	
43	MALLIKA BARIK	7431957859
44	Laksmi Rani Ghosh	8172065729
45	Manira Khatun	9647459494
46	MITALI MUKHERJEE	9064492100
47	SOMA OJHA	8346053464
48	SANDHYA ADHIKARI	8001308679

**DEENDAYAL ANTYODAYA YOJANA
NATIONAL URBAN LIVELIHOODS MISSION**

ANNUAL ACTION PLAN

FOR THE PERIOD

1.4.2019 TO 31.3.2020 (FY 2019-20)

49	SHIPRA DAS	
50	Mita Das	9933810591
51	Soma Das	7047056100
52	Maya Ghanta	
53	Bina Nandi	
54	SHIPRA DUTTA	9434243084
55	Dipali Ghosh	9749200750
56	BABY DAS	9932556134
57	SUMANA PAL	7501878703
58	JHARNA PAL	7407667296
59	Dipti Char	8001920788
60	Bulu Das	8001920788
61	Rita Jana	8972923772
62	Sefali Das	8972923772
63	Manasi Pramanik	8759453193
64	MANOWARA BEGUM	8436417289
65	Israt Akhtar	
66	Ruma Pramanik	9093860608
67	AYESA BIBI	8670479042
68	JESMINA KHATOON	8145214275
69	Baby Khatun	
70	Pinki Das	
71	Kajal Bera	
72	MUNMUN KHATUN	8250954788
73	Ira Bisui	7074962161
74	Asmin Khatun	7478827289
75	SUKLA CHATTERJEE	9933486156
76	Subarna Saha	
77	Soma Das	8001695047
78	SHRABANTI MISHRA	8967752446
79	ALEYA ROY	9563459878
80	SIMA SINGH	7098537590

31/08/19
Executive Officer

Midnapore Municipality

Executive Officer
Midnapore Municipality



F. No. O-16016/1/2017-UPA I/ EFS - 9017641

Government of India
Ministry of Housing and Urban Affairs
(UPA Division)

Nirman Bhawan, New Delhi

Dated **24.4.2019**

To,

All States/UTs
Mission Director - DAY-NULM
(Except-Gujarat, Maharashtra)

Sub: Submission of Annual Action Plan (AAP) for Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM) for 2019-20 - reg.

With reference to the subject cited above, the format for Annual Action Plan 2019-20 for DAY-NULM is enclosed herewith. AAP 2019-20 may be furnished by the States/UTs in the given format. Financial Allocation for FY 2019-20 for your State/UT under DAY-NULM is subject to submission of the Annual Action Plan.

2. You are, therefore, requested to furnish the Annual Action Plan 2019-20 in the given format latest by **30th April, 2019**. A Soft copy of the Annual Action Plan 2019-20 may also be sent at **bharatlal.meena35@gov.in** and **garima.nulmmis@gmail.com**.

3. The matter may kindly be accorded **TOP PRIORITY**.

Encl: as above

Yours faithfully,


Niraj Kumar,
Director, NULM
Tel: 2306 2850

Copy to:-

1. PS to JS (NULM)
2. PS to Director (NULM)
3. PS to DS(UPA-II)
4. All NMMU experts - for necessary action please.

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/6220

তারিখ ০২-০৭-২০১৭

From : Shri Joly Chaudhuri WBCS (Exe.),
Jt. Secretary, UD & MA Department &
Addl. Mission Director, WBSULM

To : The Director,
RSETI, Bankura

Sub: Approval for general EDP training under DAY-NULM at Bankura Municipality

Sir,

Apropos the captioned subject and in response to your proposal received vide no.1523/BM/NULM/19-20 dated 28.08.2019, approval is hereby accorded to organise EDP training (1 batches) at RSETI, Nadia for the 35 (thirty five) beneficiaries mentioned in the list under reference.

2. The CMMU will finalise the date for commencement and completion of training with RSETI, Bankura and communicate to SMMU.
3. The attendance of the trainees is to be ensured by the CMMU.
4. RSETI to maintain the daily attendance of the trainees and submit the attendance report duly certified to the SMMU for further processing.
5. For non residential training programme the RSETI will pay the travelling allowance to all participants @ Rs. 50.00 par participants per day at the last day of the training. Total amount towards travelling allowance expenses will be reimbursed by the SMMU, NULM.
6. RSETI will raise the claim for the training with the SMMU through the CMMU.
7. Payment will be made directly to the account of RSETI and charged under activity EST&P of DAY-NULM.
8. All concerned are being informed.

Yours faithfully,

Chandhan
Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

Memo No. : SUDA-76/2017/6220/1(1)

22.08.2019

Copy forwarded for information and taking necessary action to:

1. The Chairperson, Bankura Municipality. He is requested to ensure the attendance of the trainees at the EDP (1 batch) training programme at RSETI, Bankura. CMMU is to be tasked to the job.

Chandhan
Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



Office of the Municipal Councillors of Bankura

From: *Mahaprasad Sengupta*

CHAIRMAN, BANKURA MUNICIPALITY

Office: 250367,250344,2548

Fax: 03242-259269/2503

Resi: 03242-253338 Mobile: 94341151

E-mail: senguptamahaprasadcm@yahoo.

:bankuramunicipality@rediffmail.cc

Website:www.bankuramunicipality.c

Memo No. 1523/BM/NULM/19-20

Date. 28/08/2019..

To

The Joint Secretary, UD&MA Dept. &

Addl. Mission Director, WBSULM

WBSULM,

H.C. Block, Sector III, Kolkata -700106.

Sub: List of SHG participants for EDP under NULM, Bankura Municipality.

Sir,

As per your office memo no. SUDA-76/2017/5472(125) dated 10.08.2019, please find enclosed herewith the list of SHG participants who has received Cash Credit Loan in the FY-2019-20 for EDP under NULM, Bankura Municipality.

Encl: As stated.

Yours Faithfully

M/S
Chairman

Bankura Municipality

Basundhar Das
28/8/2019

28-08-19
Chairman
Bankura Municipality

ULB	District	SMID				RF to SHG MIS	SEP-I		Credit Linkage	
		ALF formed	CLC Status	Total Group	Member		Total Sponsored	Total Sanctioned	Total Sponsored	Total Sanctioned
Baruipur	SOUTH 24PARAGANAS	0	Target - 1	203	3083	109	0	0	0	0
Bidhanagar MC	NORTH 24PARAGANAS	0	Target - 1	157	760	0	0	0	46	0
Chandpany	HOOGHLY	0	Target - 1	183	1984	16	69	12	6	0
Konnagar	HOOGHLY	0	SANCTIONED	91	1202	0	0	0	0	0
Panihati	NORTH 24PARAGANAS	1	Target - 1	1694	16617	1	0	0	0	0
SouthDumDum	NORTH 24PARAGANAS	0	Target - 1	158	2106	69	129	66	51	17

List of SHG Members EDP

Sl No	Name of the Candidate	SHG Beneficiary (who received CC 2019-20)	Economic activity in which engaged	Contact No
1	Tumpa Das	Patpur Bauripara 5 No SHG	Readymade	8927214711
2	Tumpa Bauri		Imitation	9563214641
3	Ankana Bagdi		Saree	8145555113
4	Payel Das		Tea Shop	9064846214
5	Manu Das	Tamlibandh SHG No 1	Saree	7585000983
6	Mala Das		Tea Shop	7074977626
7	Dipali Das		Muri Business	8759036046
8	Lakshi Das		Thonga	9563290190
9	Mamata Chakraborty	Patpur Nehru Basti 1 No SHG	Bag	9679252892
10	Durga Das		Food Shop	8972650254
11	Moyna Malakar		Maid Servent	no
12	Rakhi Bauri		Maid Servent	7365022927
13	Debashree Mukherjee	Nutanchati Ruidaspara 6 No SHG	Imitation	9382277050/ 6294625022
14	Payel Bhadra		Tailoring	9064790547
15	Rina Ruidas		Toto	8172092958
16	Namita Ruidas		Toto	9091160098
17	Rupa Ruidas		Fruit Business	7718333296
18	Shantana Bhakat	Kayasthapara 2 No SHG	Sheep Wool Business	7908687965
19	Mangala Das		Thela Gari	8350081003
20	Sunita Das		Muri Business	7699511366
21	Mamani Das		Thela Gari	8101476390
22	Lakshmi Gorai		Tailouring	7365938636
23	Maya Bhakat	Atchalapara KSORG	Sheep Wool Business	7604047029
24	Babita Bhakat		Sheep Wool Business	8371833765
25	Alaka Bhakat		Sheep Wool Business	8016731665
26	Sarita Bhakat		Sheep Wool Business	7031549749
27	Saraswati Bhakat	Lokepur Atchala Para 3 no SHG	Sheep Wool Business	6295632730
28	Rajashree Kundu		Tailoring	9749010522
29	Mita Pal		Small Variety Store & Parlour	8348952628
30	Sabita Bhakat		Small Variety Store	9732187101
31	Sanchita Das	Lokepur Kayasthapara 4 No SHG	Small Variety Store	62959951352
32	Archana Sarkar		Imitation Business	9002527654
33	Shrabani Das	Kayasthapara 5 No SHG	Amway Business	9434182791
34	Sandhya Bhakat		Saree, Saya, Blouse Business	7478457021
35	Rina Bhakat		Variety Shop	no

Rasundhar Das
28/8/2019

ULB	District	Manpower							Financial Amounts is in Rs. Lacs				Recruitment Pending at SUDA
		Manpower	Accountant	APO	CO	DEO	Multi-Task Helper	Total	Total Fund Disbursed	Total UC Received	Yearly Fund required for Salary	Yearly Average % of Fund disbursed for Salary	
Baruipur	SOUTH 24PARAGANAS	0	0	0	1	1	0	2	28.68	13.85	2.64	23.01	CMM-2
Bidhanagar MC	NORTH 24PARAGANAS	0	0	2	4	0	0	6	134.16	69.39	8.40	26.80	
Chandpur	HOOGLY	2	0	0	1	0	0	3	172.92	3.06	13.20	36.94	Accountant-1 DEO-1 CO-1
Konnagar	HOOGLY	0	0	1	1	0	0	2	41.32	13.70	3.00	18.15	
Panihati	NORTH 24PARAGANAS	0	0	1	4	0	0	5	220.57	1.34	6.60	10.86	
SouthDumDum	NORTH 24PARAGANAS	2	1	0	1	1	1	6	79.28	12.59	17.52	65.10	

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/5980

তারিখ 27.08.19

From : Joint Secretary, UD & MA &
Additional Mission Director, WBSULM

To: The Principal Maharaj
Ramkrishna Mission Samaj Sevak Sikshan Mandir
Belur Math, Howrah

Sub: Request for proposal to train SHG members on different product lines insitu at
different ULBs of the state.

Sir,

Kindly recall the discussion at your office on the 18th of August. Under the State Urban Livelihood Mission we have around 58,000 SHGs in the state. We seek the support of your institution in imparting insitu training in some specific production lines viz production of mushroom, tailoring, catering, animal husbandry etc.

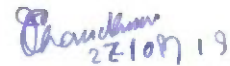
We would request you to share with us the training support your institution can provide through Insitu courses at different ULBs. You may also like to confirm whether the trainings are carried out as per the RSETI norms. The trainings will be funded under the State Urban Livelihood Mission programme.

Sri Sandip Bairagi, State Mission Manager (9163365778) will be in touch with you and your team.

We may be reached at wbsulm@gmail.com and jolychaudhuri9@gmail.com.

Looking forward to your response.

Yours faithfully



Joint Secretary, UD&MA

&

Additional Mission Director, WBSULM

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/5927

তারিখ 22.08.2019

From : Shri Joly Chaudhuri WBCS (Exe.),
 Jt. Secretary, UD & MA Department &
 Addl. Mission Director, WBSULM

To : The Director,
 RSETI, Hooghly

Sub: Approval for general EDP training under DAY-NULM at Hooghly Chinsurah Municipality

Sir,

Apropos the captioned subject and in response to your proposal received vide no.1353/M.G dated 20.08.2019, approval is hereby accorded to organise EDP training (batch - I) at RSETI, Nadia for the 35 (thirty five) beneficiaries mentioned in the list under reference.

2. The date for commencement and completion of training is to be finalised with RSETI, and communicate to SMMU.
3. The attendance of the trainees is to be ensured by the CMMU.
4. RSETI to maintain the daily attendance of the trainees and submit the attendance report duly certified to the SMMU for further processing.
5. For non residential training programme the RSETI will pay the travelling allowance to all participants @ Rs. 50.00 par participants per day at the last day of the training. Total amount towards travelling allowance expenses will be reimbursed by the SMMU, NULM.
6. RSETI will raise the claim for the training with the SMMU through the CMMU.
7. Payment will be made directly to the account of RSETI and charged under activity EST&P of DAY-NULM.
8. All concerned are being informed.

Yours faithfully,

J. Chaudhuri 22-08-19
 Jt. Secretary, UD & MA Dept.
 &
 Addl. Mission Director,
 WBSULM

Memo No. : SUDA-76/2017/5927/1(1)

22.08.2019

Copy forwarded for information and taking necessary action to:

1. The Chairperson, Hooghly Chinsurah Municipality. He is requested to ensure the attendance of the trainees at the EDP training programme at RSETI, Hooghly. CMMU is to be tasked to the job.

J. Chaudhuri 22-08-19
 Jt. Secretary, UD & MA Dept.
 &
 Addl. Mission Director, WBSULM

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/5928

তারিখ 22.08.2019

From : Shri Joly Chaudhuri WBCS (Exe.),
Jt. Secretary, UD & MA Department &
Addl. Mission Director, WBSULM

To : The Director,
RSETI, Purulia

Sub: Approval for general EDP training under DAY-NULM at Purulia Municipality

Sir,

Apropos the captioned subject and in response to your proposal received vide no.1353/M.G dated 20.08.2019, approval is hereby accorded to organise EDP training (batch - I) at RSETI, Nadia for the 35 (thirty five) beneficiaries mentioned in the list under reference.

2. The date for commencement and completion of training is to be finalised with RSETI, Purulia and communicate to SMMU.
3. The attendance of the trainees is to be ensured by the CMMU.
4. RSETI to maintain the daily attendance of the trainees and submit the attendance report duly certified to the SMMU for further processing.
5. For non residential training programme, the RSETI will pay the travelling allowance to all participants @ Rs. 50.00 per participants per day at the last day of the training. Total amount towards travelling allowance expenses will be reimbursed by the SMMU, NULM.
6. RSETI will raise the claim for the training with the SMMU through the CMMU.
7. Payment will be made directly to the account of RSETI and charged under activity EST&P of DAY-NULM.
8. All concerned are being informed.

Yours faithfully,

J. Chaudhuri
22.08.19
Jt. Secretary, UD & MA Dept.

&
Addl. Mission Director, WBSULM

Memo No. : SUDA-76/2017/5928/1(C1)

22.08.2019

Copy forwarded for information and taking necessary action to:

1. The Chairperson, Purulia Municipality. He is requested to ensure the attendance of the trainees at the EDP (3 batch) training programme at RSETI, Purulia. CMMU is to be tasked to the job.

J. Chaudhuri
22.08.19
Jt. Secretary, UD & MA Dept.

&
Addl. Mission Director, WBSULM

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/5929

তারিখ 22.08.2019

From : Shri Joly Chaudhuri WBCS (Exe.),
Jt. Secretary, UD & MA Department &
Addl. Mission Director, WBSULM

To : The Director,
RSETI, Nadia

Sub: Approval for general EDP training under DAY-NULM at Kalyani Municipality

Sir,

Apropos the captioned subject and in response to your proposal received vide no.4886/K.M dated 21.08.2019, approval is hereby accorded to organise EDP training (3 batches) at RSETI, Nadia for the 35 (thirty five) beneficiaries mentioned in the list under reference.

2. The date for commencement and completion of training is to be finalised with RSETI, Nadia and communicate to SMMU.

3. The attendance of the trainees is to be ensured by the CMMU.

4. RSETI to maintain the daily attendance of the trainees and submit the attendance report duly certified to the SMMU for further processing.

5. For non residential training programme, the RSETI will pay the travelling allowance to all participants @ Rs. 50.00 par participants per day at the last day of the training. Total amount towards travelling allowance expenses will be reimbursed by the SMMU, NULM.

6. RSETI will raise the claim for the training with the SMMU through the CMMU.

7. Payment will be made directly to the account of RSETI and charged under activity EST&P of DAY-NULM.

8. All concerned are being informed.

Yours faithfully,

[Signature] 22.08.19
Jt. Secretary, UD & MA Dept.

&
Addl. Mission Director, WBSULM

Memo No. : SUDA-76/2017/5929/1(1)

22.08.2019

Copy forwarded for information and taking necessary action to:

1. The Chairperson, Kalyani Municipality. He is requested to ensure the attendance of the trainees at the EDP (3 batch) training programme at RSETI, Kalyani. CMMU is to be tasked to the job.

[Signature] 22.08.19
Jt. Secretary, UD & MA Dept.

&
Addl. Mission Director, WBSULM



Office of the Kalyani Municipality

PH : (033) 2582 8455, 9569, 9570, FAX: -8630

e-mail : info@kalyanimunicipality.org

City Centre Complex : Kalyani : Nadia : West Bengal : PIN-741235

Memo No. 4886/K.M

Date: 21/8/2019

From: Chairman
Kalyani Municipality

To: Jt. Secretary, UD&MA Department &
Addl. Mission Director, WBSULM

Sub: EDP Training List

Sir,

In response to letter (Ref:SUDA-76/2017/5472(125)) Dated:10.08.2019 I am sending herewith the list of SHG members for EDP training as desired by you.

Encl: As Stated

Yours faithfully

[Signature]
Chairman
Kalyani Municipality

Date: 21/8/2019

Memo no 4886(2)/2019-2020

Copy forwarded for information to:

1. CIC (Water), Kalyani Municipality, Kalyani, Nadia.
2. Executive Officer, Kalyani Municipality, Kalyani, Nadia.

[Signature]
Chairman
Kalyani Municipality

SL. No.	Output	Construction of shelters**	Refurbishment of shelters**	O&M
		[Rs. in lakh]	[Rs. in lakh]	[Rs. in lakh]
Expenditure				

Unit cost for the construction/refurbishment of each of the shelters to be made functional during the year to be provided in the format as Annexure-X]

SL. No.	Output	No. of trainings to be conducted in 2019-20	Expenditure
H	Trainings for SMAs		

SL. No.	Output	No. of shelters audited so far	No. of shelters to be audited in 2019-20
I	Social Audit of shelters		

SL. No.	Output	No. of shelters already mapped	No. of shelters to be mapped in 2019-20
J	No. of shelters mapped with colleges/educational institutions ***		

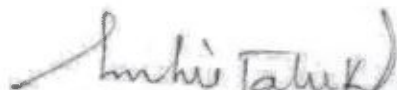
Details may be provided in the template enclosed as Annexure-Y]

H.

EDP TRAINING LIST

1ST BATCH

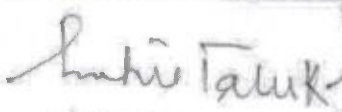
Sl No.	Name of the Candidate	Whether SHG member/SEP-I beneficiary	Economic activity in which engaged	Contact Number
1	Rina Adhikary	SHG member	Canteen	8240352722
2	Purnima Orang	SHG member	Canteen	
3	Bina Das	SHG member	Canteen	
4	Babli Das	SHG member	Canteen	
5	Niyati Sarkar	SHG member	Canteen	
6	Babita Bauli	SHG member	Canteen	
7	Suniti Adhikary Biswas	SHG member	Canteen	
8	Anika Halder	SHG member	School Dress	9883609956
9	Jayanti Roy	SHG member	School Dress	9804303037
10	Supriya Debnath	SHG member	School Dress	8777584201
11	Manju Sharma	SHG member	School Dress	8276858576
12	Kakali Paul	SHG member	School Dress	7685852861
13	Anju Roy Joydhar	SHG Member	School Dress	
14	Jhunu Biswas	SHG Member	School Dress	8100686919
15	Jaya Adhikary	SHG Member	School Dress	8100686919
16	Manju Roy Joydhar	SHG Member	School Dress	8017122127
17	Soma Biswas	SHG Member	School Dress	9038235193
18	Jhutika Biswas	SHG Member	School Dress	8100686919
19	Sunita Biswas	SHG Member	School Dress	8100686919
20	Aparna Biswas	SHG Member	School Dress	7003811080
21	Kamala Bal	SHG Member	School Dress	8100686919
				8100686919
				8017885474
22	Monika Mondal	SHG Member	School Dress	/
23	Jaya Mondal	SHG Member	School Dress	8910970512
24	Anima Chakrabarty	SHG Member	School Dress	7449434122
25	Rita Sarkar	SHG Member	School Dress	9875332904
26	Mousumi Karmakar	SHG member	School Dress	9330650559
27	Rama Mallick	SHG member	Jute Bag	9875458683
28	Mamani Mistri	SHG member	Jute Bag	9748853008
29	Shamali Sarkar	SHG member	Jute Bag	8420148186
30	Supriya Mondal	SHG Member	Jute Bag	8481997353
31	Pinki Soren	SHG Member	Jute Bag	6290193390
32	Rimpa Majhi	SHG Member	Jute Bag	9903118227
33	Shilpi Patra	SHG Member	Jute Bag	6289257192
34	Mousumi Sarkar	SHG Member	Jute Bag	6289257192
35	Nayanmoni Mondal	SHG Member	Jute Bag	6289257192
			Jute Bag	8777048115


 Chairman
 Kalyani Municipality

EDP TRAINING LIST

2ND BATCH

Sl No.	Name of the Candidate	Whether SHG member/SEP-I beneficiary	Economic activity in which engaged	Contact Number
1	Anita Bhagat	SHG Member	Canteen	8777721137
2	Maya Mondal	SHG Member	Canteen	9088766961
3	Sabita Das	SHG Member	Canteen	6289431738
4	Gita Majumder	SHG Member	Canteen	9330061905
5	Anchita Barui	SHG Member	Canteen	9675238172
6	Mithu Mondal	SHG Member	Batik& Bandhni	9836412900
7	Dipa Bhakta	SHG Member	Batik& Bandhni	9038900232
8	Minoti Roy	SHG Member	Batik& Bandhni	9088447925
9	Shilpi Bepari	SHG Member	Batik& Bandhni	7003239669
10	Suparna Samaddar	SHG member	Batik& Bandhni	
11	Sampa Barai	SHG member	Batik& Bandhni	
12	Minati Mallick	SHG member	Batik& Bandhni	
13	Suchitra Kirtaniya	SHG member	Batik& Bandhni	
14	Jhumur Das	SHG member	Batik& Bandhni	9831495268
15	Mithu Mondal	SHG Member	Batik& Bandhni	9836412900
16	Dipa Bhakta	SHG Member	Batik& Bandhni	9038900232
17	Shilpi Bepari	SHG Member	Batik& Bandhni	7003239669
18	Sampa Banarjee	SHG member	Dry Flower	9143179531
19	Champa Hembram	SHG member	Dry Flower	8420257044
20	Basi Mandi	SHG member	Dry Flower	
21	Maya Kisku	SHG member	Dry Flower	
22	Pratima Kujur	SHG member	Dry Flower	
23	Parbati Tudu	SHG member	Dry Flower	
24	Megha Dutta	SHG member	Costume Jewellery	6291008793
25	Suniya Hansda	SHG member	Costume Jewellery	8335826628
26	Kaberi Sarkar	SHG member	Costume Jewellery	9230491935
27	Rani Hansda	SHG member	Spice	9163872195
28	Sikha Halder	SHG Member	Spice	8240253179
29	Chhaya Malo	SHG Member	Spice	9674361291
30	Monoroma Halder	SHG member	School Dress	9038609353
31	Sujata Das	SHG member	School Dress	9804750856
32	Sipra Sarkar	SHG member	School Dress	6289471230
33	Moyna Shil	SHG member	School Dress	
34	Eitika Saha	SHG Member	Bari	9477621474
35	Joya Mondal	SHG member	Bori	


 Chairman
 Kalyani Municipality

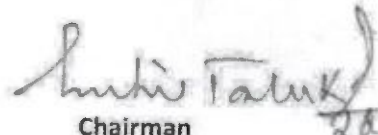
20/08/19

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EDP TRAINING LIST

3RD BATCH

Sl No.	Name of the Candidate	Whether SHG member/SEP-I beneficiary	Economic activity in which engaged	Contact Number
1	Sikha Malo	SHG Member	Spice	9038900232
2	Asha Mondal	SHG Member	Spice	9038244562
3	Krishna Das	SHG Member	Spice	9231613884
4	Alo Mondal	SHG Member	Spice	8583945236
5	Soma Mondal	SHG Member	Spice	9883255442
6	Monika Roy	SHG Member	Spice	7980751380
7	Mithu Talukder	SHG member	Spice	8017324711
8	Jayashree Das	SHG member	Cloth	9163100708
9	Nita Joydhar	SHG Member	Cloth	9831453474
10	Dipu Joydhar	SHG Member	Cloth	6289844507
11	Dipika Saha	SHG Member	Cloth	9051871387
12	Sunita Das	SHG Member	Cloth	7998992236
14	Sabita Shil	SHG member	Bori	
16	Piu Mallick	SHG member	Batik& Bandhni	9088405174
17	Mithu Das (Sarkar)	SHG member	Batik& Bandhni	
18	Tumpa Das	SHG member	Masrum	8017662460
19	Baisakhi Majumder	SHG Member	Masroom	7890677580
20	Ratna Das	SHG Member	Masroom	9330181253
21	Sritikona Das	SHG member	Bag	
22	Tanu Das	SHG Member	Animal Buisness	6289627871
23	Monika Das	SHG Member	Chanachur	844497564
24	Soma Pradhan	SHG Member	Beauty Parlour	9477621474
25	Ruma Das	SHG Member	Beauty Parlour	8240899209
26	Jhuma Das	SHG member	Fruit	9073229752
27	Rimpa Mondal	SHG Member	Fruit	8100686919
28	Anita Das	SHG Member	Food Stall	9748848073
29	Chandana Sarkar	SHG member	Redimate Cloth	9875458683
30	Anima Chakraborty	SHG member	Redimate Cloth	
31	Kabita das	SHG member	Sharee	8100121743
32	Runu Majhi	SHG member	Sharee	9073229752
33	Debashree Mondal	SHG member	Talloring	9230491935
34	Sukla Das	SHG Member	Tailoring	9831921442
35	Jamuna Das	SHG member	Tea	9073229752


Chairman
Kalyani Municipality

I. CONVERGENCE PLAN

Ministry / Department	Scheme Name	Convergence Opportunity	Proposed No. of units	Unit description



Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly, West Bengal.

Tel.: (033) 2680-2899/2319, TeleFax. (033) 2680-6091

Website:-www.hcm.net.in & E-mail id:-Hooghch@yahoo.com

Memo no. 3819/ NULM

Dated 21/8/19

From: - The Chairman,
Hooghly Chinsurah Municipality

To: - The Director, SUDA
&
State Mission Director, WBSULM
ILGUS BHAVAN, HC Block, Sector- III,
Bidhannagar, Kolkata- 700106

Subject: - List of trainees for Entrepreneurship Development Programme (EDP)


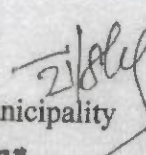
Reference letter- from your end vide memo no. SUDA-76/2017/5075(125, dated- 02/08/2019

Respected Madam,

In response to your letter vide letter no. SUDA-76/2017/5075(125, dated- 02/08/2019 we are sending the list of willing trainees as per prescribed template for Entrepreneurship Development Programme (EDP) under WBSULM, Hooghly Chinsurah Municipality for your necessary information and approval.

Yours Faithfully

Enclosure-
List of trainee for EDP

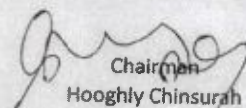

Chairman,
Hooghly Chinsurah Municipality

Chairman
Hooghly Chinsurah Municipality

DETAILS OF MAPPED SHELTERS

Sl. No.	Output	Number
A	Shelters mapped with colleges/educational institutions	
B	No. of visit/feedback report submitted by student volunteers for the shelters visited	
C	No. of visit/feedback report of student volunteers submitted by SULM to SLSMC	
D	Actions taken by the State/UT on the report of student volunteers	
1.		
2.		
3.		
4.		

List of Trainees for EDP under WBSULM, Hooghly chinsurah Municipality

	Name of Candidate	Whether SHG Member/ SEP-I Beneficiary	If SHG Member, Name of SHG	Economic Activity in which engaged	Contact No
1	Arup Majhi	SEP-I	NA	Electical Equipment Sale & services	7044293017
2	Pradip Roy	SEP-I	NA	Manufacturing business of orthopedic surgical appliances & Physiotherapist	9231591555
3	Piyali Biswas	SHG Member	Satadal Swanirvar Gosthi	Cosmetics & Saree Sale	9007570112
4	Kasturi Ghosh	SHG Member	Maa Sarada Swanirvar Gosthi	Boutique & Tailor	9339164460
5	Mithu Kundu Mondal	SHG Member	Kusum Swanirvar Gosthi	Soft Toys making & saling	9681950656
6	Pratima Das	SHG Member	Prerona Swanirvar Gosthi	Garments Sale	8013229454
7	Bharati Talukdar	SHG Member	Dalia Swanirvar Gosthi	Tailoring	6290060538
8	Shampa Mal	SHG Member	Rani Swanirvar Gosthi	Boutique	7003658710
9	Jhuma Ghosh Paramaniki	SHG Member	Rani Swanirvar Gosthi	Saree Sale	8697636626
10	Suparna Das	SHG Member	Manjuri Swanirvar Gosthi	Beautician	6289568527
11	Sonam Khatun	SHG Member	Elina Swanirvar Gosthi	Saree Sale	9875571644
12	Safiya Bibi	SHG Member	Elina Swanirvar Gosthi	Saree Sale	9748280745
13	Shila Das	SHG Member	Bhagini Nibedita Swanirbhar Gosthi	Tailoring	9830416925
14	Bidisha Shet	SHG Member	Suvhalaxmi Swanirvar Gosthi	Garment & Cosmetics Sale	9433666385
15	Shanta Bhattacharjee	SHG Member	Subarnalata Swanirvar Gosthi	Tailoring	9051431712
16	Sima Barman	SHG Member	Tara Maa Swanirvar Gosthi	Tailoring	9230121807
17	Shrabani Ghosh	SHG Member	Swapner Disha Swanirvar Gosthi	Saree Sale	9804988330
18	Mousumi Das Sanyal	SHG Member	Swapner Disha Swanirvar Gosthi	Saree Sale	8584078511
19	Sharmistha Basu	SHG Member	Ashabadi Swanirvar Gosthi	Laundry	9143005282
20	Mahuya Chakraborty	SHG Member	Ashabadi Swanirvar Gosthi	Cosmetics & Saree Sale	933654668
21	Shipra Banik	SHG Member	Aswas Swanirvar Gosthi	Grocery	9330615242
22	Sabita Das	SHG Member	Aswas Swanirvar Gosthi	Spices Paking	8100428199
23	Soma Das	SHG Member	Aswas Swanirvar Gosthi	Agarbati Trading	9007393122
24	Nirmala Das	SHG Member	Kusum Swanirvar Gosthi	Saree Sale	9123080742
25	Rumpa Mazumder	SHG Member	Kusum Swanirvar Gosthi	Grocery	7059912354
26	Krishna Biswas	SHG Member	Kusum Swanirvar Gosthi	Cosmetics & Jewellery Sale	8584996488
27	Kajal Shaw	SHG Member	Kusum Swanirvar Gosthi	LED Light Fetting & Selling	9748367752
28	Sujata Kar	SHG Member	Prerona Swanirvar Gosthi	Beautician	8335919337
29	Sayantani Kar	SHG Member	Prerona Swanirvar Gosthi	Saree Sale	6291873699
30	Daliya Chattarjee	SHG Member	Prerona Swanirvar Gosthi	Jewellery Sale	7980593262
31	Dipa Hore	SHG Member	Pujarini Swanirvar Gosthi	Saree Sale	9874074959
32	Anima Das	SHG Member	Sabuj Sathi Swanirvar Gosthi	Imitation Jewellery Sale	8777834709
33	Ratno Priya Mahanto	SHG Member	Klakshmi Swanirvar Gosthi	Computer Café	9051253759
34	Anamika Dey	SHG Member	Klakshmi Swanirvar Gosthi	Tailoring	8697010819
35	Anita Manna	SHG Member	Moner Echche Puron Swanirvar Gosthi	Tailoring	8017448713
36	Sumita Nandy	SHG Member	Papri Swanirvar Gosthi	Saree Sale	9830181323
37	Kajal Mondal	SHG Member	Anandamayee Swanirvar Gosthi	Saree Printing	9875423520
38	Madhu Mondal	SHG Member	Anandamayee Swanirvar Gosthi	Beautician	9875423520
39	Tapasi Dutta	SHG Member	ShreeSwanirvar Gosthi	Beautician	8335883897
40	Mousumi Roy Chowdhuri	SHG Member	Shree Swanirvar Gosthi	Cosmetics Sale	8961680227
41	Aparna Sinha	SHG Member	Mukto Swanirvar Gosthi	Tailoring (Nighty cutting & stitching) with Sale	9007409915
42	Alpana Pal Sil	SHG Member	Amra Sobai Swanirvar Gosthi	Beautician	9231710075
43	Balaka Nandy	SHG Member	Bristi Swanirvar Gosthi	Fast Food Shop	6290189766
44	Itu Bhattacharya	SHG Member	Deya Neya Swanirvar Gosthi	Saree & Junk jewellery Sale	8910293600


Chairman
Hooghly Chinsurah

Chairman
Hooghly Chinsurah Municipality

UNIT RATE OF EXPENDITURE FOR SHELTERS: 2019-20*Unit rate of expenditure statement of shelters to be functional in the FY 2019-20*

Sl. No.	Name of the Shelters	New construction		
		Total Area [in Sf. ft.]	Cost of construction [Per Sq. ft.]	Total Expenditure

1

2

3

Sl. No.	Name of the Shelters	Refurbishment		
		Total Area [in Sq. ft.]	Cost of Refurbishment	Total Expenditure

1

2

3

Sl. No.	Name of the Shelters	O&M		
		Capacity	Cost of Refurbishment	Total Expenditure

1

2

3

পুরুলিয়া পৌরসভার কাউন্সিলারগণের কার্যালয়

OFFICE OF THE COUNCILLORS

PURULIA MUNICIPALITY

দিনাঙ্ক -----

Date- 20.8.19

পুরুলিয়া - ৭২৩১০১

পত্রাঙ্ক -----

Memo No 1353 M.G

Purulia -723101

To

The Director, SUDA

&

Mission Director, WBSULM

ILGUS BHABAN,

H C Block, Sector III,

Salt Lake City

Kolkata - 700106

Subject: - List of first batch EDP training under DAY-NULM

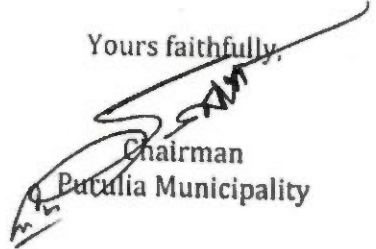
Madam,

In reference to the letter vide memo no SUDA-76/2017/5472(125) dated 10.08.2019; I am sending herewith a list of 35 trainee for the first batch of EDP training conducted by RSETI, Purulia. The first batch of training will be started on and from 26.08.2019.

This is for your information and necessary action.

Encl.: - As stated

Yours faithfully,


Chairman
Purulia Municipality

Annexure-II

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Enterpreneurship Development Programme list

PURULIA MUNICIPALITY

0	NAME OF CANDIDATE	WHETHER SHG MEMBER/ SEP-I BENEFICIARY	ECONOMIC ACTIVITY	CONTACT NO
1	SONALI DUTTA	SHG MEMBER	TAILOR	8670159579
2	PUJA PARAMANIK	SHG MEMBER	TAILOR	9064408540
3	BIJALA GORAIN	SHG MEMBER	GENERATOR	7318647709
4	ANNA PATRA	SHG MEMBER	READYMADE GARMENTS	8906739786
5	JHARNA MODAK	SHG MEMBER	SAREE	7063030243
6	KRISHNA BANERJEE	SHG MEMBER	COSMETICS	7044163541
7	MAMPI PARAMANIK	SHG MEMBER	PARLOUR	8535953553
8	KAKOLI DUTTA	SHG MEMBER	STATONARY	9832938125
9	PURNIMA KUNDU	SHG MEMBER	GROCERY	9593393053
10	SUKLA CHATTAPADHAY	SHG MEMBER	BORI	9732397596
11	MANIMA DUTTA	SHG MEMBER	COSMETICS	8926475469
12	RINKU ROY	SHG MEMBER	STATONARY	8967988751
13	MANASI DAS	SHG MEMBER	MILK	8547802989
14	SAKUNTALA SAO	SHG MEMBER	READYMADE GERMENTS	7098125796
15	BHAROTI MUKHERJEE	SHG MEMBER	READYMADE GERMENTS	6295329385
16	GITANJALI NATH	SHG MEMBER	READYMADE GERMENTS	9932614312
17	NOMITA MAHATO	SHG MEMBER	PARLOUR	7319495559
18	HEMA BHATTACHARYA	SHG MEMBER	TAILOR	9832218867
19	PRATIMA CHAKRABORTY	SHG MEMBER	READYMADE GERMENTS	9933678909
20	PUJA DEOGHORIA	SHG MEMBER	PARLOUR	850982693
21	BELA BAURI	SHG MEMBER	SATTU	850982693
22	ARCHANA MAHALI	SHG MEMBER	READYMADE GERMENTS	6297581652
23	MONIMALA SUTRADHAR	SHG MEMBER	FURNITURE	6297581652
24	NILIMA CHETTARJEE	SHG MEMBER	GROCERY	9093217053
25	MITALI TIKAIT	SHG MEMBER	SPICE, TEADY	9547814915
26	RUPA MUKHERJEE	SHG MEMBER	TAILOR	9932270992
27	AROTI KHAN	SHG MEMBER	ENVELOPE MAKING	8001576023
28	PARBOTI RAJWAR	SHG MEMBER	TAILOR	8016176898
29	SILPI RAJWAR	SHG MEMBER	TAILOR	9564869324
30	REKHA RAJWAR	SHG MEMBER	TAILOR	8371927228
31	LAXMI BAURI	SHG MEMBER	GOAT BUSINESS	758620898
32	NUPUR MODK	SHG MEMBER	SATTU	7679400565
33	SUNITA MAHATO	SHG MEMBER	READYMADE GERMENTS	7602335069
34	SASTHI SARDAR	SHG MEMBER	SPICE, TAILOR	9734503362
35	PURNIMA PODDAR	SHG MEMBER	READYMADE GARMENTS	8250927164

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রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA- 76/2017/ 5537

10.08.2019

ক্রমিক নং

তারিখ 10

From : Shri Joly Chaudhuri WBCS (Exe.),
 Jt. Secretary, UD & MA Department &
 Addl. Mission Director, WBSULM

To : The Director,
 RSETI, Jalpaiguri

Sub : Approval for general EDP training under DAY-NULM at Jalpaiguri Municipality

Sir,

Apropos the captioned subject and in response to your proposal received vide no.1718/M dated 09.08.2019, approval is hereby accorded to organise EDP training (Batch-1) at RSETI, Jalpaiguri for the 35 (thirty five) beneficiaries mentioned in the list under reference.

2. The date for commencement and completion of training is to be finalised with RSETI, Jalpaiguri and communicate to SMMU.

3. The attendance of the trainees is to be ensured by the CMMU.

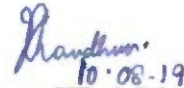
4. RSETI to maintain the daily attendance of the trainees and submit the attendance report duly certified to the SMMU for further processing.

5. RSETI will raise the claim for the training with the SMMU through the CMMU.

6. Payment will be made directly to the account of RSETI and charged under activity EST&P of DAY-NULM.

7. All concerned are being informed.

Yours faithfully,



Jt. Secretary, UD & MA Dept.

&

Addl. Mission Director, WBSULM

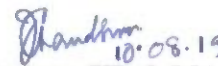
SUDA- 76/2017/ 5537/1(1)

10.08.2019

16

Copy forwarded for information and taking necessary action to :

1. The Chairperson, Jalpaiguri Municipality. He is requested to ensure the attendance of the trainees at the EDP (batch-1) training programme at RSETI, Jalpaiguri. CMMU is to be tasked to the job.



Jt. Secretary, UD & MA Dept.

&

Addl. Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Sri Mohan Bose

CHAIRMAN
JALPAIGURI MUNICIPALITY
JALPAIGURI

RESIDENCE :
MOHURIPARA, JALPAIGURI
MOBILE : 9434004857
PHONE & FAX : 03561-231096 (C)
: 03561-230050 (O)
email : jalpaigurimunicipality@gmail.com
Website : jalpaigurimunicipality.org

Memo No. : 1718/M

Date : 09/08/2019

To:-

The Director ,SUDA,
ILGUS Bhawan, Sector-III
Bidhannagar
Kol-700106

Sub: Submission of list for Entrepreneurship Development Programme (EDP) under DAY-NULM under Jalpaiguri Municipality

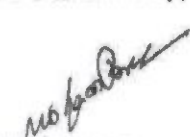
Sir,


I am sending herewith the list of beneficiaries for Entrepreneurship Development Programme (EDP) under DAY-NULM under Jalpaiguri Municipality.

This is for your kind information and taking necessary action please.

With thanks,

Yours faithfully,


Chairman

 Jalpaiguri Municipality

Enclo:- As Stated.

Office of The Municipal Councillors

JALPAIGURI MUNICIPALITY

Office Phone : 03561-230050 (O)

email : jalpaigurimunicipality@gmail.com

Website : jalpaigurimunicipality.org

No. : M

Date : 09/08/2019.

SL NO.	NAME OF THE CANDIDATE	WHETHER SHG MEMBER. SEP I BENEFICIARY	ECONOMY ACTIVITY IN WHICH ENGAGED	CONTACT NUMBER
1	BULTI GHOSH	AGRAZA SHG	CRYSTAL BAG, JEWELLERY BAG MALAI CORD BAG, CUSSION	9641652528
2	BABBY ISOR	AGAMONY SHG	ORNAMENTAL FISHERIES	9617452377
3	TANUSHREE DAS NARAYAN	AGAMONY SHG	ORNAMENTAL FISHERIES	7063028592
4	KRISHNA SARKAR	BIJOYA SHG	CRYSTAL BAG, CANE PRODUCT, COSTUME JEWELLERY	6295751447
5	SUDESHNA DAS SEN	BIJOYA SHG	GARMENTS BUSINESS	9800616419
6	NEHA SETH	NIVEDITA SHG	TRAILORING	8637803107
7	RUMA SHARMA	ASHAR ALO SHG	RAKHI MAKING	9475477999
8	NIRUPAMA BARMAN	MAA DURGA SHG	GARMENTS BUSINESS	9002782938
9	PAYEL DATTA MANDAL	NIVEDITA SHG	BEAUTICIAN	9382250267
10	MOUSUMI DAS BHOWMIK	ANANYA SHG	EMBROIDERY	8670532259
11	SOMA BHOWMIK	BIDHATA SHG	GARMENTS BUSINESS	9002185287
12	MITA GUHA	FULHURI SHG	HOME CATERING	9851918718
13	SUSMITA DEY ROY	FULHURI SHG	HOME CATERING	9733686301
14	MOUTUSHI RAM	PADMA SHG	BEAUTICIAN	8250015184
15	SRIJA CHANDA	PARBATI SHG	BEAUTICIAN	8617016001
16	SAHIDA BEGUM	MAMTAJ	JUTE WORK	8167534784
17	ARAJITA ROY	BHUMI LAXMI SHG	GARMENTS BUSINESS	8101534438
18	SHEPHALI SEN	BHUMI LAXMI SHG	GARMENTS BUSINESS	8101534438
19	GITA MAHATO	TEESTA SHG	COPPER UTENSILS BUSINESS	9832652603
20	SANKARI SHG	TEESTA SHG	CITY GOLD , COSMETICS	6296504897
21	MOHUA GUPTA	AGNISIKHA SHG	TRAILORING	8101191303
22	RIDHIKA ROY	SHUBHAM SHG	SPICES, CHHATU	9547496256
23	BASANTI NIKHAD	SHUBHAM SHG	SPICES, CHHATU	9679816317
24	MUNMUN CHATTERJEE	SAMPRI TI SHG	GARMENTS BUSINESS	8918823584
25	CHAITALI CHAKRABORTY	SAMPRI TI SHG	HOME CATERING	7797746398
26	SUNTANA SUTRADHAER	GITANJALI SHG	PACKAGING	8167390791
27	KARABI CHATTERJEE	KALPATARU SHG	TRAILORING	6296020167
28	CHITTRA SEN	KALPATARU SHG	SPICES, CHHATU	9749351454
29	MITALI MOHANTA HALDER	JIBANJYOTI SHG	BEAUTICIAN	9734095444
30	ANIMA ROY	JIBANJYOTI SHG	TRAILORING	9679259505
31	SABITA DEY	FALGUNI SHG	COSTUME JEWELLERY	9933119221
32	RINA BANIK	PRATIGYA SHG	HOME CATERING	7797648837
33	TANUSHRRE DAS	CHIRANTANI SHG	CLAY MODEL MAKING	7478894999
34	KANIKA DEBNATH	CHIRANTANI SHG	CLAY MODEL MAKING	9832428271
35	MITHU SARKAR	FALGUNI SHG	GROCERY SHOP	7679363285


Chairman
Jalpaiguri Municipality

SUDA- 76/2017/

10.08.2019

From : Shri Joly Chaudhuri WBCS (Exe.),
Jt. Secretary, UD & MA Department &
Addl. Mission Director, WBSULM

To : The Director,
RSETI, Jalpaiguri

Sub : Approval for general EDP training under DAY-NULM at Jalpaiguri Municipality

Sir,

Apropos the captioned subject and in response to your proposal received vide no.1718/M dated 09.08.2019, approval is hereby accorded to organise EDP training (Batch-1) at RSETI, Jalpaiguri for the 35 (thirty five) beneficiaries mentioned in the list under reference.

2. The date for commencement and completion of training is to be finalised with RSETI, Jalpaiguri and communicate to SMMU.
3. The attendance of the trainees is to be ensured by the CMMU.
4. RSETI to maintain the daily attendance of the trainees and submit the attendance report duly certified to the SMMU for further processing.
5. RSETI will raise the claim for the training with the SMMU through the CMMU.
6. Payment will be made directly to the account of RSETI and charged under activity EST&P of DAY-NULM.
7. All concerned are being informed.

Yours faithfully,

Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

SUDA- 76/2017/

10.08.2019

Copy forwarded for information and taking necessary action to :

1. The Chairperson, Jalpaiguri Municipality. He is requested to ensure the attendance of the trainees at the EDP (batch-1) training programme at RSETI, Jalpaiguri. CMMU is to be tasked to the job.

Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

SUDA-11/7/16(Part-II)/5163

05.08.2019

তারিখ

From : Shri Joly Chaudhuri WBCS (Exe.),
Jt. Secretary, UD & MA Department &
Addl. Mission Director, WBSULM
Chief Engineer,
Municipal Engineering Directorate

Sub : Administrative approval & financial sanction for
'Construction of boundary wall for SUH at Jamuria & Raniganj'

Sir,

Administrative approval & financial sanction is hereby accorded for the scheme 'Construction of boundary wall for SUH at Jamuria' at an estimated cost of ₹ 19,10,898 (Nineteen Lakh Ten Thousand Eight Hundred & Ninety Eight) only and for the scheme 'Construction of boundary wall for SUH at Raniganj' at an estimated cost of ₹ 10,28,633 (Ten Lakh Twenty Eight Thousand Six Hundred & Thirty Three) only at Asansol Municipal Corporation.

Fund to be released in 2 (two) equal instalments only after receipt of requisition from Asansol MC. 50% of the fund to be released after issuance of work order. Rest 50% to be released after completion of the scheme and submission of a physical completion report by the implementing agency. The work will be tendered by Asansol MC and executed under technical supervision of MED. Work to be executed strictly in accordance with the estimate vetted by the MED. Onsite deviation during execution required if any is to be carried out with prior approval from this office. The sanctioned amount is not to be utilised for any other purposes other than the scheme for which it has been sanctioned.

This issues with the approval of the Principal Secretary, UD & MA Department, Govt. of West Bengal.

Yours faithfully,

Jt. Secretary, UD & MA Dept.
Addl. Mission Director, WBSULM

05.08.2019

Copy forwarded for information to :

- (1) Secretary, MED
- (2) Chief Engineer, MED
- (3) Commissioner, Asansol MC
- (4) Superintending Engineer, MED (Concerned Circle)
- (5) Executive Engineer, Asansol Division
- (6) CMMU, Asansol MC

Jt. Secretary, UD & MA Dept.
Addl. Mission Director, WBSULM

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA- 76/2017/ 5472 (128)

10.08.2019

ক্রমিক নং

তারিখ

From : Shri Joly Chaudhuri WBCS (Exe.),
 Jt. Secretary, UD & MA Department &
 Addl. Mission Director, WBSULM

To : The Chairperson/ Commissioner/ Administrator,
 (All ULBs)

Sub : Standard Operating Procedure (SOP) for EDP training

Sir/ Madam,

Entrepreneurship Development Program is one of the important components of the DAY- NULM Programme. The objective is to enable individuals/SHG members having received credit linkage/ loans from the banks to imbibe better skills in managing and marketing their produce.

It has been decided to start the EDP trainings at the Rural Self Employment Training Institutes in all the districts. There are 19 RSETIs in the state. The RSETIs have a 6 (six) day module for EDP trainings.

The standard operating procedure for EDP training would be as follows :

1. The officials of CMMUs must counsel the beneficiaries with focus on first generation entrepreneurs and after satisfactory feedback the names may be submitted to the SMMU. Priority should be given to SHG members after being credit linked have entered into some kind of economic activity. Individual beneficiaries under the SEP-I component may also be considered.
2. The CMMU will draft the members for a batch to attend the programme.
3. If the members of the SHGs are running their own business, then they are also to be drafted for the EDP training. Accordingly batches are to be planned.
4. As per the notification published by the Ministry of Skill Development and Entrepreneurship (copy enclosed) dated on 31st December, 2018 per participant per hour cost of training to be imparted by RSETI. For non residential general Entrepreneurship Development Programme, per hour per participant training cost is ₹ 33.40. For residential training, in addition to the aforementioned amount, ₹ 100 per participant per day will be the boarding charges. In a batch there will be a maximum of 35 participants. The participants will receive 8 (eight) hours of training per day.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

5. The CMMUs must speak to the beneficiaries who have received training under EST&P to find out the potential entrepreneurs. The EDP training may be imparted to the potential entrepreneurs as well.
6. The lists of participants from the CMMU are to be submitted to the SMMU as per the following template.

Sl. No.	Name of the candidate	Whether SHG member/ SEP-I beneficiary	Economic activity in which engaged	Contact number
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7. On approval of the batch from SMMU, intimation of approval to be sent to CMMU and concerned RSETI.
8. After completion of training, a day wise attendance sheet obtained from RSETI as per the template shared by the SMMU and duly certified by the RSETI in-charge regarding attendance of the training (template annexed). The CMMU must collect the attendance sheet duly certified by the RSETI in-charge for further action.
9. The RSETIs will submit the fund claim to SUDA along with the attendance sheet duly certified by the training institute. SUDA will reimburse the cost of training directly to bank account of RSETIs as per details shared by RSETI.
10. The post training follow up will also be a part of this exercise.

The above process flow is to be strictly followed for every EDP batch.

Yours faithfully,

Chandhan
10.08.19
Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

SUDA- 76/2017/ 5472(128)/1 (1)

10.08.2019

Copy forwarded for information and taking necessary action to :

1. The Director, (All RSETIs)

Chandhan
10.08.19
Jt. Secretary, UD & MA Dept.
&
Addl. Mission Director, WBSULM

[illegible]

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/5076

তারিখ 02.08.2019

From : Director, SUDA &
Mission Director, WBSULM

To : The Director,
RSETI (All District)

Subject: Requested to submit the EDP training Proposal for the FY 2019-20

Sir/Madam,

You may kindly be aware that the National Level Mission mode programme was launched on 1st April, 2014 in the name of Deendayal Antyodaya Yojana - National Urban Livelihood Mission (DAY-NULM) to alleviate poverty and vulnerability in the urban areas through gainful wage and self employment. The 6 (six) major components of the programme were designed to eliminate all types of vulnerabilities.

Self Employment Programme (SEP) is the most critical component of development for development of micro entrepreneurs at ULB level. The components has 3 (three) subcomponents (1) Self employment programme for individual (SEP-I) (loan amount upto Rs.2 lakh) (2) Self Employment Programme for group (SEP-G) (loan amount upto Rs.10 lakh) (3) SHG credit linkage (1st tranche loan amount for a minimum of Rs.1.5 lakh)

To develop the entrepreneurship skills among the youth of urban poor household, the State Urban Development Agency has been considering the engagement of RSETI to conduct the Entrepreneurship Development Programme (EDP) for beneficiaries under NULM.

In this context a meeting was held on 18/07/2019 with 3 (three) RSETIs (North 24 Parganas, South 24 Parganas and Howrah) to discuss the process for roll out of EDP. The process flow for conduct of EDP as agreed to is as follows :

1. In keeping with the guideline of NULM, the representatives of RSETIs have suggested 6 (six) days module of General EDP.
2. At ULB level, the City Mission Management Unit (CMMU) will mobilize the target participants for EDP. The focus will be on SHG members/ individuals who have been linked to bank credit and has been engaged in some kind of commercial activities.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

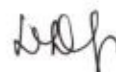
3. The mode of training can be residential or non residential depending on the infrastructure of the RSETIs
4. The ministry of Skill Development and Entrepreneurship has published a notification (copy enclosed) dated on 31st December, 2018 related to per participant per hour cost of training which will be imparted by RSETI. For non residential general Entrepreneurship Development Programme per hour per participant training cost is Rs.33.40/-. For residential training, in addition to the aforementioned amount, Rs. 100/- per participant per day will be the boarding charges. In a batch there will be a maximum of 35 participants. The participants will receive 8 (eight) hours of training per day.

You are requested to submit a training proposal for FY 2019-20 to this office within 9th of August, 2019. We plan to start the batches in August, 2019. A template for the proposed plan is annexed.

In case of any further query you may like to contact Sri Sandip Bairagi, State Mission Manager at 9163365778 and email- smmfime@gmail.com

Enclo : as stated above

Yours faithfully,



Director, SUDA

&

Mission Director, WBSULM

[illegible]

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/5075 (125)

তারিখ 02/08/2019

To
The Chairperson/ Commissioner/ City Project Officer,
(All ULBs)

Subject: - Guideline for Entrepreneurship Development Programme (EDP) under NULM

Sir/Madam

Apropos the captioned subject, as you may be aware that the Entrepreneurship Development Programme (EDP) training of prospective entrepreneurs is one of the key components of the NULM programme. The SHGs linked with credit and having started some form of economic activity and individual beneficiaries with bank loan currently doing some form of economic activity will be the priority to undergo the EDP.

The process flow of EDP would be as follows;

1. The officials of CMMUs must counsel the beneficiaries particularly for first generation entrepreneurs and after satisfactory feedback the names may be submitted to the SMMU. Priority should be given to SHG members after being credit linked and having entered into some kind of economic activity. Individual beneficiaries under the SEP-I component may also be considered.
2. The CMMU has to ensure that the members drafted must attend the programme.
3. If the members of the SHGs are running their own business, then they may also attend the EDP training to update her knowledge. In such cases also the CMMUs has to submit the names to SMMU.
4. The CMMU will submit the name of SEP-I and SEP-G beneficiaries who have received loan in the current financial year and ensure that they must attend the Entrepreneurship Development Programme (EDP) at RSETI.
5. The CMMUs must speak to the beneficiaries who have received training under EST&P to find out the potential entrepreneurs. The EDP training may be imparted to such potential entrepreneurs.

6. The lists of participants from the CMMU are to be submitted to the SMMU as per the following template.

Sl. No.	Name of the candidate	Whether SHG member/ SEP-I beneficiary	Economic activity in which engaged	Contact Number
---------	-----------------------	---------------------------------------	------------------------------------	----------------

35 (thirty five) participants in each batch on non residential basis are to be drafted.

7. After completion of training, a day wise attendance sheet obtain from RSETI as per the template shared by the SMMU and duly certified by the RSETI in-charge regarding attendance of the training to be submitted to SMMU.
8. The RSETIs will submit the fund claim to SUDA along with the attendance sheet duly certified by the training institute. The SUDA will reimburse the cost of training directly to RSETIs.
9. The CMMU must collect the attendance sheet duly certified by the RSETI in-charge for onward transmission to SUDA.
10. The post training follow up will also be a part of this exercise. Modalities to be shared.





The above process flow is to be strictly followed for every EDP Batch.

Yours faithfully,



Director, SUDA
&
Mission Director, WBSULM

Meeting on Process of roll out of Entrepreneurship Development Programme

S.No	Name of the RSETI	Name	Designation	Contact No.	Signature
1	RSETI, North 24 Parganas	Skyamal Kumar Dasgupta	Faculty, RSETI Barishat	6291202322	
2	RSETI, South 24 Parganas	Uday Kumar Dasgupta	Director RSETI, Rajpur	9874373403	
3	RSETI, Howrah	Malabika Dasgupta	Director RSETI Howrah Sr. Manager.	9881596594	
4	RSETI, Hooghly				
5	RSETI, Nadia				
6	Ramkrishna Mission Samaj Sevak Sikshan Mandir, Belur math, Howrah	Susobhan De	on behalf of Shravan Shrivastava Principal.	9433430094	



3. **Educational Qualifications and Training Requirement:** No minimum educational qualification is required for prospective beneficiaries under this component. However, where the identified activity for micro-enterprise development requires some special skills, appropriate training must be provided to the beneficiaries before extending financial support by linking them for training under **Component 3: Employment through Skills Training and Placement (EST&P)**. Financial assistance should be extended only after the prospective beneficiary has acquired required skills for running the proposed micro-enterprise.
- 3.1. Such training may not be necessary if the beneficiary has already undergone training from a known institution, registered NGO/Voluntary Organisation or trained under any government scheme provided requisite certificate is produced. In case the beneficiary has acquired requisite skills from family occupation such cases should be certified by the ULB before extending financial assistance.
- 3.2. **Entrepreneurship Development Programme (EDP):** In addition to skill training of the beneficiaries, the ULB will also arrange to conduct Entrepreneurship Development Programme for **3-7 days** for individual and group entrepreneurs. The EDP will cover basics of entrepreneurship development such as management of an enterprise, basic accounting, financial management, marketing, backward and forward linkages, legal procedures, costing and revenue etc. In addition to above topics the module should also include group dynamics, allocation of work, profit sharing mechanism etc. for group enterprises.
- 3.3. The EDP module may be developed and finalised by State Urban Livelihoods Mission (SULM) supported by State Mission Management Unit (SMMU) with assistance of an empaneled institution/agency or consulting firm and same may be utilised for conducting training programme by the ULB. This EDP training may be arranged through institutions such as Rural Self Employment Training Institutes (RSETI), reputed institutions engaged in entrepreneurship development/ training, management/ educational institutes, reputed NGOs engaged in entrepreneurship development/ training etc.
- 3.4. Any cost incurred on training of beneficiaries under this component is to be met out of EST&P component budget.

**MODULE on General EDP**

Day	Sessions	Topic
1	I	Registration & Inauguration
	II	Microlab
	III	Advantages of Self Employment
	IV	Importance of Positive Attitude
2	I	Achievement Motivation
	II & III	Entrepreneurial Competencies
	III	Developing Self Confidence - Tower building Game
3	I & II	Business Opportunity Guidance
	III	Effective Communication
	IV	Market Survey purpose & Methodology
4	I & II	Market Survey - Field visit for hands on Experience
	III	Experience sharing of field visit
	IV	Ring Toss Game
5	I	Marketing Management
	II	Government Sponsored Schemes
	III & IV	Boat Game - Internalization of Entrepreneurial Competencies
6	I	Project report preparation
	II	Launching formalities, Pitfalls in Self Employment
	III	Banking
	IV	Feedback & Valedictory



भारत का राजपत्र The Gazette of India

असाधारण
EXTRAORDINARY

भाग I—खण्ड 1

PART I—Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 07]

नई दिल्ली, शुक्रवार, जनवरी 4, 2019/पौष 14, 1940

No. 07]

NEW DELHI, FRIDAY, JANUARY 4, 2019/PAUSHA 14, 1940

कौशल विकास और उद्यमशीलता मंत्रालय

अधिसूचना

नई दिल्ली, 31 दिसम्बर, 2018

फा. सं. एच-22011/2/2014-एसडीई-III.—भारत सरकार की कौशल विकास स्कीमों हेतु सामान्य मानदंड संबंधी अधिसूचना संख्या एच-22011/2/2014-एसडीई-I दिनांक 15.07.2015 के अनुच्छेद 4 द्वारा प्रदत्त शक्तियों का उपयोग करते हुए इस प्रयोजनार्थ गठित सामान्य मानदंड समिति दिनांक 20.05.2016 तथा 28.02.2017 को यथा संशोधित अनुबंध-1 की अधिसूचना संख्या एच-22011/2/2014-एसडीई-I दिनांक 15.07.2015 में पुनः संशोधन करते हुए निम्नलिखित परिवर्तन करती है, नामतः :—

1. ये संशोधन कौशल विकास स्कीमों के सामान्य मानदंड तृतीय संशोधन, 2019 कहे जाएंगे।

संशोधन:

- (1) अनुबंध-1 की अनुसूची-I के अनुच्छेद 1 में निम्नलिखित उपअनुच्छेद 1.4 जोड़ा जाता है:

1.4 विभिन्न सेक्टरों की मूल लागत में 10 प्रतिशत की वृद्धि की जाती है और 01.04.2019 से प्रवृत्त अनुसूची-1 के अनुच्छेद 1.3 में उल्लिखित ये राशियां 10 प्रतिशत संशोधित मानी जाएगी, जो अगले 10 पैसे तक पूर्णांकित होंगी।

विभिन्न सेक्टरों की मूल लागत 01.04.2019 से अधोलिखित होगी:

- (i) अनुसूची-II की श्रेणी I में सूचीबद्ध ट्रेडों/सेक्टरों के प्रशिक्षण के लिए 46.70 रुपए प्रति घंटा।
- (ii) अनुसूची-II की श्रेणी II में सूचीबद्ध ट्रेडों/सेक्टरों के प्रशिक्षण के लिए 40.00 रुपए प्रति घंटा।
- (iii) अनुसूची-II की श्रेणी III में सूचीबद्ध ट्रेडों/सेक्टरों के प्रशिक्षण के लिए 33.40 रुपए प्रति घंटा।

सुनीता सांघी, बरिष्ठ सलाहकार

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

NOTIFICATION

New Delhi, the 31st December, 2018

F. No. H-22011/2/2014-SDE-III.—In exercise of the powers conferred by Clause 4 of the Notification No. H22011/2/2014-SDE-I dated 15.07.2015 concerning Common Norms for Skill Development Schemes of the Government of India, the Common Norms Committee constituted for the purpose makes the following changes further to amend the Schedules of Annexure-1 of the Notification No. H-22011/2/2014-SDE-I dated 15.07.2015 as subsequently amended dated 20.05.2016 and 28.02.2017, namely:

1. These amendments may be called Common Norms for Skill Development Schemes Third Amendment, 2019.

Amendment:

(1) The following sub-clause 1.4 is added to Clause 1 of SCHEDULE-I of Annexure-1:

1.4 The base cost for different sectors is increased at 10% and shall stand revised to 10%, rounded off to the next 10 paise, of the amounts mentioned in Clause 1.3 of SCHEDULE-I with effect from 01.04.2019.

The Base Cost for different Sectors will be as under with effect from 01.04.2019:

- (i) Rs. 46.70 per hour of training for trades/sectors listed in Category I of SCHEDULE-II.
- (ii) Rs. 40.00 per hour of training trades/sectors listed in Category II of SCHEDULE-II.
- (iii) Rs. 33.40 per hour of training trades/sectors listed in Category III of SCHEDULE-II.

SUNITA SANGHI, Senior Advisor

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/4690

তারিখ 17.07.19

To
 The Principal Maharaj,
 Ramkrishna Mission Samaj Sevak Sikshan Mandir
 Belur Math, Howrah

**Subject: Meeting /discussion on process for roll out of Entrepreneurship
 Development Programme (EDP)**

Sir,

You may kindly be aware that the National level Mission mode programme was launched on 1st April, 2014 in the name of Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) to alleviate Poverty and vulnerability in urban in areas through gainful wage and self employment. The six major components of the programme were designed to eliminate all types of vulnerabilities.

Self Employment Programme (SEP) is the most critical component for development of Micro Entrepreneurs at ULB level. The component has 3 (three) subcomponents (1) Self Employment programme for Individual (SEP-I) (Loan amount upto Rs. 2 lakh) (2) Self Employment Programme for Group (SEP-G) (loan Amount upto Rs. 10 lakh) (3) SHG Credit Linkage (1st dose loan amount minimum Rs. 1.50 lakh)

To develop the entrepreneurship skills among the youth of urban poor household the RSETI may be engaged to conduct the EDP for beneficiaries under NULM.

The undersigned has organised a meeting at Conference Hall, SUDA on 18/07/2019 at 1:00pm to discuss about the process for roll out of EDP. You are requested to make it convenient to attend the meeting.

Yours faithfully,

Thandhar
 17/07/19
 Jt. Secretary, UD & MA dept.
 &

Addl. Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/4691

তারিখ 17-07-19

To
The Director,
RSETI, North 24 Parganas

**Subject: Meeting /discussion on process for roll out of Entrepreneurship
Development Programme (EDP)**

Sir,

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Self Employment Programme (SEP) is the most critical component for development of Micro Entrepreneurs at ULB level. The component has 3 (three) subcomponents (1) Self Employment programme for Individual (SEP-I) (Loan amount upto Rs. 2 lakh) (2) Self Employment Programme for Group (SEP-G) (loan Amount upto Rs. 10 lakh) (3) SHG Credit Linkage (1st dose loan amount minimum Rs. 1.50 lakh)

To develop the entrepreneurship skills among the youth of urban poor household the RSETI may be engaged to conduct the EDP for beneficiaries under NULM.

The undersigned has organised a meeting at Conference Hall, SUDA on 18/07/2019 at 1:00pm to discuss about the process for roll out of EDP. You are requested to make it convenient to attend the meeting.

Yours faithfully,

[Signature]
17-07-19
Jt. Secretary, UD & MA dept.
&

Addl. Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/4692

তারিখ 17.07.19

To
 The Director,
 RSETI, South 24 Parganas District

**Subject: Meeting /discussion on process for roll out of Entrepreneurship
 Development Programme (EDP)**

Sir,

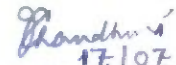
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Jt. Secretary, UD & MA dept.
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Addl. Mission Director, WBSULM

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STATE URBAN DEVELOPMENT AGENCY

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 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/4693

তারিখ 17.07.19

To
 The Director,
 RSETI, Howrah District

**Subject: Meeting /discussion on process for roll out of Entrepreneurship
 Development Programme (EDP)**

Sir,

You may kindly be aware that the National level Mission mode programme was launched on 1st April, 2014 in the name of Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) to alleviate Poverty and vulnerability in urban in areas through gainful wage and self employment . The six major components of the programme were designed to eliminate all types of vulnerabilities.

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Yours faithfully,

Shandhu
 17/07/19
 Jt. Secretary, UD & MA dept.
 &

Addl. Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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STATE URBAN DEVELOPMENT AGENCY

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“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2019/4694

তারিখ 17.07.19

To
The Director,
RSETI, Hooghly District

**Subject: Meeting /discussion on process for roll out of Entrepreneurship
Development Programme (EDP)**

Sir,

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Yours faithfully,

Randhawa
17/07/19
Jt. Secretary, UD & MA dept.
&

Addl. Mission Director, WBSULM

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-76/2017/4695

তারিখ 17.07.19

To
 The Director,
 RSETI, Nadia District

**Subject: Meeting /discussion on process for roll out of Entrepreneurship
 Development Programme (EDP)**

Sir,

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Addl. Mission Director, WBSULM

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

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STATE URBAN DEVELOPMENT AGENCY

UNDER DEPARTMENT OF MUNICIPAL AFFAIRS, GOVT. OF WEST BENGAL



**REQUEST FOR PROPOSAL
FOR
ENGAGEMENT OF TRAINING PROVIDER
ON
ENTREPRENEURSHIP DEVELOPMENT UNDER NULM
AT
23 DISTRICTS OF WEST BENGAL**

Elaborate

1 | Proposal for Engagement of Training Provider) on Entrepreneurship Development Under NULM at 23 Districts in West Bengal

Elaborate

DRAFT

Office of the

State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata - 700106

Email: wbsudadir@gmail.com

Memo No. -----

Date -----

**NOTICE INVITING PROPOSAL FOR ENGAGEMENT OF TRAINING PROVIDER ON
ENTERPRENEURSHIP DEVELOPMENT UNDER NULM AT 23 DISTRICTS OF
WEST BENGAL**

BID No: -----

The Director - SUDA and Mission Director - NULM, West Bengal, for and on behalf of the State Urban Development Agency (SUDA), Municipal Affairs Department, Government of West Bengal invites proposal for Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal from interested and reputed Agencies / Consulting Firms having experience and acumen in such work as noted below in the eligibility as depicted hereunder for participating in the Bid.

Data Sheet:		
1	Name of the Work	Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal
2	Location of the work	Across 125 ULBs in 23 Districts of the State of West Bengal
3	Eligibility to participate in the Bid	<p>Proposal may be submitted by interested bidders as a single entity or a group of entities ("Bidding Consortium"). In case of Consortium, the maximum numbers of entities is limited to 2 (two) including the Lead Member.</p> <p>For eligibility, the Bidder shall have at least:</p> <ol style="list-style-type: none">1. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Trust under the Indian Trusts Act, 1882 OR a Partnership Firm under Indian Partnership Act, 1932 OR a Society registered under The Societies Registration Act, 1860. The time period elapsed from commencement of business should be at least 05 (five) years as on 1st April 2018. In case of a consortium the number of years from commencement will have to be

2 | Proposal for Engagement of Training Provider) on Entrepreneurship Development
Under NULM at 23 Districts in West Bengal

		<p>met by the Lead Bidder.</p> <ol style="list-style-type: none"> During the period of last 10 (ten) years, the bidders should have handled at least 04 (four) similar types of projects at Government levels (Central / State / Municipal). Out of these similar types of projects furnished, bidders should ensure that at least 50% of the projects have been handled by the lead bidder, in case of consortium. Having sufficient qualified technical personnel with sound knowledge and experience in their relative fields. Average annual turnover of the bidder (Refer Annexure A No. II) over the last three financial years (2015-16, 2016-17 and 2017- 18) should be at least Rs. 50 lakh from Consultancy / Advisory / Training Services. In case, the applicant is a Consortium, the required turnover criteria is to be fulfilled jointly, provided 50% of the criteria is fulfilled by the Lead Member. <p>Note : Similar types of projects cover the following:</p> <ol style="list-style-type: none"> Conducting / Imparting Entrepreneurship Development Training Program with State or Central Government Entities / Departments Conducting / Imparting Training Program in Development of Self Help Groups (SHGs) Conducting / Imparting Training to facilitate Self Employment under any Central / State Government Level Schemes or under any CSR based funding projects of any PSU
4	Documents to be produced in support of Credentials for Bid submission	<p>Following documents shall have to be furnished in two separate covers:</p> <p>1. Technical Proposal</p> <ol style="list-style-type: none"> covering letter (Refer Annexure A) Average Annual Turnover of the bidder over the last three financial years (2015-16, 2016-17 and 2017-18) certified by a practicing Chartered Accountant (Refer Annexure A No. II) Statement of Legal Capacity (Refer the "Proposed tender committee" in Annexure A No. III) Details about the Bidder Agency (Refer "Structure and Organization" in Annexure A No. IV) <ol style="list-style-type: none"> Lead Agency in case of consortium (Annexure IV A) Details about each of the consortium partners (Annexure IV B)

		<p>e. Company Certificates like</p> <p>i. Certificate of incorporation highlighting registration details along with the composition of Board of Directors / Or Equivalent and</p> <p>ii. GST Registration No, PAN No. and TAN No. (Please refer Table-1 of "Non Statutory Folder" of Section A). IT return for last three years. EPF and ESI registration Certificates.</p> <p>f. Statement of any Indictment: The Bidders should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings</p> <p>i. It may please be noted that non-provision of this declaration in this proposal will lead to rejection of the same.</p> <p>ii. Declaration that the Bidder or any of its staff had not been at any point of time blacklisted by any Government or its agencies or court of law or any other organization (Please refer Annexure A No. V)</p> <p>iii. Brief of court / legal cases pending, if any.</p> <p>iv. Brief write up on understanding of the Terms of Reference (ToR) including Approach & Methodology, work plan, manpower planning etc (write-up should not exceed 1000 words)</p> <p>v. Work Completion Certificates / Payment Certificates issued by competent authority</p> <p>vi. Project experience during the period of last 10 years (Refer Annexure A No. VI).</p> <p>vii. Detailed project experience during the period of last 10 years (Refer Annexure B).</p> <p>viii. Detailed CV of the proposed 02 Trainers responsible for the detailed scope of work in prescribed format</p> <p>ix. Letter of Association from Consortium partner/ individual specialists (Refer Annexure B No. II & B No. III).</p> <p>2. Financial Proposal</p> <p>a. Financial Proposal Submission Form (Refer BOQ published online).</p> <p><i>Note: All documents in original shall have to be produced in due course of time as & when asked by State Urban Development Agency (SUDA) / Proposed tender committee</i></p>
5	Earnest Money Deposit	Rs.1,50,000.00 (Rupees One Lakh and Fifty Thousand) only as an initial Earnest Money Deposit shall be paid through

		<p>online mode of payment (Payment link will be available in the website).</p> <p>This amount will be converted to security deposit for the successful bidder.</p> <p>Balance Earnest Money beyond Rs.1,50,000.00 (if any, to fulfill 2% of amount offered) shall be deposited by the successful Bidder prior to acceptance of tender in the form of a Bank Draft obtained in favour of "Director, State Urban Development Agency", from any scheduled bank payable at Kolkata.</p> <p>The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each monthly invoice. Such deducted total amount will be refunded after 3 months on expiry the Contract subject to reconciliation of all penalties and dues.</p> <p>Note : If any bidder is exempted from payment of EMD, scanned copy of original EMD exemption document needs to be uploaded, at the time of on-line submission and also submitted when called for.</p>
6	Refund of Earnest Money	The EMD is interest free and will be refundable to the unsuccessful bidders within 15 days of signing of agreement with the Successful Bidder.
7	Cost Price of Bid Document	NIL
8	Goods and Service Tax (GST)	The Consultant / Bidder should include GST in the cost of consultancy/advisory/training services. However, the employer will pay to the Consultant / Bidder GST or any other tax replaced with it at the prevalent rate at the time of actual payment to the Consultant / Bidder.
9	Currency	Consultant shall express the price of their assignment/job in Indian Rupees.

10	Tender Schedule as follows:	
Sl . No.	Particulars	Date and Time
A.	Date of uploading of Bid Document and Tender Documents (Online Publishing Date) at 4:00 PM
B.	Documents download start date (Online) at 4:00 PM
C.	Documents download end date (Online) at 3:00 PM
D.	Date and time of Pre-bid meeting with the intending bidders in	

	the office of the State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata - 700106 at 12:00 Noon
E.	Bid submission starting (On line) at 11:00 AM
F.	Bid Submission closing (On line) at 3:00 PM
G.	Bid opening date for Technical Proposals (On line) at 12:00 Noon
H.	Date of uploading list for Technically Qualified Bidders (online)	To be notified
I.	Date of Opening of Financial Proposal (On line)	To be notified
J.	Date of uploading of list of bidders along with the financial quotes (On line)	To be notified

11	Duration of Contract	The tenure of such contract will be for an initial period of 01 (One) year from the date of award of contract, which may be renewed subject to performance of the Consultant / Bidder and availability of funding. The tenure of the contract may also be terminated before the completion of contract period as per clause 2.9.1 of the General Conditions of Contract.
12	General Information	The national flagship poverty alleviation programme National Urban livelihood Mission has been implemented in our state and one of the prime objectives of the programme is to sustainable economic development of urban poor household through gainful Wage and self employment. The Employment through Skill training and placement is an important component under NULM and the objective of the component is to develop assets of the urban poor in the form of Skills for securing their sustainable Livelihood. SUDA has decided to engage an agency to conduct "Entrepreneurship Development Training" across 125 Urban Local Bodies (ULBs) spread across 23 Districts of the State of West Bengal in line with the requirement of National Urban Livelihood Mission Program. The Selected agency/bidder would be required to execute the work of delivery of Training programmes in coordination with

		<p>NULM implementing ULBs. The EDP will cover basics of entrepreneurship development such as management of an enterprise, basic accounting, financial management, marketing, backward and forward linkages, legal procedures, costing and revenue etc. In addition to above topics the module should also include group dynamics, allocation of work, profit sharing mechanism etc. for group enterprises.</p> <p>An advertisement has been published in selected newspapers inviting proposal for Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal, a copy of which is enclosed as Annexure D.</p> <p><i>Bidders are expected to mobilize a competent team comprising of requisite number of Specialist Trainers to conduct / impart the designated "Entrepreneurship Development Training". However, CVs of two Trainers shall be evaluated.</i></p> <p>For all the positions, those with prior experience of working with Urban Local Bodies / Development Authorities and those with basic ability to communicate in Bengali shall be preferred.</p>
13	Bid Document	<p>A complete proposal document consists of 2 parts. These are:</p> <p>1. Part-I containing :</p> <p>Section A: Instruction To The Bidders Section B: Description of the Project Section C: Conditions and requirements for bidding Section D: Definitions and Interpretations</p> <p>AND</p> <p>2. Part-II containing list of documents and credentials possessed by applying agency to be provided namely:</p> <p>Annexure A</p> <ol style="list-style-type: none"> Qualification Application Financial Statement Statement of Legal Capacity Structure and Organization Statement of any Indictment Project experience in last ten years <p>Annexure B Detailed project experience during the period of last 10 years Letter of Association from individual specialists / consortium partners</p> <p>Annexure C</p>

		<p>Financial Proposal submission form – <i>This form is a template and Bidders are advised to refer to the BOQ form uploaded online for submission of Financial Proposal. No Financial Proposal or any information related to Financial Proposal shall be provided with the Technical Proposal. If so done, it shall lead to rejection of the whole proposal.</i></p> <p>Annexure D Press Advertisement inviting proposal</p>															
14	Bid Evaluation	<p>Detailed Bid Evaluation Criteria is given in the data sheet, Sl. No. 16. The minimum qualifying technical score is 75. Financial proposal of only those bidders will be opened who scores 75 or more marks in the Technical Evaluation.</p> <p>Method of selection will be Least Cost Selection (LCS) Method. The client will select the Consultant with the lowest evaluated total price among those Consultants who achieve the minimum Technical Score.</p>															
15	Form of Financial Proposal	<p>Financial Bid shall be (as per BOQ uploaded online) offered by the Consultant for undertaking the Services as mentioned in this document for a period of 01 year.</p> <p><i>The Financial proposal shall include the cost of deploying all Trainers, Support Staff along with overheads and shall also include cost of travel (both local and outstation pertaining to official works / assignments), cost of office consumables, space & furnishings, Office rent, system supports, mobile connectivity, internet charges. No other payments for any head shall be done by SUDA under any circumstances.</i></p>															
16	Bid Evaluation Criteria	<table border="1"> <thead> <tr> <th>Sl No</th><th>Parameter</th><th>Maximum Marks allotted</th></tr> </thead> <tbody> <tr> <td>1</td><td>Firm's General Experience and Experience in similar Assignments</td><td>60</td></tr> <tr> <td>1a</td><td>Number of Years of Experience i. More than 05 years to 8 years: 05 marks ii. More than 08 years to 10 years: 10 marks iii. More than 10 years: 15 marks</td><td>15</td></tr> <tr> <td>1b</td><td>Sub Criteria – “Experience of working as an Entrepreneurship Development training provider with Central and State Government” i. 5 marks per project with maximum marks allotted is 20</td><td>20</td></tr> <tr> <td>1c</td><td>Sub Criteria – “Experience of Imparting training to the SHGs and disadvantaged section of the society” i. 1 mark per training with maximum marks allotted is 10</td><td>10</td></tr> </tbody> </table>	Sl No	Parameter	Maximum Marks allotted	1	Firm's General Experience and Experience in similar Assignments	60	1a	Number of Years of Experience i. More than 05 years to 8 years: 05 marks ii. More than 08 years to 10 years: 10 marks iii. More than 10 years: 15 marks	15	1b	Sub Criteria – “Experience of working as an Entrepreneurship Development training provider with Central and State Government” i. 5 marks per project with maximum marks allotted is 20	20	1c	Sub Criteria – “Experience of Imparting training to the SHGs and disadvantaged section of the society” i. 1 mark per training with maximum marks allotted is 10	10
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		1d	Sub Criteria – “Effectiveness of Training conducted - Percentage of trained trainees undergone for Self Employment and started their venture” – (for all the trainings through which experience is claimed and to be certified by a Chartered Accountant / Client) i. 7 marks for 50% and 1 mark for each additional 5% maximum to 10 marks	10
		1e	Sub Criteria – “Experience of working with Government departments / undertakings / PSUs” : 1 mark for each such experience subject to a maximum of 05 marks	05
		2	Financial Capacity of the Firm	10
		2a	Average Annual Turn Over of the Firm for the last 3 Financial Years (2015-16, 2016-17 & 2017-18) from Advisory / Consultancy / Training Services i. 2 marks per additional of Rs. 5 lakh over and above Rs. 50 lakh subject to a maximum of 10 marks	10
		3	Key Professionals	20
		3a	<u>Specialist Trainers – 2 nos each carrying maximum marks of 10</u> i. Qualifications: Post Graduate Degree in any discipline – 05 marks ii. Experience: 2 mark for 05 years experience and 1 mark for each year beyond 05 years experience but not more than 05 marks	20
		4	Local Presence and Experience	10
		4a	Presence of office in Kolkata / West Bengal – 05 marks (in case of Consortium, this is applicable for Lead Member)	05
		4b	Experience of working with Government Departments / Undertakings / Development Authorities pertaining to imparting Training in West Bengal – 05 marks	05
		TOTAL		100
17	Validity of Bid	120 days from the date of opening of the Financial part of the Bid.		
18	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period.		
19	Acceptance of Bid	State Urban Development Agency (SUDA), reserves the right to accept or reject any or all proposals without assigning any reason thereto. SUDA reserves the right to withdraw from the process or any part thereof, to accept or reject any/ all offer(s) at any stage of the process and/or modify the process or any part thereof or to amend any terms without assigning any reasons. Since this is an e-tendering process,		

		all the required documents are to be submitted through online only. SUDA shall not entertain any other mode of submission (post/courier/fax etc.) of proposal other than e-tender mode.
20	Intimation	The qualified Bidder(s) will be notified through email of the acceptance of their Bid. If at any time during the evaluation process, SUDA requires any clarification, they reserve the right to request such information from any or all of the agencies and the agencies will be obliged to provide the same within a reasonable timeframe. SUDA may also call for a presentation on the proposal from any or all of the Bidders who have submitted their proposals.
21	Influence	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.
22	Name and address of the Tender Inviting Authority	Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata - 700106
23	Placement and/or Substitution of Specialists	<p>Though at the Proposal Stage, only 2 numbers of CVs are required to be placed or evaluated, but it is made abundantly clear that upon selection, the Bidder, if desires to deploy more than 2 personnel for timely delivery of services, then it have to place all the required CVs for approval of SUDA. SUDA shall approve the CVs based on minimum qualification and minimum years of experience as stipulated in this Tender document. Once CVs are approved no change or substitutions may be made without prior written consent of SUDA. Replacement of the personnel will only be considered under exceptional circumstances (e.g.: death, prolonged illness and other issues beyond the control of the Consultant) and such substitutes will need to satisfy the same or higher qualification and experience criteria.</p> <p>In case of substitution of a person, SUDA reserves the right to interview the person proposed to be provided as replacement.</p>
24	Execution of Work	Bidders are liable to execute the service as mentioned in "Terms of Reference" in Section-B.
25	Evaluation	<p>Opening of Bid: - Proposals will be opened by SUDA electronically from the website using Digital Signature Certificate.</p> <p>Cover (folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.</p> <p>Decrypted (transformed into readable formats) documents of the</p>

		<p>non-statutory cover will be downloaded and handed over to the Proposed Tender committee.</p> <p>Scrutiny of proposal, evaluation of the same and recommendation thereafter will be made by SUDA.</p> <p>Details of scoring criteria have been provided in Sl. No. 16 above.</p>
26	Disqualification	<p>A proposal that has been found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification. If any information (false/ unacceptable) is received by SUDA after the Bidder has been qualified to receive the Request for Proposal, SUDA reserves the right to reject the Bidder at that time or at any time after such information becomes known. The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.</p>
27	Award of Contract	<p>SUDA shall issue a Letter of Intent (LOI) / Letter of Acceptance (LOA) to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.</p> <p>The consultant/(s) will sign the contract after fulfilling all the formalities/pre-conditions, within 15 days of issuance of the Letter of Intent / Letter of Acceptance.</p> <p>The Consultant is expected to commence the Assignment/job on the date and at the location as mutually agreed upon.</p>
28	Special Terms and conditions	<p>This notice constitutes no form of commitment on the part of SUDA other than to provide further information on the specific tasks to be undertaken as part of the proposal. Furthermore, this notice confers neither the right nor an expectation on any party to participate in the proposed process. Mere submission of proposal shall not entitle the participant for being shortlisted.</p> <p>The Bidder shall bear all costs associated with the preparation and submission of the proposal. SUDA shall not, under any circumstances, be responsible or liable for any such costs, whether direct, incidental or consequential.</p> <p>Only the courts at Kolkata (with exclusion of all other courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise out of or in connection with the bidding procedure.</p> <p>Intending bidder may download the tender document from the website http://etender.wb.nic.in directly by the help of Digital Signature Certificate as necessary through e-Filing. Scanned copy of credentials to be submitted, details of which have been narrated in Section A under "Instruction to Bidders".</p>

		<p>Technical Bid & Financial Bid both will have to be submitted concurrently duly digitally signed in the website http://etender.wb.nic.in as per Tender Schedule.</p> <p>Prospective Bidders are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.</p> <p>At any stage of bid process and before issuance of the LOI / LOA, the bid inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is false or misleading; in that case, LOI / LOA will not be issued in favor of the bidder under any circumstances and if issued it will be withdrawn with necessary consequences under law.</p> <p>Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favor, by the rest of the directors of such company or the partners of such firm, to upload such tender.</p> <p>Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Tender documents before the Tender Inviting Authority during Pre Bid Meeting, beyond such period no representation in that behalf will be entertained by the bid Inviting Authority. No further clarifications will be entertained from the bidders after the completion of pre-bid meeting.</p> <p>The Bid Inviting Authority reserves the right to have pre Bid meeting with the intending Bidders if deemed necessary depending upon the nature of clarifications sought from Bidders within stipulated deadline.</p>
29	Confidentiality	<p>Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.</p>
30	Number of Proposals	<p>A Bidder / Consortium can submit only one proposal. If multiple proposals are submitted, all the proposals shall be out-rightly rejected. In case of Consortium, the members cannot be part of any other applying Consortium. If this is not followed, all proposals wherein the any/all consortium</p>

	members are part of another separate applying consortium, all the proposals shall be out rightly rejected.
--	--

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

SECTION - A **INSTRUCTIONS TO BIDDERS**

I. General Guidance for e-tendering

Instructions/ guidelines for bidders for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

II. Registration of Bidder

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://etender.wb.nic.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

III. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

IV. The Consultants / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of Proposal

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

The proposal should contain scanned copies of the following further two covers (sub folders):

A. Statutory Cover Containing

1. Prequalification Document

- i. Qualification Application (Annexure A)

2. Technical Document (To be filled, scanned and uploaded as multiple page scanned file)

- i. Financial Statement (Annexure A No. II)
- ii. Statement of Legal Capacity (Annexure A No. III)
- iii. Details about the Bidder (Annexure A No. IV)

NOTE: Bidders must ensure that the e-mail id provided in the Registered Office Address is the same with which they have registered at the e-procurement portal (<http://etender.wb.nic.in>).

- iv. Statement of Any Indictment (Annexure A No. V)

Note: The bidder should not be under active prosecution for criminal offence, liquidation, court receivership or similar proceedings. It may please be noted that non provision of this declaration in this Bid **will lead to rejection** of the same.

1. Declaration that the Bidder or any of its / their staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization
2. Brief of **court / legal cases** pending, if any.

- v. Project Experience during the period of last ten years (see the format in Annexure A No. VI)

B. Non-Statutory Cover Containing / My Space

1. **Certificates:** GST Registration No, PAN No., TAN No, Income Tax return for last three years, EPF and ESI registration Certificates (**Scanned copies to be provided**).
2. **Organisation Details:** Registration details along with the composition of Board of Directors or details of lead partner or governing authority or trust as the case may be. It is to be noted that depending upon the legal nature of the bidder, the corresponding documents need to be submitted.
3. **Credentials:** Details of work experience during the period of last 10 years as per table provided in Annexure B No. I, along with documentary evidence.

Note:

- a. Bidders are required to give details of only those projects which have been mentioned in Annexure A-No VI: Project Experience during the period of last ten years

b. Bidders **MUST** ensure that **name and sequence of projects remains the same** as given in Annexure A VI: Project Experience during the period of last ten years.

c. Bidders must ensure that **page limit is restricted to maximum of one (1) page per project.**

4. Brief write up on understanding of the Terms of Reference (ToR).

Note: The write up should be concise and must **not exceed more than 500 words.**

5. Detailed Project experience during the period of last 10 years (Annexure B)

6. Letter of Association (Annexure B II & B III)

Intending Bidders should upload above documents as per following folders in My Documents

NOTE: Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned document should not exceed 300.

Table 1: List of Documents to be uploaded in My Documents (Non-Statutory Folder)

e-Tendering System of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A.	CERTIFICATES [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	A1. CERTIFICATES	1. GST Registration No. 2. PAN No. and TAN No. 3. Income Tax return for last three years. 4. EPF and ESI registration Nos.

B.	COMPANYDETAILS [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	B1.COMPANY DETAILS 1	<ol style="list-style-type: none"> 1. Certificates of incorporation and commencement of business highlighting registration details as is applicable to the legal status of the bidder 2. Composition of Board of Directors or details of lead partner or governing authority or trust as the case may be, as is applicable to the legal status of the bidder
C.	CREDENTIAL [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	C1. CREDENTIAL 1	<ol style="list-style-type: none"> 1. Project Experience during the period of last 10 years (Please refer Annexure B. No. I) 2. Letter of Association (Annexure B II & B III)

		C1. CREDENTIAL 2	<ol style="list-style-type: none"> 1. Work Completion Certificates or Payment Certificates issued by competent authority for the projects mentioned. [For completed projects, provide payment certificate in case work completion certificate is not available]
D.	DECLARATION	DECLARATION 1 Write up on Understanding TOR(Not exceeding	<ol style="list-style-type: none"> 1. Brief write up on understanding of the Terms of Reference (ToR)

Note: - Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the Bidder in the Declaration Folder of My Documents.

VI. Qualification Criteria:

The Bidders must meet the following criteria:

- A. General Criteria:** As mentioned in Data Sheet
- B. Technical Criteria:** As mentioned in Data Sheet
- C. Financial Criteria:** As mentioned in Data Sheet

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VII. Evaluation of Bid

Opening of Bid

- Proposals will be opened electronically from the website using Digital Signature Certificate.
- Decrypted (transformed in to readable formats) documents will be downloaded and handed over to the officials for evaluation.

Evaluation:

- Cover (sub-folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- Scrutiny of proposal and recommendation thereafter will be made by the Proposed Tender committee.

Uploading of summary list of technically qualified bidders-

- Pursuant to scrutiny and decision of the Proposed Tender committee, the summary list of eligible bidders will be uploaded in the web portals.
- During the process of evaluation, Proposed Tender committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- If any information (false/ un acceptable) is received by Proposed Tender committee after the Bidder has been qualified to receive the Request for Proposal, the Proposed Tender committee reserves the right to reject the Bidder at that time or at any time after such information becomes known to Proposed Tender committee.

Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

Section B

Terms of Reference

INTRODUCTION: The Mission Director, NULM of West Bengal is seeking proposals from interested training provider of National / International repute dealing with the Entrepreneurship Development Training programme and can provide assistance to individuals, Groups and existing entrepreneurs to strengthen the entrepreneurship in urban areas of West Bengal. Understanding the market needs according to the product profile of the state and forward linkages to bring urban women's and youth to the mainstream of business. The training and facilitation to be imparted in the 23 districts of our state and each training programme will be a minimum duration of 3 to 7 days. The duration of the programme will be finalized after consultation with department of MA and in view of the training module developed by the agency.

BACKGROUND INFORMATION: The national flagship poverty alleviation programme National Urban livelihood Mission has been implemented in our state and one of the prime objectives of the programme is to sustainable economic development of urban poor household through gainful Wage and self employment. The Employment through Skill training and placement is an important component under NULM and the objective of the component is to develop assets of the urban poor in the form of Skills for securing their sustainable Livelihood. We have requested the department of Medium & Small Micro Enterprise (MSME) Government of West Bengal to provide the District wise skill gap analysis survey report which may help to develop the course content and the training module.

The beneficiaries who want to secure his/her livelihood through development of Micro Enterprise; they may get the opportunity to attend the Entrepreneurship Development training programme for development of knowledge which may help them to develop the vision. Again the beneficiaries who have already engaged themselves as Entrepreneur and willing to enhance their knowledge level and modify their vision also get the opportunity to attend the Entrepreneurship Development training programme.

NULM Cities in West Bengal: In our state the programme has been implemented in two Phases. In the first phase NULM has been implemented in 58 Cities which include all District Headquarter Towns and all other cities with a population of 100,000 or more as per 2011 Census. In 1st April, 2016 the said programme is being implemented in 67 small Cities where population size is less than one lakh. Now the programme has covered 125 ULBs of our State.

Scope of Work:

1. The Proposals are invited for training programmes of Entrepreneurship Development at 125 Cities across the state of West Bengal.
2. The Selected Institution/Organization would be required to execute the work of delivery of Training programmes in coordination with NULM implementing ULBs.

3. The EDP will cover basics of entrepreneurship development such as management of an enterprise, basic accounting, financial management, marketing, backward and forward linkages, legal procedures, costing and revenue etc. In addition to above topics the module should also include group dynamics, allocation of work, profit sharing mechanism etc. for group enterprises.
- ✓ 4. The Winning agency has to submit the Time schedule of execution and mobilization plan within a fortnight.
5. The Selected institution/Organization will develop training module in consultation with State Mission Management Unit within a month.
6. The Selected institute/Organization will be responsible for mobilization of candidates as per norms of NULM. The institute/Organization must have the experience trainers and there must have well training amenities in training room.
7. The Selected institution/Organization will have to provide certificate to all participants. The training provider will facilitate trainees in linkages with financial Institutions.
8. The training literature should be provided to trainees for their ready reference in future.

PAYMENT SCHEDULE:

✓ The payment will be made on monthly basis on submission of completion report of trainings imparted during the month along with the list of trained beneficiaries which will be duly verified by concern Commissioner/Executive Officer (City Project Officer under NULM). The Payment will be made in the form of NEFT/RTGS only.

THE AUTHORITY RESERVES THE RIGHT:

- The Authority has every right to reject any/all application without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the department and the objective of the scheme without assigning any reasons thereof.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

SECTION - C

CONDITIONS AND REQUIREMENTS FOR BIDDING

1. Any clarifications sought may be done in Pre-Bid meeting and thereafter incorporation / modification will be subject to discretion of Tender Inviting Authority.
2. Submission of Bid document will not be allowed beyond the schedule time indicated in the Tender document.
3. Any conditional Bid will be liable for rejection.
4. SUDA reserves the right to reserve or amend the Bid documents prior to the date notified for submission of the Bid or also to extend the time mentioned in the NIT under intimation to the bidders.
5. Bids, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting Authority reserves the right of rejection of any Bid, which may be found to be defective during the detail scrutiny.
6. SUDA reserves the right to accept or reject any or all of the Bids received or to relax any clause without assigning any reason thereof.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

SECTION - D
DEFINITIONS AND INTERPRETATIONS

In the Tender, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

- a) Turnover = Difference between Gross receipts derived from services and non-operating receipts such as dividends and interest income.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

Annexure - A

I. Qualification Application

(To be written on the letterhead of the Applicant)

From:

.....

.....

To
The Director,
State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block,
Sector III, Salt Lake City, Kolkata - 700106,
West Bengal, India.

Subject: Submission of proposal for Engagement of Training Provider on
Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23
Districts of West Bengal

Sir,

This is with reference to the tender dated 2018 inviting proposal for Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal. As specified in the Tender notice, having examined the Statutory, Non statutory documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The

application is made by me / us on behalf of ----- in the capacity ----- duly authorized to submit the proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as _____ (insert full name of Applying Agency).

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns .

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our CEO or any of our Directors/Managers/ employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

(a) Tender Inviting Authority/Proposed Tender committee can amend / modify the scope of this project.

(b) Tender Inviting Authority/Proposed Tender committee can reject any or all bids without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I / We shall be glad to receive further communication on the subject.

2.Non-Statutory
Document

Enclosure: e-filing:-

1. Statutory Document

Yours faithfully,

Authorized Signatory

Date of Submission

Signature of
applying agency
including title and
capacity in which
application is made.

II. Financial Statement

1. Name of Applying Agency:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (three) financial years.

	2015-16 (Rs. In Lakh)	2016-17 (Rs. In Lakh)	2017-18 (Rs. In Lakh)
Annual Turnover			

Average Annual Turnover is XXXX (Rs in Lakh)

Signed by a Practicing Chartered
Accountant

Name:

Membership No.:

Name of the Firm
with Seal

Date _____

Note: This form is required to be certified by a practicing Chartered Accountant

III. Statement of Legal Capacity

(To be forwarded on the letterhead of the entity submitting the Proposal)

Reference No. -----

Date: -----

To,
The Director,
State Urban Development Agency (SUDA)
ILGUS Bhawan, HC Block, Sector III, Salt Lake City,
Kolkata - 700106,
West Bengal, India.

**Sub: Submission of proposal for Engagement of Training Provider on
Entrepreneurship Development under National Urban Livelihood Mission (NULM) in
23 Districts of West Bengal**

Sir,

This is with reference to the advertisement dated2018 inviting proposal for Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal.

We have read and understood the contents of the Invitation for proposal and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the Tender notice.

We have agreed that _____ (insert individual's name) will act as our representative and has been duly authorized* to submit the proposal.

Yours faithfully,

Authorised Signatory
For and on behalf of (Name of the agency)

**Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

IV. Structure & organisation

A. Details about the Bidder (single entity / lead agency in case of consortium)

1. Name of applying agency / lead agency / consulting firms:
2. Registered Office Address:
Telephone No.:
Fax No. :
E mail#:
Website:
3. Kolkata Office Address (if any):
Telephone No.:
Fax No. :
E mail#:
Website:
4. Name of the Contact Person for this assignment:
Designation:
Address:
Telephone No. :
Cell phone No.:
E mail:
Fax No. :

Signature of applicant
including title and capacity in which
application is made.

Bidders must ensure that the Email id provided in the Registered Office Address is same with which they have registered on the e-procurement portal (<http://etender.wb.nic.in>).

B. Details about the Consortium Partner

1. Name of Consortium partner:
2. Registered Office Address:
Telephone No.:
Fax No. :
E mail#:
Website:
3. Kolkata Office Address (if any):
Telephone No.:
Fax No. :
E mail#:
Website:
4. Name of the Contact Person for this assignment:
Designation:
Address:
Telephone No. :
Cell phone No.:
E mail:
Fax No. :

Signature of applicant
including title and capacity in which
application is made.

V. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)

Date:

To,
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block, Sector III,
Salt Lake City, Kolkata - 700106,
West Bengal, India

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)
Seal of applicant Name:

Designation:

VI. Project Experience during the period Last 10 Years

Please categorise all the projects into four broad heads given in the table below and mark a tick (✓) for each of the projects.

Sl. No.	Name of Project/Assignment and year of completion (write 'ongoing' in case of ongoing project)	Categories				Project Location
		Experience of working as an Entrepreneurship Development training provider with Central and State Government	Experience of Imparting training to the SHGs and disadvantaged section of the society	Projects Experience of working with Government departments / undertakings / PSUs	Effectiveness of Training conducted - Percentage of trained trainees undergone for Self Employment and started their venture (Pl mention the % figure with respect to the assignment)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

(Bidders MUST maintain the same name and sequence in "detailed project experience" in Annexure B No. I)

Annexure – B

I. Detailed Project Experience during the period of Last 10 Years

(Bidders MUST maintain the same name and sequence of projects as it has been given in Annexure A. No. VI)

Assignment name:	Approx. value of the contract (in Rs):
Country:	Location within Country:
Name of Client:	Total No of person-months of the assignment:
Address of Client:	
Start date (month/year): Completion date (month/year):	No of person-months provided by your firm:
No. of Candidates Trained:	
No. of Candidates went for Self Employment after training:	
Approx. value of the services provided by your firm under the contract (in Rs.):	
Name of Senior Staff involved from your firm and positions held in this project:	
Narrative description of project in brief:	
Description of actual services provided by your firm in the assignment:	
Whether the assignment is completed or continuing:	
Explanation on how it meets the eligibility criteria:	

II. Letter of Association – Consortium Partners

(To be written on the letterhead of the Consortium Partner)

To
The Director,
State Urban Development Agency,
ILGUS Bhawan, HC Block,
Sector III, Salt Lake City,
Kolkata – 700106,
West Bengal, India.

Date:

Name of the Assignment: **<Name of the Assignment as mentioned in Bid document>**
Bid Reference No. : **< Bid number>**

Dear Sir,

I, the undersigned, confirm the agreement of **< Full name of the consortium partner>** to associate on an exclusive basis with **< Full name of the lead bidder>**, in order to submit a joint proposal for the above captioned project.

I, also confirm that **< Full name of the consortium partner>** has nominated and will provide appropriately qualified and experienced staff for the purpose of undertaking the various tasks and designated inputs as required by **< Full name of the lead bidder>**, the lead consultant, should our consortium be appointed for the assignment.

Thanking you.

Yours faithfully,

<Name and contact details of the consortium partner>

III. Letter of Association – Individual Specialists

To
The Director,
State Urban Development Agency,
ILGUS Bhawan, HC Block,
Sector III, Salt Lake City,
Kolkata – 700106,
West Bengal, India.

Date:

Name of the Assignment: **<Name of the Assignment as mentioned in Bid document>**
Bid Reference No. : **<Bid number>**

Dear Sir,

I, the undersigned, would like to inform you that I have agreed to associate as <Name of the position> with **< Full name of the bidder>**, for the above project should it be awarded to them.

I also confirm that I have not submitted my CV / Resume to other bidders who are participating in **<Name of the Assignment as mentioned in Bid document>** apart from **<Full name of the bidder>**.

I, confirm that I would be available for executing the engagement to such role and duration as specified in the Bid document, should the above project be awarded to the **<Full name of the bidder>**.

Thanking you.

Yours faithfully,

<Name and contact details of the Specialist>

Annexure C - Financial Proposal Submission Form

(To be submitted on the letter head of the Bidder)

PLEASE REFER TO ONLINE FORMAT

Bill of Quantities (BOQ)

Sl No	Description	Quantity	Training fee/candidate inclusive of all applicable taxes and GST in INR		TOTAL	
			In Figure	In Words	In Figure	In Words
1	Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal	5000				

Annexure D

Press Advertisement

State Urban Development Agency (SUDA),

Department of Urban Development
Municipal Affairs, Department Government of West Bengal

'INVITATION OF PROPOSAL' FOR

Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal

State Urban Development Agency (SUDA), invites proposal from reputed Agency/Consulting firm(s) for Engagement of Training Provider on Entrepreneurship Development under National Urban Livelihood Mission (NULM) in 23 Districts of West Bengal. Interested Agencies/consulting firm(s) having experience in the services envisaged are hereby invited to submit their Proposal.

Intending bidder may download the tender document *Bid. No.* ----- from the website <http://etender.wb.nic.in>, which shall be uploaded on the website by -----

--- **2018**. Proposal will be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in> as per Tender Schedule.

Note: Last date and time for submission of Proposal is ----- **2018** within ----- hrs.

Director, SUDA

Annexure – E

TEMPLATE FOR SUBMISSION OF CURRICULUM VITAE OF THE KEY PROFESSIONALS

PROPOSED POSITION					
NAME OF FIRM					
NAME OF EXPERT					
DATE OF BIRTH		CITIZENSHIP			
EDUCATIONAL QUALIFICATION MENTIONING NAME OF THE UNIVERSITY AND YEAR OF PASSING					
ADDRESS, MOBILE NO. & EMAIL ID					
MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS					
OTHER TRAINING					
COUNTRIES OF WORK EXPERIENCE					
LANGUAGES & DEGREE OF PROFICIENCY		LANGUAGE	SPEAK	READ	WRITE
EMPLOYMENT RECORD					
FROM	TO	EMPLOYER	POSITION HELD		
DETAILED TASK		WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASK ASSIGNED			
		Project Name			
		Year			
		Location			
		Client			
		Project Description			
		Position Held			
		Activities Performed			
CERTIFICATION					
<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes Me / the professional described above, my/his/her qualifications, and my/his/her experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Place</p>					
Name of Expert		Signature		Date	
Name of authorized Signature Date Representative of the Consultant (the same who signs the Proposal)		Signature		Date	

CONTRACT FOR CONSULTANTS' SERVICES

between

[name of the Client]

and

[name of the Consultant]

Dated:

I Form of Contract

(Text in brackets [] is optional; all notes should be deleted in final text)

This CONTRACT (hereinafter called the "Contract") is made the ---- day of the month of ----, ----, between, on the one hand, ----- (hereinafter called the "Client") and, on the other hand, ----- (hereinafter called the "Consultant").

WHEREAS

(a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");

(b) the Consultant, having represented to the Client that it has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

(a) The General Conditions of Contract;

(b) The Special Conditions of Contract (if applicable);

(c) The following Appendices:

[Note: *If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix]*

Appendix A: Description of Services

Appendix B: Reporting Requirements

Appendix C: Staffing Schedule

Appendix D: Breakdown of Contract Price

Appendix E: Duties of the Employer

Appendix F: Duties of the Consultant

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:

(a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and

(b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

[Authorized Representative]

For and on behalf of *[name of Consultant]*

[Authorized Representative]

6 Employer:

✓ **General Conditions of Contract**

1. General Provisions

1.1 Definitions Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in India for the time being.
- (b) "Consultant" means any private or public entity that will provide the Services to the "Employer" under the Contract.
- (c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is this General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) "Day" means calendar day.
- (e) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (f) "GC" means these General Conditions of Contract.
- (g) "Government" means the Government of India
- (h) "Local Currency" means Indian Rupees.
- (i) "Member" means any of the entities that make up the joint venture / consortium / association; and "Members" means all these entities.
- (j) "Party" means the "Employer" or the Consultant, as the case may be, and "Parties" means both of them.
- (k) "Personnel" means professionals and support staff provided by the Consultant assigned to perform the Services or any part thereof.
- (l) "Reimbursable expenses" means all assignment-related costs [such as travel, translation, report printing, secretarial expenses, subject to specified maximum limits in the Contract].
- (m) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (n) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (o) "In writing" means communicated in written form with proof of receipt.

1.2 Relationship Between the Parties : Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the "Employer" and the Consultant. The Consultant, subject to this Contract, has complete charge of Personnel, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Law Governing Contract: This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of India.

1.4 Headings: The headings shall not limit, alter or affect the meaning of this Contract.

1.5 Notices

1.5.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the SC.

1.5.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.6 Location: The Services shall be performed at such locations as are specified in and, where the location of a particular task is not so specified, at such locations, as the "Employer" may approve.

1.7 Authorized Representatives: Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the "Employer" or the Consultant may be taken or executed by the officials specified in the SC.

1.8 Taxes and Duties: The Consultant and Personnel shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

1.9 Fraud and Corruption

1.9.1 Definitions: It is the Employer's policy to require that Employers as well as Consultants observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Employer defines, for the purpose of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

(ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

(iii) "collusive practices" means a scheme or arrangement between two or more consultants, with or without the knowledge of the Employer, designed to establish prices at artificial, non competitive levels;

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

1.10.1 Measures to be taken by the Employer

(a) The Employer may terminate the contract if it determines at any time that representatives of the consultant were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the consultant having taken timely and appropriate action satisfactory to the Employer to remedy the situation;

(b) The Employer may also sanction against the Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Employer-financed contract;

1.10.2 Commissions and Fees

At the time of execution of this Contract, the Consultant shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract: This Contract shall come into force and effect on the date (the "Effective Date") of the "Employer's" notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the conditions precedent and effectiveness conditions, if any, listed in the SC have been met.

2.2 Termination of Contract for Failure to Become Effective: If this Contract has not become effective within such time period after the date of the Contract signed by the Parties as specified in the SC, either Party may, by not less than twenty one (21) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

2.3 Commencement of Services: The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

2.4 Expiration of Contract: Unless terminated earlier pursuant to Clause GC 2.9 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

2.5 Entire Agreement: This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.

2.6 Modifications or Variations: (a) Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. (b) In cases of substantial modifications or variations, the prior written consent of the Employer is required.

2.7 Force Majeure

2.7.1 Definition (a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

(b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

(c) Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

2.7.2 No Breach of Contract: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.7.3 Measures to be Taken: (a) A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

(b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

(c) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

(d) During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the "Employer", shall either:

(i) demobilize, or

(ii) continue with the Services to the extent possible, in which case the Consultant shall continue to be paid proportionately and on prorata basis, under the terms of this Contract.

(e) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled by the State Government.

2.8 Suspension: The "Employer" may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall allow the Consultant to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.

2.9 Termination

2.9.1 By the "Employer":

2.9.1.1 The "Employer" may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (h) of this Clause GC 2.9.1.1

(a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GC 2.8 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the "Employer" may have subsequently approved in writing.

(b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its Members becomes and which has substantial bearing on providing Services under this contract) insolvent or go into liquidation or receivership whether compulsory or voluntary.

(c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

(d) If the Consultant, in the judgment of the "Employer", has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

(e) If the Consultant submits to the "Employer" a false statement which has a material effect on the rights, obligations or interests of the "Employer".

(f) If the Consultant places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Employer.

(f) If the consultant fails to provide the quality services as envisaged under this Contract. Proposed Tender Committee formulated to monitor the progress of the assignment may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The Proposed Tender Committee may decide to give one chance to the consultant to improve the quality of the services.

(g) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(h) If the "Employer", in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.9.1.2 In such an occurrence the "Employer" shall give a not less than thirty (30) days' written notice of termination to the Consultants, and sixty (60) days' in case of the event referred to in (h).

2.9.2 By the Consultant: The Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the "Employer", in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause GC 2.9.2.

(a) If the "Employer" fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GC 8 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.

(b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(c) If the "Employer" fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

(d) If the "Employer" is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the "Employer" of the Consultant's notice specifying such breach.

2.9.3 Cessation of Rights and Obligations: Upon termination of this Contract pursuant to Clauses GC 2.2 or GC 2.9 hereof, or upon expiration of this Contract pursuant to Clause GC 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 3.3 hereof, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC 3.6 hereof, and (iv) any right which a Party may have under the Law.

2.9.4 Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the "Employer", the Consultant shall proceed as provided, respectively, by Clauses GC 3.9 or GC 3.10 hereof.

2.9.5 Payment upon Termination: Upon termination of this Contract pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the "Employer" shall make the following payments to the Consultant:

(a) If the Contract is terminated pursuant to Clause 2.9.1 (g), (h) or 2.9.2, remuneration pursuant to Clause GC 6.3(h) (i) hereof for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures pursuant to Clause GC 6.3(h)(ii) hereof for expenditures actually and reasonably incurred prior to the effective date of termination;

(b) If the agreement is terminated pursuant of Clause 2.9.1 (a) to (f), the consultant shall not be entitled to receive any agreed payments upon termination of the contract. However, the "Employer" may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the Employer. Applicable Under such circumstances, upon termination, the client may also impose liquidated damages as per the provisions of Clause 9 of this agreement. The consultant will be required to pay any such liquidated damages to client within 30 days of termination date.

2.9.6 Disputes about Events of Termination: If either Party disputes whether an event specified in paragraphs (a) through (g) of Clause GC 2.9.1 or in Clause GC 2.9.2 hereof has occurred, such Party may, within forty-five (30) days after receipt of notice of termination from the other Party, refer the matter to Clause GC 8 hereof, and this Contract shall not be

terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1 Standard of Performance: The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods.

3.2 Conflict of Interests: The Consultant shall hold the "Employer"'s interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the Consultant shall promptly disclose the same to the Employer and seek its instructions.

3.2.1 Consultant not to benefit from Commissions, Discounts, etc.: (a) The payment of the Consultant pursuant to Clause GC 6 hereof shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GC 3.2.2 hereof, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder.

(b) Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the "Employer" on the procurement of goods, works or services, the Consultant shall comply with the Employer's applicable procurement guidelines, and shall at all times exercise such responsibility in the best interest of the "Employer". Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the "Employer".

3.2.2 Consultant and Affiliates Not to Engage in Certain Activities: The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

3.2.3 Prohibition of Conflicting Activities: The Consultant shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

3.3 Confidentiality: Except with the prior written consent of the "Employer", the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

3.4 Accounting, Inspection and Auditing: The Consultant (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and (ii) shall periodically permit the "Employer" or its designated representative and/or the Employer, and up to five years from expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the "Employer" or the Employer, if so required by the "Employer" or the Employer as the case may be.

3.5 Consultant's Actions Requiring "Employer's Prior Approval: The Consultant shall obtain the "Employer's" prior approval in writing before taking any of the following actions:

(a) Any change or addition to the Personnel listed in Appendix C.

3.6 Reporting Obligations: The Consultant shall submit to the "Employer" the reports and documents as specified from time to time, in the form, within the pre stated time periods. Final reports shall be delivered in CD ROM in addition to the hard copies specified (Appendix B).

3.7 Documents Prepared by the Consultant to be the Property of the "Employer": All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the "Employer" under this Contract shall become and remain the property of the "Employer", and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the "Employer", together with a detailed inventory thereof. The Consultant may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from the Employer and the Employer reserves right to grant or deny any such request. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of any such computer programs, the Consultant shall obtain the "Employer's" prior written approval to such agreements, and the "Employer" shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

3.8 Equipment, Vehicles and Materials Furnished by the "Employer": Equipment, vehicles and materials made available to the Consultant by the "Employer", or purchased by the Consultant wholly or partly with funds provided by the "Employer", shall be the property of the "Employer" and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the "Employer" an inventory of such

equipment, vehicles and materials and shall dispose of such equipment and materials in accordance with the "Employer"'s instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the "Employer" in writing, shall insure them at the expense of the "Employer" in an amount equal to their full replacement value.

3.9 Equipment and Materials Provided by the Consultants: Equipment or materials brought into the project location by the Consultant and the Personnel and used either for the Project or personal use shall remain the property of the Consultant or the Personnel concerned, as applicable.

4. CONSULTANTS' PERSONNEL

4.1 General: The Consultant shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

4.2 Description of Personnel: (a) The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are as per the consultant's proposal and are described in Appendix C. If any of the Key Personnel has already been approved by the "Employer", his/her name is listed as well.

(b) If required to comply with the provisions of Clause GC 3.1.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix C may be made by the Consultant by written notice to the "Employer", provided (i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GC 6.1(b) of this Contract. Any other such adjustments shall only be made with the "Employer's" written approval.

(c) If additional work is required beyond the scope of the Services specified, the estimated periods of engagement of Key Personnel set forth in Appendix C may be increased by agreement in writing between the "Employer" and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GC 6.1(b) of this Contract, this will be explicitly mentioned in the agreement.

4.3 Approval of Personnel: The Key Personnel listed by title as well as by name are hereby approved by the "Employer". In respect of other Personnel which the Consultant proposes to use in the carrying out of the Services, the Consultant shall submit to the "Employer" for review and approval a copy of their Curricula Vitae (CVs).

4.4 Removal and/or Replacement of Personnel: (a) No change or substitutions may be made to any of the team members without prior written consent of SUDA. Replacement of the personnel will only be considered under exceptional circumstances (e.g.: death,

prolonged illness and other issues beyond the control of the Consultant) and such substitutes will need to satisfy the same or higher qualification and experience criteria. In case of substitution of a person, SUDA reserves the right to interview the person proposed to be provided as replacement.

(b) If the "Employer" (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the "Employer's" written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the "Employer".

(c) Any of the Personnel provided as a replacement under Clauses (a) and (b) above, as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents) the Consultants may wish to claim as a result of such replacement, shall be subject to the prior written approval by the "Employer". The rate of remuneration applicable to a replacement person will be the rate of remuneration paid to the replacement person. Also (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.

5. OBLIGATIONS OF THE "EMPLOYER"

5.1 Assistance and Exemptions : Unless otherwise specified in the SC, the "Employer" shall use its best efforts to ensure that the Government shall:

(a) Provide the Consultant and Personnel with work permits and such other documents as shall be necessary to enable the Consultant or Personnel to perform the Services.

(b) Provide to the Consultant and Personnel any such other assistance as may be specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the consultant for providing the services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1(b).

5.3 Services, Facilities and Property of the "Employer": (a) The "Employer" shall make available to the Consultant and its Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix E at the times and in the manner specified in said Appendix E.

(b) In case that such services, facilities and property shall not be made available to the Consultant as and when specified in Appendix E, the Parties shall agree on any time extension that it may be appropriate to grant to the Consultant for the performance of the Services .

5.4 Payment: In consideration of the Services performed by the Consultant under this Contract, the "Employer" shall make to the Consultant such payments and in such manner as is provided by Clause GC 6 of this Contract.

6. PAYMENTS TO THE CONSULTANT

6.1 Total Cost of the Services (a) The total cost of the Services payable is set forth in Appendix D as per the consultant's proposal to the Employer.

(b) Except as may be otherwise agreed under Clause GC 2.6 and subject to Clause GC 6.1(c), payments under this Contract shall not exceed the amount specified in Appendix-D.

(c) Notwithstanding Clause GC 6.1(b) hereof, if pursuant to any of the Clauses GC 4.2 (c) or 5.2 hereof, the Parties shall agree that additional payments shall be made to the Consultant in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC 6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GC 6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

6.2 Currency of Payment: All payments shall be made in Indian Rupees.

6.3 Terms of Payment: The payments in respect of the Services shall be made as follows:

(a) The consultant shall submit the invoice for payment when the payment is due as per the agreed terms.

(b) If the Employer fails to intimate acceptance of the deliverables or its objections thereto, within 21 days of receipt of invoice, the Employer shall release the payment to the consultant without further delay.

(c) In case of early termination of the contract, the payment shall be made to the consultant as mentioned here with: (i) Assessment should be made about work done from the previous deliverable, for which the payment is made or to be made till the date of the termination. (ii) A reasonable assessment of the reimbursable and miscellaneous expenses shall be made based on details furnished by the consultant in this regard with supporting documents and based on the assessment of the work done and the respective rates as provided. (iii) Wherever such an assessment is difficult, the rates should be arrived at by calculating the amount on pro-rata basis. The total amount payable shall be the amount calculated as per (i) and (ii) above plus any applicable tax.

7. FAIRNESS AND GOOD FAITH

7.1 Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

7.2 Operation of the Contract: The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 8 hereof.

8. SETTLEMENT OF DISPUTES

8.1 Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GC 8.2 shall become applicable.

8.2 Arbitration: In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Consultant, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Employer and the Consultant, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

8.3. Arbitration proceedings shall be held in Kolkata, India at a mutually agreed upon place and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

8.4 The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Employer and the Consultant. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

9. Miscellaneous provisions:

(i) "Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.

(ii) Any failure or delay on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.

(iii) The Consultant shall notify the Employer of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.

(iv) The Consultant shall at all times indemnify and keep indemnified the Employer against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Project.

(v) The Consultant shall at all times indemnify and keep indemnified the Employer against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Consultant's) employees resulting from or by any action, omission or operation conducted by or on behalf of the Consultant.

(vi) All claims regarding indemnity shall survive the termination or expiry of the Contract.

LIST OF APPENDICES

APPENDIX A - DESCRIPTION OF SERVICES

This Appendix will include the Terms of Reference worked out by the "Employer" and the Consultants, dates for completion of various tasks, place of performance for different tasks/activities, specific tasks/activities/outcome to be reviewed, tested and approved by "Employer", etc.

APPENDIX B - REPORTING REQUIREMENTS

List format, frequency and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."

APPENDIX C - STAFFING SCHEDULE

Include here the agreed negotiated staffing schedule including the engagement of sub-contractors, if any

APPENDIX D - TOTAL COST OF SERVICES

Include here the rates quoted in the financial proposal or the negotiated rates, whichever is applicable

APPENDIX E - DUTIES OF THE "EMPLOYER"

Include here the list of Services, facilities and property to be made available to the Consultant by the "Employer".

STATE URBAN DEVELOPMENT AGENCY

UNDER DEPARTMENT OF MUNICIPAL AFFAIRS, GOVT. OF WEST BENGAL



**REQUEST FOR PROPOSAL
FOR
EMPANELMENT OF TRAINING PROVIDER
ON
ENTERPRENEURSHIP DEVELOPMENT UNDER NULM
AT
23 DISTRICT OF WEST BENGAL**

**REQUEST FOR PROPOSAL
FOR
EMPANELMENT OF TRAINING PROVIDER
ON
ENTERPRENEURSHIP DEVELOPMENT UNDER NULM
AT
23 DISTRICT OF WEST BENGAL**

**THE LAST DATE FOR SUBMISSION OF THE EXPRESSION OF INTEREST IS 15/09/2018 UPTO 5
P.M**

Document can be downloaded from: www.wbdma.gov.in

NATIONAL URBAN LIVELIHOOD MISSION

Implemented by

State Urban Development Agency

'ILGUS Bhavan' HB-305, AB Rd, HC Block, Sector III,

Salt Lake City, Kolkata, West Bengal 700106

LETTER OF INVITATION

NOTICE INVITING TENDER (E-Tendering)

Tenders are invited online from reputed Training Providers/Agency/Consortium or joint venture partner for conduct of " Entrepreneurship Development Training" at 23 District of West Bengal.

Description of Work

Sl. No.	Particulars	Quantity in Numbers	Earnest Money Deposit (EMD) (Rs.)	Estimated Cost (In Rs.)	Performance Bank Guarantee (Only for Successful Bidder)	Period of Contract
1	Entrepreneurship Development Training	5000 candidates (Approx) at 125 ULBs of West Bengal	Rs. 50,000/- (Fifty thousand) only		Rs. 100000/- (One Lakh) only	12 Months
2	Development of Training Module in consultation with State Mission Management Unit					

Interested eligible bidders are requested to submit offers through e-tender process only. Tender document can be downloaded from website: www.wbdma.gov.in and

1. As the tender are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificated (DSC) from suitable vendors or any authorized agency.
2. The e-tender document shall be uploaded online in 2 (Two) covers.
 - I. Cover – 1 shall contain scanned copies of all eligibility information
 - II. Cover – 2 shall contain financial bid only on the prescribed form.

Cover – 1 shall contain scanned copy of the following (scanned copies to be uploaded

- a. **Power of Attorney:** The Power of attorney to sign the documents on behalf of institution may be furnished while submitting the tender.
- b. **Cost of Tender :-**
- c. **Earnest Money:** Rs. 50000/- (Fifty Thousand) in the form of Demand Draft in favour of Payable at Kolkata. After selection and contract signing with the suitable applicant for engagement as training provider, the amount of EMD shall be refunded to the Bidders who have not selected.
- d. **Proof of Technical Qualification:**
 - i. The Bidder shall be a reputed institution/Company/Consulting firm /NGO with a proven track record of providing Entrepreneurship Development training for more than 5 years.
 - ii. The Bidder should have proven record of development of Entrepreneur through Entrepreneurship Development programme.
 - iii. The Bidder shall produce a certificate regarding Conducting such training Programme.
 - iv. The Bidder should have an average turnover of Rs. 30 Lakhs or more from consulting /Advisory/ training; for the last three years the audited copy of the financial statements should be submitted.
- e. PAN/TAN and GST documents to be uploaded.
3. **Performance Guarantee:** In the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of contract. Amount will be 5 %of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of and drawn on a Nationalized Bank.
4. Cover -2 shall contain financial bid only where Bidder will quote his offer in the prescribed format BOQ online only.

Key Dates:

1.	Date of Online Publication	
2.	Downloading of e-tender Documents	
3.	Last date of Receiving Queries	
4.	Physical Submission of Earnest Money Deposit and Cost of tender documents	

5.	Last date of submission of E -Tender	
6.	Date of opening of Technical Bid	

5. Before submission of online bids, Bidders must ensure that the scanned copies of all necessary documents have been uploaded with the bid.
6. Tender Inviting Authority and Address for communication

To
The Director, SUDA
&
Mission Director, NULM
'ILGUS Bhavan' HB-305, AB Rd, HC Block, Sector III,
Salt Lake City, Kolkata, West Bengal 700106
E-Mail: wbsulm@gmail.com

TERMS OF REFERENCE

INTRODUCTION: The Mission Director, NULM of West Bengal is seeking proposals from interested training provider of National / International repute dealing with the Entrepreneurship Development Training programme and can provide assistance to individuals, Groups and existing entrepreneurs to strengthen the entrepreneurship in urban areas of West Bengal. Understanding the market needs according to the product profile of the state and forward linkages to bring urban women's and youth to the mainstream of business. The training and facilitation to be imparted in the 23 districts of our state and each training programme will be a minimum duration of 3 to 7 days. The duration of the programme will be finalized after consultation with department of MA and in view of the training module developed by the agency.

BACKGROUND INFORMATION: The national flagship poverty alleviation programme National Urban livelihood Mission has been implemented in our state and one of the prime objectives of the programme is to sustainable economic development of urban poor household through gainful Wage and self employment. The Employment through Skill training and placement is an important component under NULM and the objective of the component is to develop assets of the urban poor in the form of Skills for securing their sustainable Livelihood. We have requested the department of Medium & Small Micro Enterprise (MSME) Government of West Bengal to provide the District wise skill gap analysis survey report which may help to develop the course content and the training module.

The beneficiaries who want to secure his/her livelihood through development of Micro Enterprise; they may get the opportunity to attend the Entrepreneurship Development training programme for development of knowledge which may help them to develop the vision. Again the beneficiaries who have already engaged themselves as Entrepreneur and willing to enhance their knowledge level and modify their vision also get the opportunity to attend the Entrepreneurship Development training programme.

NULM Cities in West Bengal: In our state the programme has been implemented in two Phases. In the first phase NULM has been implemented in 58 Cities which include all District Headquarter Towns and all other cities with a population of 100,000 or more as per 2011 Census. In 1st April, 2016 the said programme is being implemented in 67 small Cities where population size is less than one lakh. Now the programme has covered 125 ULBs of our State.

Scope of Work:

1. The Proposals are invited for training programmes of Entrepreneurship Development at 125 Cities across the state of West Bengal.
2. The Selected Institution/Organization would be required to execute the work of delivery of Training programmes in coordination with NULM implementing ULBs.
3. The EDP will cover basics of entrepreneurship development such as management of an enterprise, basic accounting, financial management, marketing, backward and forward linkages, legal procedures, costing and revenue etc. In addition to above topics the module should also include group dynamics, allocation of work, profit sharing mechanism etc. for group enterprises.
4. The Winning agency has to submit the Time schedule of execution and mobilization plan within a fortnight.
5. The Selected institution/Organization will develop training module in consultation with State Mission Management Unit within a month.
6. The Selected institute/Organization will be responsible for mobilization of candidates as per norms of NULM. The institute/Organization must have the experience trainers and there must have well training amenities in training room.
7. The Selected institution/Organization will have to provide certificate to all participants. The training provider will facilitate trainees in linkages with financial Institutions.
8. The training literature should be provided to trainees for their ready reference in future.

ELIGIBLE AGENCIES:

The Agencies intending to RFP for engagement as Training Provider shall fulfill the following eligibility conditions;

- ❖ The Agency Should be a reputed Institution/ Company/ Consulting Firm/ Organization (Corporate house or NGO) with a track record of providing such training for more than Five Years. The agency should submit a copy of incorporation to that effect.
- ❖ The institution/ Organization should have trainers with a commendable record of providing training in the specific skill set. Team structure staffing and qualification of key person may be furnished along with CVs. The Institution/Organization must have prior experience of working in West Bengal preferably in urban areas and having a base in west Bengal will be given preference.
- ❖ The institution/ Organization should have an average annual turnover of Rs. 30 Lakhs or more from consulting/advisory during last three years. The Audited copy of the financial statements for the last three years should be submitted.
- ❖ The institution/ Organization should have undertaken minimum two assignments related to State/Central government programmes and /or schemes in the country in the last three years. Documentary evidence in the form of signed agreements should be submitted. Assignment accomplished in West Bengal shall be given preference.
- ❖ Preference will be given to the institution/ Organization who have proven track record of development of Entrepreneur through Entrepreneurship Development programme.

PAYMENT SCHEDULE:

The payment will be made on monthly basis on submission of completion report of trainings imparted during the month along with the list of trained beneficiaries which will be duly verified by concern Commissioner/Executive Officer (City Project Officer under NULM). The Payment will be made in the form of NEFT/RTGS only.

THE AUTHORITY RESERVES THE RIGHT:

- ❖ The Authority has every right to reject any/all application without assigning any reasons thereof.
- ❖ To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the department and the objective of the scheme without assigning any reasons thereof.

- ❖ The institution/ Organization should have trainers with a commendable record of providing training in the specific skill set. Team structure staffing and qualification of key person may be furnished along with CVs. The Institution/Organization must have prior experience of working in West Bengal preferably in urban areas and having a base in west Bengal will be given preference.
- ❖ The institution/ Organization should have an average annual turnover of Rs. 30 Lakhs or more from consulting/advisory during last three years. The Audited copy of the financial statements for the last three years should be submitted.
- ❖ The institution/ Organization should have undertaken minimum two assignments related to State/Central government programmes and /or schemes in the country in the last three years. Documentary evidence in the form of signed agreements should be submitted. Assignment accomplished in West Bengal shall be given preference.
- ❖ Preference will be given to the institution/ Organization who have proven track record of development of Entrepreneur through Entrepreneurship Development programme.

PAYMENT SCHEDULE:

The payment will be made on monthly basis on submission of completion report of trainings imparted during the month along with the list of trained beneficiaries which will be duly verified by concern Commissioner/Executive Officer (City Project Officer under NULM). The Payment will be made in the form of NEFT/RTGS only.

THE AUTHORITY RESERVES THE RIGHT:

- ❖ The Authority has every right to reject any/all application without assigning any reasons thereof.
- ❖ To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the department and the objective of the scheme without assigning any reasons thereof.

BID EVALUATION:

As the technical capability and experience of the Agency is important for a project of this nature, the agencies will be selected based on combined Techno- Commercial evaluation of the proposal. The bidders who score more than or equal to 75% marks in the technical evaluation will be considered for commercial evaluation. Here we will Use the Least Cost

● Method for evaluation of financial Bid. Therefore, the least cost bidder among the technical Bid qualifier will be considered as L1. The format for submission of COMMERCIAL/FINANCIAL BID is as follows;

COMMERCIAL/FINANCIAL BID

Sl.No.	Description	Quantity	Batch Size	Training Fee/Candidate inclusive of all applicable taxes and other statutory levies(if any)		Total
				In Nos	In Words	
1	Training as per scope of work detailed in the RFP to the complete satisfaction of the Client	Approx 5000				

The Technical Bid will be evaluated on a scale of 0 to 60 and the break up for each criterion would be as follows;

Sl. No.	Parameters	Max Marks
a)	Minimum Average Annual Turnover from Consulting /Advisory over the last three years 7 marks for Rs.30 Lakhs turnover, 1 mark for each additional Rs.10 lakh upto a maximum of 10 Marks	10
b)	Past Experience of Working as an Entrepreneurship Development training provider with Central and State Government. 14 marks for 2 assignment, 2 marks for each additional assignment up to maximum Marks 20	20
c)	Percentage of trained trainees undergone for Self Employment and started their venture. 7 Marks for 50% and 1 marks for each additional 5% maximum marks 10	10
d)	Experience of Imparting training to the SHGs and disadvantaged section of the society	10
e)	Experience of working with Government department/ under takings/ PSUs in the state of West Bengal	5
f)	The personnel who has directly coordinated and implemented at least 2 or more similar assignment for the Institution/organization	5

- If a dispute arises out of or in connection with this contract / agreement or in respect of any defined legal relationship associated here with or derived here from, the parties agrees either to seek an amicable settlement of that dispute or through an arbitrator.
- The place of conciliation /arbitration proceedings shall be Kolkata, West Bengal.
- However, agreement and its interpretation shall be subject to the exclusive jurisdiction of the courts in Kolkata, West Bengal.

Penalty Clauses:

For non performance, the following penalties may be imposed on the selected agency

1. Forfeiture of Bank Guarantee in case of any midway unilateral withdrawal from the assignment.
2. On account of circumstances beyond the control of the training provider like natural calamities and any other unforeseen events and upon formal notification, the department may give time to the training provider to complete the activities.

PERIOD OF THE ASSIGNMENT:

The tenure of assignment/contract would be for a period of 12 months from the date of signing of this agreement. The engagement shall be extended after review of the performance and availability of fund.

Technical requirement for proposal for providing Entrepreneurship Development training as per scope of work

1.	Name of the Firm/ Institution/Organization			
2.	Address of Head office			
3.	Telephone/Fax/E-mail			
4.	PAN/ TAN	Supporting documents should be enclosed		
5.	GST A/C No.	Supporting documents should be enclosed		
6.	Total Turnover as per Audited Balance Sheet Attached along with IT Return	Financial Year	Turnover (In Lakh)	Profit (in Lakh) in providing training activities exclusively
		2017-18		
		2016-17		
		2015-16		
7.	Organizational Background	Brief description (within 200 words) with supporting documents		
8.	Experience/ Qualification of Organization/Key personal: Experience of working on relevant assignments/Experience of imparting trainings to SHGs	The proposal should include a brief history of the firm, its size and its experience in training development services for skill up gradation in respective field with supporting documents and similar assignments handled during the last 5 years		
9.	Capacity to provide Services	Described the faculty /Personnel to be assigned to this project including their educational qualification as well as experience in the relevant fields.		
10	Training Content	Describe the proposed training, format and training outcomes		
11	Entrepreneurship Development record	Indicate the Entrepreneurship Development record after completion of the training.		
12	Miscellaneous/Others			

Note:- In case of any clarification please Call on 033.....

**Directorate of Urban Development,
Govt. of Himachal Pradesh, Shimla.**



**REQUEST FOR PROPOSAL
FOR
EMPANELMENT OF TRAINING PROVIDER
ON
ENTREPRENEURSHIP DEVELOPMENT
At**

**DHQ of Shimla, Solan, Nahan, Bilaspur, Mandi, Kullu,
Hamirpur, Dharmshala, Una and Chamba**

**REQUEST FOR PROPOSAL
FOR
EMPANELMENT OF TRAINING PROVIDER
ON
ENTREPRENEURSHIP DEVELOPMENT.**

The last date for submission of the RFP is 20/11/2015 up to 15.00HRS.

Document can be downloaded from:

www.ud-hp.in

**NATIONAL URBAN LIVELIHOOD MISSION
DIRECTORATE OF URBAN DEVELOPMENT
PALIKA BHAVAN, TALLAND
SHIMLA- HIMACHAL PRADESH**

LETTER OF INVITATION

NOTICE INVITING TENDER (E-Tendering)

Tenders are invited online from reputed Training providers/ agency/ Consortium or joint venture partner for conduct of "Entrepreneurship Development Training" at 10 district Headquarters of Himachal Pradesh.

Description of Work

S. No	Name of work	Quantity in No's	EMD (Rs)	Estimated Cost in INR	Performance Bank Guarantee (Only for Successful Bidder)	Period of Contract
1.	Entrepreneurship Development Training	1000 candidates Approx At different ULBs of Himachal Pradesh	INR. 50 Thousand d Only	INR 20 Lakh only	INR 1Lakh Only	12 months
2.	Development of Training Module in consultation with State Mission Management Unit					

Interested eligible bidders are requested to submit offers through e-tender process only. Tender document can be downloaded from website: <http://www.ud-hp.in> and <https://hptenders.gov.in>.

1. As the tenders are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorised agency.
2. The e-tender document shall be uploaded online in 2 (two) covers.
 - I. Cover -1 shall contain scanned copies of all eligibility information.
 - II. Cover -2 shall contain financial bid only on the prescribed form.

Cover -1 shall contain scanned copy of the following (scanned copies to be uploaded)

a. **Power of attorney:-** The power of attorney to sign the documents on behalf of institution may be furnished while submitting the tender.

b. **Cost of the tender:-** Rs. 1000.00 (Non Refundable) in the form of Demand Draft (DD) drawn in favour of Director, Urban Development, Shimla, HP payable at Shimla, Himachal Pradesh.

c. **Earnest Money:-** Rs. 50000.00 in the form of Demand Draft / Bank Guarantee drawn in favour of Director, Urban Development, Shimla, HP payable at Shimla, Himachal Pradesh. After selection and contract signing with the suitable applicant for engagement as Training Provider, the amount of EMD shall be refunded to the Bidders.

d. Proof of Technical Qualification.

i. The Bidder shall be a reputed institution/company/consulting firm /NGO with a track record of providing such training for more than three years.

ii. Placement and Self Employment record of the passed out trainees in similar training programmes.

iii. The Bidder shall produce a certificate regarding conducting such training programmes.

iv. The Bidder should have an average turnover of Rs. 25 lakh or more from consulting/advisory/trainings; for the last three years the audited copy of the financial statements should be submitted.

e. PAN/TAN no. and Service tax certificate, supporting documents to be uploaded.

3. **Performance Guarantee:-** In the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of contract. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Director – Urban Development, Govt of Himachal Pradesh and drawn on a Nationalized Bank.

4. Cover-2 shall contain financial bid only where Bidder will quote his offer in the prescribed format BOQ on line only

Key dates.

I	Date of online publication	23/10/2015 , 12.00 hrs
II	Downloading of e-tender Document	23/10/2015, 12.00 hrs to 20/11/2015 up-to 15.00 hrs
III	Last date of receiving queries	10/11/2015 up-to 16.00 hrs
IV	Physical submission of Earnest Money Deposit and Cost of tender documents	19/11/2015 up-to 16.00 hours

V	Last Date of submission of e-tender	20/11/2015 up-to 15.00 hrs
VI	Date of Opening of Technical Bid	21/11/2015 at 15.00 hours

5. Before submission of online bids, bidders must ensure that the scanned copies of all necessary documents have been uploaded with the bid.
6. Tender Inviting Authority and address for Communication:

Director,
Directorate of Urban Development,
Palika Bhavan, Talland, Shimla
Ph:0177-2626518
E mail: ud-hp@nic.in

Terms of Reference

INTRODUCTION: The Directorate of Urban Development, Government of Himachal Pradesh is seeking proposals from interested training provider of national/international repute dealing with the training/capacity building of skill based training and can provide assistance to individuals, groups and existing entrepreneurs to strengthen the entrepreneurship in urban areas of Himachal Pradesh. Understanding the market needs according to the product profile of the state and forward linkages to bring urban women's and youth to the mainstream of business. Short term training and facilitation to be imparted in the 10 (Ten) District headquarter of Himachal Pradesh. Each training programme will be a minimum duration of 3-7 days. The duration of the programme will be finalised after consultation with UDD and in view of the training module developed by the agency.

BACKGROUND INFORMATION: The Department of Urban Development is implementing the National Urban Livelihoods Mission scheme sponsored by central govt. for helping urban poor by enabling them to gain employment through Skill training and placement. The broader objective of the Employment through Skill Training and Placement is to provide an asset to the urban poor in the form of skills for their sustainable livelihoods. A skill gap analysis survey was conducted by M/s KPMG Advisory services by way of which demands of various trades were found in various ULBs for which 7 No. training partners empanelled with National Skills Development Corporation (NSDC) are providing skill training in various trades like Construction and Plumbing, Beauty and Wellness, Embroidery cutting and sewing, Retails/ sales, Tourism and Hospitality, Telecom, etc. in 10 district headquarter ULB towns. The course content and modules are developed as per National Occupational Standards by NSDC. As of now almost 1100 beneficiaries have been trained in various trades and training of 350 beneficiaries is ongoing. More and more beneficiaries are being mobilized to get the skill training under this component.

Apart from this an Entrepreneurship Development Programme (EDP) for the beneficiaries of NULM, (who want to start their enterprises or existing entrepreneur seeking additional efficiency) is provisioned for conducting training programme through various institutions/ training providers which will cover basics of entrepreneurship development such as management of an enterprise, basic accounting, financial management, marketing, backward and forward linkages, legal procedures, costing and revenue, etc.

NULM Cities in Himachal Pradesh

In Himachal Pradesh NULM is being implemented in ten (10) District Headquarter Towns i.e. Shimla, Solan, Nahan, Bilaspur, Mandi, Kullu, Hamirpur, Dharmshala, Una and Chamba.

Scope of work

1. Proposals are invited for training programmes of Entrepreneurship development at 10 locations across the state of Himachal Pradesh
2. The selected Institution/organization would be required to execute the work of delivery of Training programmes in coordination with NULM Implementing ULBs.
3. Entrepreneurship Development training in 10 NULM Implementing ULBs. The training programme will cover basics of entrepreneurship development such as management of an enterprise, basic accounting, financial management, marketing, backward and forward linkages, legal procedures, costing and revenue etc. In addition to above topics the module should also include group dynamics, allocation of work, profit sharing mechanism etc. for group enterprises.
4. The winning agency has to submit the Time schedule of execution & Mobilisation plan within a fortnight.
5. Selected Institution will develop training module in consultation with State Mission Management Unit, Directorate of Urban Development, Himachal Pradesh within a month's time.
6. Selected institution will be responsible for mobilization of candidates as per norms of National Urban Livelihood Mission; apart from this institution will also be responsible for arrangement of adequate infrastructure at training centres such as building/training hall, furniture's, computers etc. The likely beneficiaries to be trained throughout the state are 1000 nos.
7. Selected institution will have to provide certificates to all participants. The training provider will facilitate trainees in linkages with financial institutions.
8. Training literature should be provided to trainees for their ready references in future.

ELIGIBLE AGENCIES

The agencies intending to RFP for engagement as Training Provider shall fulfil the following eligibility conditions:

- Should be a reputed Institution / Company / Consulting Firm / Organisation (Corporate House, NGO) with a track record of providing such training for more than

three years. The Agency should submit a copy of the certificate of incorporation to that effect.

- The Institution/Organization should have trainers with a commendable record of providing training in the specific skill set. Team structure staffing and qualification of key persons may be furnished along with CVs. Institution/Organization having prior experience of working in Himachal Pradesh and having a base in Himachal Pradesh will be given preference.
- Should have an average annual turnover of Rs. 25.00 lakh or more from consulting / advisory during the last three years. The audited copy of the financial statements for the last three year should be submitted.
- Should have undertaken minimum two assignments related to State / Central government programs and /or schemes in the country in the last three years. Documentary evidence in form of signed agreements should be submitted. Assignment accomplished in Himachal Pradesh shall be given preference.
- Institutions having prior experience of working in Himachal Pradesh and having a base in Himachal Pradesh shall be given preference.
- The placement records or self employment of the passed out trainees after completion of the training of similar in Nature

PAYMENT SCHEDULE

- The payment will be made on monthly basis on submission of completion report of trainings imparted during the month along with list of trained beneficiaries and duly verified by concern Commissioner/Executive Officers of ULBs. The payment will be made in form of NEFT/RTGS/Crossed Cheque only.

THE DIRECTORATE RESERVES THE RIGHT TO:

- To reject any/all application without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the department and the objective of the scheme without assigning any reasons thereof

BID EVALUATION

- As the technical capability and experience of the Agency is important for a project of this nature, the Agency will be selected based on combined Techno-Commercial evaluation of the proposal in the ratio of 60% (Technical) and 40% (Commercial). The

commercial bids will be evaluated on a score 0 to 40. L1 will get 40 marks and the others will get marks in proportion to be Bid. Thus, if the quote of L1 is Rs. X and L2 is Rs. 2X, then L2 will get 20 marks. The technical Bid will be evaluated on a scale of 60, and the break up for each criterion would be as follows:

COMMERCIAL BID:

The agency should quote training fee per beneficiary including all applicable taxes and other statutory levies (if any).

Sl. No.	Description	Quantity	Unit	Training Fee/Candidate inclusive of all applicable taxes and other statutory levies (if any)		Total
				In Nos.	In Words	
1	Training as per scope of work detailed in the RFP to the Complete satisfaction of the client	Approx 1000	Nos.			

The technical Bid will be evaluated on a scale of 60, and the break up for each criterion would be as follows:

Evaluation Criteria			Max. Mark
a)	Minimum Average Annual Turnover from consulting/advisory over the last three years 7 marks for Rs. 25 lakh turnover, 1 mark for each additional Rs. 5 lakh up to a maximum of 10 marks		10
b)	Past experience of working as a skill training provider with Central and State Government. 14 marks for 2 assignments, 2 marks for each additional assignment up to a maximum of 20 marks & 5 marks for any assignment pertaining to Entrepreneurship Development Training		25
c)	Percentage of trained trainees undergone for Self Employment and started their venture. 7 marks for 50% and 1 marks for each additional 5% maximum of 10Marks.		10
	Previous experience in imparting training to SHGs and disadvantaged section of society.	5	

e)	Experience of 2 or more similar training programmes of key personnel who would be working on the assignment,	5	15
	Experience of working with Government Departments / Govt. undertakings / PSUs in the State of Himachal Pradesh	5	

Only those bidders who score more than 70% marks in the technical evaluation will be considered for commercial evaluation.

AVAILABILITY OF RFP DOCUMENT

- RFP document can be downloaded from the official websites of Directorate of Urban Development – www.ud-hp.in.

BID SUBMISSION

- Only online proposal may be uploaded in two separate envelopes as “technical bid” & “Financial bid”.
- The proposals/ bids may be addressed to Director, Urban Development, Palika Bhawan, Talland Shimla – 2.
- The complete proposals / bids should be uploaded on or before 15.00HRS on 20/11/2015 to <https://hptenders.gov.in>

DISQUALIFICATION

Following Proposals will be summarily disqualified and rejected:

- If Proposal not signed properly.
- If the Proposal does not contain all required details and supporting documents and is not submitted as per the provisions of this RFP.
- If the bidder has made misleading false representations in the forms, statements and attachments.
- If the bidder/ any of the consortium partner has been black listed by the Government of India/State/UT Government on any ground.
- If the Proposal does not meet each and all of conditions/criteria/requirements of the RFP

EVENTS OF DISPUTE:

- If a dispute arises out of or in connection with this contract/ agreement, or in respect of any defined legal relationship associated herewith or derived there from, the parties agrees either to seek an amicable settlement of that dispute or through an arbitrator.
- The place of conciliation/arbitration proceedings shall be Shimla, Himachal Pradesh.
- However, agreement and its interpretation shall be subject to the exclusive jurisdiction of the courts in Shimla (Himachal Pradesh).

Penalty Clause

For non-performance, the following, penalties may be imposed on the selected agency

- (i) Forfeiture of Bank Guarantee in case of any midway unilateral withdrawal from the assignment.
- (ii) On account of circumstances beyond the control of the training provider like natural calamities and any other unforeseen events and upon formal notification, the department may give time to the training provider to complete the activities.

Period of the Assignment

The tenure of assignment / contract would be for a period of 12 months from the date of signing of this agreement. The engagement shall be extended after review of the performance.

Technical requirement proposal for providing entrepreneurship development training as per scope of work.

1	Name of the Firm/Institution/ Organisation			
2	Head office Address			
3	Telephone/Fax/Email			
4	PAN/TAN no.	Supporting documents should be enclosed		
5	Service Tax no.	Supporting documents should be enclosed		
6	Total Turnover as per audited Balance Sheet attached along with IT Return	Year	Turnover (in)	Profit (In `) in providing training activities exclusively
		2012-13		
		2013-14		
		2014-15		
7	Organizational Background	Brief description at least (150 to 200 words) with supporting documents		
8	Experience/Qualification of organisation/ key personal: Experience of working on relevant assignments/ Experience of Imparting trainings to SHGs	The proposal should include a brief history of the firm, its size and its experience in training development services for skill up gradation in the respective field with supporting documents and similar assignments handled during the last 3 years		
9	Capacity to provide service	Describe the faculty/personnel to be assigned to this project including their educational qualification as well as experience in the relevant fields.		
10	Training content	Describe the proposed training, format and training outcomes		
11	Placement record	Indicate the placement records or self employment of the passed out trainees after completion of the training of similar in Nature		
12	Miscellaneous / Others			

Note: - In case of any clarification please call on +911772627193 to Sh. B.S. Thakur, (Project Officer) during office hours or write to brageshbahadur@gmail.com, smmskills@gmail.com.

NOTE SHEET

2017

SUDA

State Urban Development Agency

NOTE SHEET

File No : 254/2017

Sub : Finalisation of Specifications, Contractual Terms and Condition and whole tender documents for supply, delivery and successful commissioning of Two wheeled Stainless Steel Water Tank Trailer and Fuel Operated Tractors for different ULBs(arid regions)

Pursuant to a decision taken by the higher Authority, the Two wheeled Stainless Steel Water Tank Trailer and Fuel Operated Tractors for the Corporation and Municipalities, who had placed their need for such, should have to be procured by SUDA with an objective to provide sufficient access to potable Drinking Water to the citizens .

The above proposal was forwarded to the Finance Department for their concurrence and they accorded it by a budgetary provision for the financial year 2017-18

Now , it is decided that all those Two wheeled Stainless Steel Water Tank Trailer and Fuel Operated Tractors will be procured in-house through two central e-bidding processes by SUDA. Prospective bidders will be required to quote the price (including GST, if any) of the Two wheeled Stainless Steel Water Tank Trailers and Fuel Operated Tractors separately. The bidder may, however, quote for both the items as mentioned.

It is proposed that a Bid Evaluation ^{Cum} Tender Committee, for finalization of specification, contractual terms and conditions and whole Tender Documents. Evaluation of bids and selection of successful bidders may be formed with representative of UD & MA Department, Finance Department, Medte, KMC , KMDA and SUDA. Letter of Acceptance and Work Order, on the basis of recommendation of the bid evaluation cum Tender Committee will be issued by the Director,SUDA to the successful bidder/s with a direction to deliver the same strictly as per specification laid down in the contract/s.

It is recommended that all the payments should be made by the Director,SUDA. 80% of the cost may be paid on supply of the Two wheeled Stainless Steel Water Tank Trailers and Fuel Operated Tractors in good condition to the respective allocated space of Corporation/ Municipalities, 10% after completion of a minimum of 15 days trial period, training and successful commissioning of the same and the remaining 10% will be released after 12 months only after successful operation of the delivered items.

It has been decided that E-tenders for supply, delivery and successful commissioning of Two wheeled Stainless Steel Water Tank Trailers and Fuel Operated Tractors for different ULBs, will be invited separately. The two suggestive tender documents and a brief Bid Notice (Draft enclosed) for supply, delivery and successful commissioning of Two wheeled Stainless Steel Water Tank Trailers (Flag A) and Fuel Operated Tractors (Flag B) , for scrutinizing the specifications , contractual terms

and conditions with the whole tender documents by the bid evaluation cum tender committee please.

After finalization of the Draft Tender documents E-Notice inviting Tender (E-NIT) may be called by the Director, SUDA. This Notice may be published in different Daily Newspapers (Bengali, English, Hindi &/or Urdu) strictly as per I&CA norms and may be uploaded in the website of UD & MA Department & as well as in the State Government Website.

Accordingly, it is decided to purchase 260 number of Two wheeled Stainless Steel Water Tank Trailers and 50 number of Fuel Operated Tractors.

For these E-tender will have to invited and for preparation of NIT and evaluation of the Tenders the following Committee is proposed as "Tender Committee"

1. Director, SUDA – Chairman
2. Special Secretary (S.Ghosh), UD & MA Dept- Member
3. Director General (Water Supply), KMC - Member
4. Director General (Water Supply), KMDA - Member
5. Chief Engineer, MED- Member
6. Chief Engineer (E/M), KMDA- Member
7. Financial Advisor, SUDA- Member
8. Dipak Naskar, TUO, SUDA - Member
9. Deputy Director, SUDA – Member Convenor

The proposals may kindly be considered and if approved, it may be forwarded to the Secretary, UD & MA Department, Govt. of West Bengal for approval from the competent authorities, after which E-Tender can be floated.

Submitted.

Enclosure as stated.

8/12/17

TUO, SUDA

Maybe Considered.

8/12/17

Approved. J. S. Ghosh
Tenders immediately.

8.12.17

U.O. NO - 659
dt. 08/12/17

F. NO. - 254/2017(4+)

Ashish Kumar, Dir SUDA
& T. N. S. Ghosh

Notice issued, He is requested to make arrangement to serve the notice

8/12/17

K N JANARDHANA
National Director for RSETIs

National Centre for Excellence of RSETIs (NACER)
(Under the aegis of MoRD, Govt. of India)
'Renukaleela', No.1210, 1st Floor,
80 Feet Road, Chandra Layout
BENGALURU – 560 040

Ref.No. 4903/NACER/2016-17/F-412/BSN Date:09.01.2017

The Director SUDA & Mission Director
West Bengal State Urban Livelihood Mission
ILGUS Bhavan, HC Block, Sector III,
Kolkata – 700016

Dear Sir,

Sub: Proposal for MoU with West Bengal State Urban Livelihood Mission

Further to the discussion our State Director for RSETIs Sri. Arupendu Banerjee had with you in connection with the subject cited above we would like to state as follows.

We take pride in informing you that we are a pioneer organization in the country providing training for skill development for the unemployed youth in rural and urban areas for taking up self-employment. We also conduct Entrepreneurship Development Programme (EDP) through our numerous training centres called Rural Self Employment Training Institutes situated through-out the length and breadth of the country to motivate and prepare the unemployed youth in rural and urban areas to take up self-employment ventures.

We are enclosing a Brochure which would provide you an insight into the organizational set up, activities and achievements of the National Centre For Excellence Of RSETIs (NACER) under the aegis of Ministry of Rural Development, Government of India and also the Rural Self Employment Training Institutes.

We are happy to inform you that we have executed MoU with the State Urban Livelihood Mission of the States of Bihar and Madhya Pradesh recently for training unemployed Urban Youth for taking up self-employment ventures.

We would consider it our pleasure to work with the West Bengal State Urban Livelihood Mission in providing training to the unemployed urban youth as identified by the State Mission, for taking up self-employment ventures. For this purpose we propose to enter into a MoU with you. A draft MoU on the lines of Bihar and Madhya Pradesh is enclosed for your kind perusal. Changes required, if any, may please be indicated to us. You may also contact us for any clarification in the matter.

Our State Director, Sri. Arupendu Banerjee will call on you to discuss further in the matter.

We would be happy to know your willingness in this regard.

With regards,

Yours faithfully,
Sd/-

K N Janardhana

Copy to:

- ❖ Hon. Co-Chairman, National Level Advisory Committee on RSETIs, National Centre for Excellence of RSETIs (NACER): Dharmasthala: for kind information
- ❖ The Director, MoRD, New Delhi: for kind information

K N Janardhana

National Centre for Excellence of RSETIs (NACER)

The concept of RSETIs has been inspired by the very successful RUDSETI model promoted by SDME Trust, Syndicate Bank and Canara Bank way back in 1982 at Ujire in Karnataka by Dr D Veerendra Heggade a philanthropist, educationist and a man with a mission for service to the society who has been conferred with 2nd highest civilian award – Padma Vibhushan.

The Vision Statement of Dr D V Heggade, which is the guiding principle in setting up RSETIs, is:

"Instead of writing someone else's account through wage employment, after three to five years of collegiate education, it is more meaningful to write one's own account by embarking upon some self-employment"

RUDSETI's philosophy is to motivate the unemployed rural youth to take up self-employment through short term training intervention with long term hand-holding. The programmes are basically residential in nature where the unemployed youth are trained not only in the skill he is interested but also in giving him the behavioural inputs / soft skills to make him capable of starting his own venture with or without bank finance.

The cutting edge of RUDSETI lies in the settlement rate of the trained youth which is an amazing 69%. The very fact that RUDSETI which is silently contributing to the welfare of the society by addressing the unemployment problem, has caught the attention of the policy makers, both at the State and the Central Government which is a matter of pride for the sponsors of RUDSETI concept. Inspired by the high settlement rate of 69% of the trained candidates of RUDSETI and its unique approach in addressing the unemployment problem, the Ministry of Rural Development which is committed to ensure the growth and development of rural areas with special focus on developing self-employment opportunity for the unemployed rural youth decided to establish one Rural Self-Employment Training Institute (RSETI) replicating the RUDSETI model in each district of the country. The Lead Bank operating in the District has been assigned with the responsibility of opening a RSETI in the district. The sponsoring banks of the RSETIs in each District have been advised to meet the cost of running these Institutes, deputing an officer to work as Director of RSETI, providing requisite supporting staff at each RSETI and most importantly to ensure credit linkage of the RSETI trained candidates.

The RSETIs have been entrusted with the task of training minimum of 750 BPL youth each year with a minimum settlement rate of 50% to begin with and to reach 70% at the end of third year of its operation.

The banks are monitoring the financial aspects of RSETIs. To monitor quality aspect of training a need was felt to introduce an effective mechanism for monitoring the activities of RSETIs in order to ensure uniform standards of training and settlement rates across the country. This would also involve a systematic capacity building of Directors/Faculty members of RSETIs to ensure that all the RSETIs are brought on par with the best performing RUDSETIs in the country in a time bound manner.

Policy initiatives by MoRD and role of RSETIs

- Ministry of Rural Development (MoRD), GOI was impressed by the RUDSETI model and in 2009, advised Banks to establish one RUDSETI type institute in all their Lead Districts known as Rural Self Employment Training Institutes (RSETIs).
- RSETI, a replicated model of RUDSETI is a unique initiative which not only imparts training but also extends continuous handholding support for two years.
- RSETIs will identify, orient, train and assist rural youth to take up self-employment as an alternative career and a source of livelihood.
- Youth in the age group of 18-45 years, irrespective of Caste, Creed or Religion are eligible to undergo training at RSETI.
- No formal education required, but basic knowledge in the selected training is preferred.
- Decision taken by MoRD to replicate highly successful RUDSETI model resulted in rapid expansion in RSETI network covering the entire length and breadth of the Country.
- At present, there are 582 RSETIs in the Country who have trained over 24.30 Lakh unemployed candidates, of which 15.42 lakh candidates have successfully settled accounting for a settlement percentage of 63%
- Historic MOU signed between MoRD and NAR in 2011 to bring about uniformity in the functioning and to achieve the desired outcomes.
- National Centre for Excellence of RSETIs (NACER), an off-shoot of MOU mandated to take care of intensive mentoring and monitoring of RSETIs with dedicated executive as its Head (National Director for RSETIs) and established in 2011 as an Apex Resource Organization.

Unique Selling Proposition of RSETI

- Visionary leadership provided by Dr. D. Veerendra Heggade as Hon. Co-Chairman of National Level Advisory Committee on RSETIs and President, National Academy of RUDSETI.
- Bank led model with blending of banking experience with service motto thus contributing for a very high settlement rate of trained candidates & Supported by MoRD, GOI.
- ✓ Focus on skill development with EDP inputs
- ✓ Short term intervention with long term follow up support
- Active facilitation by RSETIs for Credit Linkage with Banks including guidance for project preparation to needy trainees.

- Peer effect and extended hours of learning.
- Multiplier effect in employment generation.
- Inculcating discipline with best practices like Yoga, Shramadan, Prayer, Group learning, health and hygiene, such as swach&swasth Bharat etc.
- Training methodology involves developing Self-confidence, systematic planning and goal orientation, vigorous training with simulation exercises.
- Over 250 types of training programmes to suit the local needs. The training mainly covers Agriculture, Process, Product, Service and General EDPs.
- High settlement rate of trained candidates with sustainable income levels.
- Trainee becoming a trainer over a period of time at RSETIs.

Effective intervention and supportive role played by MoRD through NACER

- Monitoring and mentoring the RSETIs, which includes close coordination and effective liaison with all the stakeholders viz., Banks, Sponsor Institutions, SRLMs and RSETIs.
- Identify gaps in the functioning of RSETIs in areas such as Training, Settlement, infrastructure, administration etc and guide them.
- Through the network of 22 State Directors for RSETIs (one for a cluster of 25-30 RSETIs), extend ground level support and guidance to RSETIs.
- Organizing Annual conclave of Directors of RSETIs sponsored by various Banks, which is attended by top management of Banks and MoRD.
- Conclave gives an opportunity for thorough review of performance with SWOT analysis and creates greater awareness about crucial role Institute can play in shaping the future of trainees by helping them to stand on their own legs.

Impact of RSETIs and expression of interest for collaboration

- Ministry of MSME, GOI has collaborated with NACER for training the beneficiaries of Prime Minister's Employment Generation Programme (PMEGP), a flagship programme of Khadi and Village Industries Commission.
- Impressed by RSETI model, Government Departments of MANAS, National SC/ ST Development Corporation and Women and Child Welfare Department, Govt. of India have come forward for collaborative efforts to train persons belonging to Minorities, SC/ST and Women candidates through RSETIs.
- NSFDC has since entered into MOU with NACER for training SC candidates through RSETIs.

- RSETIs with years of experience and wisdom in shaping the destiny of unemployed youth with special focus on youth from rural areas and recognized by its contributions to the society at large by institutions of repute.

Special features of RSETI which distinguishes them from other similar institutions:

- Focus on development and transformation of unemployed rural youth as Successful entrepreneurs.
- Intensive & continuous tracking of RUDSETI/RSETI trained persons for a period of two years.
- RSETI trained candidates are better quality borrowers and recovery rate of Bank loans is very high and encourage Banks to lend more.
- Increased sustainability of enterprises because of guidance/ support through RSETIs in choosing the right activity having potential.
- Building self-confidence, development of entrepreneurship skills and leadership qualities and trainees develop into trainers themselves at RSETIs.
- Opportunities made available to a large number of unemployed rural youth to take the benefit of RSETI training by intensive awareness and mobilization efforts by RSETIs.
- Availability of ready forum to exchange ideas and learn from the best practices of others and exposure to marketing.
- Sense of belongingness and camaraderie with RSETI staff and fellow trainees.

Robust MIS put in place as a key management tool to assess performance of RSETIs:

All the RSETIs have adopted MIS and have uploaded training and settlement details in MIS. The Sponsor Banks, SRLMs and SDRs can make use of the system generated data for their review. The quality of data flow has improved and M/s Credo Infotech has introduced additional features such as data on DLRAC, EAPs etc and has made it more dynamic with provisions for graphic presentations. Almost all the RSETIs have tallied their manual MPRs with MIS data. Efforts were made to achieve a perfect match between MIS and MPR before dispensing MPRs with effect from 01.04.2015. Consequently, the stakeholders are able to access a more accurate and reliable data and generate reports from MIS.

New and Significant Initiatives Taken by Sponsor Banks of RSETIs

RSETIs sponsored by different Banks have diverse backgrounds and approaches in their functioning, although they are working towards the common goal of

empowering the youth. Consequently, the outcomes were also different and keeping this in view, MoRD had taken the initiative to execute an MOU with National Academy of RUDSETI to bring about uniformity and to standardize their functioning so that they are on par with the Best Performing RUDSETIs in the Country. However, the best part of this rich diversity got reflected in the innovative approaches adopted by the Sponsor Banks through their RSETIs to strengthen the RSETI movement. Some of the common initiatives taken / approaches adopted by Banks were:

- Establishment of an Exclusive Trust / Society to take care of the RSETIs.
- Providing the required infrastructural support such as computers, internet facility, audio-visual aids etc.
- Putting in place a selection procedure for selection of the Director from a pool of officers of the Bank so that the best talent is made available to the RSETI as Director. Involvement of the Top / Senior Management of the Bank in monitoring and mentoring the RSETIs such as visits to RSETIs, review meetings with RSETI Directors, Creating Exclusive Desk for monitoring RSETIs, voluntarily participating in Shramadan, Blood Donation campaign, Swachh Bharat Abhiyaan organized by RSETIs etc., thus sharing their concern to the society in the process.

Monitoring the working of State Directors for RSETIs (SDRs)

The State Directors for RSETIs (SDRs) are the extended arms of the National Centre for Excellence of RSETIs (NACER) entrusted with the task of monitoring a cluster of RSETIs in their respective States involving visit to RSETIs at least once in a quarter to review their functioning, guide and motivate them, identify the problem areas and suggest solutions for overcoming the problems. The visits provide an opportunity to interact with the trainees of ongoing training programmes, meet the successful entrepreneurs / visit their units and motivate RSETI staff to contribute their best.

National Director for RSETIs during his visit to different States makes use of the opportunity to visit some of the RSETIs along with SDRs. The best part of his visit is that SDRs could also understand as to how their visits too can be made effective by following the methodology adopted by National Director for RSETIs and thus it was a learning experience for them. At present, there are 22 State Directors for RSETIs who are monitoring the RSETIs allotted to them.

Visit of National Director for RSETIs to RSETIs, SRLMs and Controlling Offices of Banks

As part of the mentoring and monitoring exercise, National Director for RSETIs undertake visits to Head Offices / Corporate Offices of Sponsor Banks of RSETIs and also visit a number of RSETIs criss-crossing different States and cover all the major States in the Country. On an average, more than one RSETI per week is covered. During these visits, he takes part in the interaction sessions with the trainees of the ongoing training programmes, attends inaugural / valedictory functions of training batches, visit the units established by successful trainees, review the progress in

construction of RSETI premises etc. The opportunity is made use of to motivate the RSETI Directors and Staff to contribute their best towards improving the functioning of RSETIs and to extend the required support to the trainees to take up self-employment activities. The first hand feedback obtained during such visits to the RSETIs is made use of for taking policy initiatives with the support from MoRD and Sponsor Banks under the guidance of Dr D VeerendraHeggade. These initiatives have helped in strengthening the systems and procedures besides helping in resolving pending issues related to training infrastructure, staff complement, coordination with District/State Administration etc.

Annual Conclaves of Directors of RUDSETIs / RSETIs

Among the many best practices of RUDSETI model, organizing the Annual Conference of Directors of RUDSETI for their Capacity Building at Dharmasthala once in a year is found to be very effective as it provides an opportunity to the Directors to interact with the Executives of the Banks and the Banks, in turn, are able to critically review the performance of each RUDSET Institute. In addition, Dr D VeerendraHeggade's personal presence helped in enhancing the contents of the deliberations by giving a better insight into the organizational ethos, values and its service motto. Moreover, it facilitated cross learning the best practices adopted by other RUDSET Institutes.

Convinced by the purpose and usefulness of this initiative and as suggested by Dr D VeerendraHeggade, MoRD advised all the Sponsor Banks to organize two days' Conclave of RSETI Directors as an Annual event. Already four rounds of conclaves of Directors of RSETIs have been organized by all the Banks. Organization of fifth round of conclaves of Directors of RSETIs by the Sponsor Banks is in progress.

RSETI Diwas – A National Meet to recognize the Best Performers

As per the terms of MOU with MoRD, annual grading of RSETIs is carried out to assess the performance of RSETIs and thereafter recognize the Best Performing RSETIs in a befitting manner by organizing a special function known as 'RSETI Diwas'.

The grading exercise is done in a transparent manner on select/ key parameters by associating external officials who are not part of / associated in the day to day functioning of RSETIs to bring objectivity to the grading exercise.

RSETI Diwas is a very special event for the State Governments as well as Bankers, since the best performance is recognized in front of various dignitaries and peers thereby enhancing the self - esteem of performers. 'RSETI Diwas' is organized every year. As per the tradition, a public function is held at VigyanBhawan, New Delhi. The programme is usually chaired by the Hon'ble Union Minister for Rural Development, GOI and is a prestigious event organized by NACER.

RUDSETI / RSETI Bazaars

RSETI Bazaars give a ready forum to the RSETI trained entrepreneurs to have a firsthand experience in marketing the products produced by them. NACER has

always been supportive of the efforts made by the RSETIs in organizing RSETI Bazaars to help the past trainees to not only understand the dynamics involved in the marketing process but also to sell their goods during these Bazaars. This initiative has helped the trainees to develop contacts with potential customers for their future growth.

KUSHALATHA - Quarterly Bulletin of NACER :

NACER is bringing out a Quarterly House Bulletin covering the important events of various RSETIs across the country. The Bulletin also carries special initiatives taken and programmes conducted by the RSETIs, achievements of Directors in conducting various activities, Success Stories of RSETI trained entrepreneurs and the significant activities of NACER.

Dr. D. VeerendraHeggade :

Hon. Co-Chairman, National Level Advisory Committee (NLAC) on RSETIs



"Instead of writing someone else's account through wage employment, after three to five years of collegiate education, it is more meaningful to write one's own account by embarking upon some self-employment."

Dr. D. VeerendraHeggade

Role of Hon. Co-Chairman:

The Hon. Co-Chairman will enjoy all the financial and administrative powers as may be vested in him by the National Advisory Council for RSETIs. He shall convene Advisory Council meetings once in a quarter and take stock of the situation and guide the National Director for RSETIs/State Directors for RSETIs suitably. The Chairman shall send review letters either to individual RSETIs/State Directors for RSETIs/any other Stake holders on their functioning suggesting improvements so as to bring all RSETIs on par with RUDSETI.

K.N. Janardhana, National Director for RSETIs

The National Director for RSETIs, an Executive on deputation to the Exclusive cell of National Academy of RUDSETI either from SyndicateBank or Canara Bank directly reporting to Dr. D. VeerendraHeggade, President, National Academy of RUDSETI, will take care of the entire monitoring mechanism of functioning of RSETIs in the country. He will be the head of the Exclusive cell of NAR for NACER. The National Director for RSETIs will take care of the entire monitoring system of RSETIs in the country.

Taking into consideration the expertise and exposure Sri K N Janardhana had in RUDSETI in the capacity as Executive Director, the Hon.ChairmanDr D VeerendraHeggade, requested SyndicateBank to depute him to head the National Centre for Excellence of RSETIs (NACER) as its National Director for RSETIs.

Accordingly SyndicateBank, one of the sponsors of RUDSETI/NAR deputed Sri K N Janardhana for the post.

Profile of Sri K N Janardhana

A Post Graduate in M.Sc. [Agri], he started his career in 1984 as Rural Development Officer of SyndicateBank and worked in various rural branches in North Karnataka. Thereafter he worked as Director of RUDSETI, Udupi for 2 years and for 4 years at the Priority Sector Wing of the Bank at its Head Office. From 2003 onwards, he was the Lead District Manager of Noida and Ghaziabad Districts in Uttar Pradesh and Bellary in Karnataka State.

While he was functioning as Director, RUDSETI at Udupi, he has undergone training at EDI, Ahmedabad, BIRD Lucknow and NIBM, Pune. He was a State Level Jaycee Trainer in Personality Development and has trained hundreds of youth across the State.



From May 2007 onwards he was deputed to head Central Secretariat, RUDSETI, Ujire as its Executive Director. During his tenure as Executive Director he brought in various reforms in improving the quality of the administration and training at all the RUDSET Institutes. He was instrumental in organizing Silver Jubilee function of RUDSETI in 2008 wherein top executives from MORD / Reserve Bank of India / Central and State Governments / stake holders of RUDSETI participated. This culminated in opening of National Academy of RUDSETI, an apex level training Institute in the field of entrepreneurship development for training the RSETI Directors. This was a testimony to his organizing capability. During his tenure, 5 new RUDSET Institutes were opened in different parts of the country. Sri Janardhana could mobilize huge sums of money from MORD/SIDBD/NABARD and other Agencies for meeting the expenses of construction of own campuses at 19 RUDSET Institutes across India. With this inflow of funds, Sri Janardhana took RUDSETI nearer to its self-sustaining status.

Notable among many achievements, the contribution of Sri Janardhana in providing requisite know-how to MORD, GOI for replicating the RUDSETI model in all the Districts of the country is worth mentioning. He thereafter was the Consultant to MORD in launching RSETI movement in the country.

In September 2010 he was promoted as Chief Manager and continued in his assignment as Executive Director of RUDSETI.

Sri Janardhana was invited to present a paper on "Women Empowerment through RUDSETI" at an International Conference held in Thailand. He is a recipient of "Dr. K. ShivaramKaranthSadbhavan Award" during 2008 for his contribution in the area of youth empowerment.

National Advisory Council for RSETIs

The National Advisory Council for RSETIs consists of the following:

- Joint Secretary or his nominee, from MORD, Government of India, New Delhi.

- Chairman NABARD or his nominee
- Chairman, SIDBI or his nominee
- Head of the institute or his nominee from Entrepreneurship Development Institute of India (EDII), Ahmedabad
- Head of the institute or his nominee from National Institute of Micro, Small and Medium Enterprises (NIMSME), Hyderabad
- Head of the institute or his nominee from National Institute of Entrepreneurship & Small Business Development (NIESBUD), Noida
- Director General from National Academy of RUDSETI, Bengaluru
- Director General or his nominee from National Institute of Rural Development, Hyderabad.
- General Managers of Syndicate Bank, Canara Bank, SBI, PNB, BOB and Bank of India overseeing priority sector credit advances. Once in three years, General Managers from other participating Banks i.e. other than Syndicate Bank and Canara Bank will be inducted to the council by replacing the existing Banks Executives.
- National Director for RSETIs of RSETIs – Convenor

Role of National Advisory Council for RSETIs:

- The Advisory Council shall lay down broad guidelines for the effective functioning and administration of the RSETIs for the implementation of its objectives through State Project Coordinator/National Director for RSETIs.
- The Service Regulations of the employees shall be framed by the Advisory Council.
- To advise National Director for RSETIs to separately open, maintain, operate and close accounts of any kind in any Bank/s as decided from time to time. However, the power to operate the account can be delegated to the Hon' Chairman and National Director for RSETIs jointly by a proper Resolution.
- Advisory Council based on the specific requirements of the projects to be undertaken either by RUDSETI or by NAR or by exclusive Cell of NAR can appoint resource persons suitable for executing such jobs. However, they shall be under the direct control of President, N.A.R, Bangalore.
- To engage people on deputation from participating Banks/financial institutions on mutual consultation with the deputing agencies.
- To do all such deeds and acts which have not been specially mentioned herein above, but which are found to be necessary, expedient and essential for furthering the objects of the RSETIs.

Convening National Advisory Council for RSETIs

The first meeting of the National Advisory Council for RSETIs was convened by the National Director for RSETIs on 23rd February 2012 at New Delhi wherein the top officials from EDII, Ahmedabad; NIMSME, Hyderabad; NIESBUD, Noida apart from Executives from various Banks, NABARD and SIDBI participated. This meeting was attended by none other than the Hon'ble Union Minister for Rural Development Sri Jairam Ramesh and presided over by Dr D VeerendraHeggade. The Secretary, Joint Secretary and Dy. Secretary from MoRD also attended the

meeting. The discussions at the National Advisory Council for RSETIs were very fruitful and a review of the functioning of the NATIONAL CENTRE FOR EXCELLENCE OF RSETIs was made during the meeting and suggestions to bring in the improvements in the functioning of RSETIs by different stakeholders were received.

Contribution to the Nation

- Promoting rural entrepreneurship
- Employment generation in rural areas
- Resource utilization & capital buildup
- Demystification of technology
- Creating awareness
- Confidence building in rural youth
- Empowerment of women
- Promotion of service sector
- Building up of human capital
- The youths who have started Micro Enterprises are earning in the range of Rs. 2500/- to 30000/- per month. In good number of cases, the earning has crossed Rs. 50,000 per month.
- Employment generation by settled trainees in the range of 1 - 50 persons.

National Centre for Excellence of RSETIs*, Bengaluru

Performance of RSETIs under Training & Settlement as on 31.12.2016

Particulars	Cumulative Position as on 31.12.2016	During FY 2016-17 as on 31.12.2016
Annual Action Plan 2016-17	XX	
No. of Training Programmes	XX	14,576
No. of Candidates to be trained		4,09,566
No. of Training Programmes organised	77,017	11,446
No. of Unemployed Youth Trained	21,69,476	3,21,319
No. of Trained candidates Settled with Bank Credit	5,13,980	-
No. of Trained candidates Settled with Self Finance	6,84,707	-
No. of Trained Candidates Settled under Self Employment	11,98,687	-
No. of Trained Candidates Settled under Wage Employment	1,45,893	-
Total Settlement	13,44,580	-
No. of Functional RSETIs	585	-
No. of Sponsor Banks of RSETIs	37	-
% of Settlement to Total Trained	62	-
% of Credit Linkage to Self-Employed	43	-

*RSETIs = Rural Self Employment Training Institutes

**Performance of RSETIs under Training & Settlement
as on 31.12.2016
in the state of West Bengal**

Particulars	Cumulative Position as on 31.12.2016	During FY 2016-17 as on 31.12.2016
Annual Action Plan 2016-17	XX	505
No. of Training Programmes	XX	13,460
No. of Candidates to be trained		
No. of Training Programmes organised	2,946	406
No. of Unemployed Youth Trained	80,961	10,361
No. of Trained candidates Settled with Bank Credit	33,316	-
No. of Trained candidates Settled with Self Finance	20,657	-
No. of Trained Candidates Settled under Self Employment	53,973	-
No. of Trained Candidates Settled under Wage Employment	1,658	-
Total Settlement	55,631	-
No. of Functional RSETIs	19	-
No. of Sponsor Banks of RSETIs	8	-
% of Settlement to Total Trained	69	-
% of Credit Linkage to Self-Employed	62	-

*RSETIs = Rural Self Employment Training Institutes

Organizational set up of RSETI:



Director of the Institute :

- On Deputation from Sponsoring Bank
- Preference shall be given to official from Rural background
- Shall have the passion for teaching
- Should have fluency in the local language
- Willing to walk an extra mile
- Working experience as LDM / Branch Head of a Rural branch preferred

Resource Persons:

Directors of the RSETIs, the officer deputed from sponsor banks, possess rich experience in Rural Development. These officers supported by in-house faculty will handle EDP inputs such as behavioural inputs, managerial inputs, banking, launching formalities etc. Besides this, the expert practitioners i.e., Guest Faculties in the respective field, who provide their services out of social concern, impart skill training.

Course Modules:

Training modules of RSETIs are so designed that the Entrepreneurship Development is achieved through Human Resource Development. The course modules structured out of practical experience, research and experiment facilitate development of the necessary skills in a systematic manner in a short period. The training module as followed in RUDSET Institutes which has been accepted as standard modules by SIDBI, NABARD, Department of Industries and Commerce, KSWDC etc. is followed in all RSETIs. These course modules are reviewed on an ongoing basis and revised and updated.

Training Methodology:

The widely acclaimed effectiveness of RSETI's training is attributed to its unique training methodology. Through structured psychological exercises, the participants are stimulated to shed inhibitions and develop interest in learning. Besides lecture sessions, behaviour simulation games, exercises, field visits, hands on experience, interface with supporting system, group discussions, case study etc. are effectively used in the training. Most importantly all the training sessions are conducted in vernacular languages only.

The committed workforce of the Institute successfully maintains a conducive atmosphere for learning. Cordial trainer-trainee relationship, discipline, guidance for personality development and socialization with fellow trainees offers excellent scope for effective learning.

A typical day for a trainee at RSETI:

Sl.No.	Activity	Time
1	Rising up	05.30 AM
2	Freshening	05.30 to 06.00 AM
3	<u>Yoga</u>	06.00 to 07.00 AM
4	<u>Shramadan</u> Gardening Upkeep of premises, class rooms and dormitories	07.00 to 08.00 AM
5	Getting ready and Breakfast	08.00 to 09.15 AM
6	<u>Assembling in the class room</u>	09.25 AM
7	<u>Prayer</u>	09.30 to 09.35 AM
8	<u>Presentation of MILLY</u> – Most Important Lessons Learnt Yesterday Presentation by 3 participants at random for five minutes each and then briefing by the Director for 10 minutes	09.35 to 10.00 AM
9	Sessions on behavioural, Achievement motivation and other EDP inputs	10.00 to 11.15 AM
10	Tea break	11.15 to 11.30 AM
11	Skill based training session by a Guest faculty/Expert	11.30 AM to 01.30 PM
12	Lunch break	01.30 to 02.30 PM
13	Tea break	04.00 to 04.15 PM

14	Skill based training session by a Guest faculty/Expert	04.15 to 06.15 PM
15	Free time / play time	06.15 to 07.00 PM
16	Director/faculty visiting the class to elicit feedback on the days activity and also for counseling	07.00 to 08.00 PM
17	<u>Dinner</u>	08.00 to 09.00 PM
18	After dinner, extra sessions by Guest faculty for clarifications or sorting out problems in acquiring skills and <u>writing of MILLY</u> which enables extended hours of learning followed by rest in the Dormitory (Sleep)	09.00 PM onwards

Composition of District Level RSETI Advisory Committee (DLRAC):

- The District Collector is the Chairman.
- The Regional Head of the RSETI sponsoring bank to be the Co-Chairman.
- Shall meet compulsorily once in a quarter.
- LDM, DDM: NABARD, GM:DIC, PD: DRDA, two eminent personalities etc are the members.
- Members from AIR / Doordarshan may be inducted.

Paper Presentation by National Director for RSETIs at an International Workshop at Manila, Philippines

Sri K N Janardhana, National Director for RSETIs was invited to present a paper in the Joint Workshop organized by ADB-OECD [Asian Development Bank and Organisation for Economic Co-operation and Development] held **at Manila, Philippines** on 27th and 28th February, 2012. The subject matter of the Workshop was **"Gender in Education, Employment and Entrepreneurship [3Es] in India, Indonesia and the People's Republic of China"**. On this occasion, Sri.Janardhan presented a paper on the initiatives of Government of India by rolling out National Rural Livelihood Mission [NRLM] to address poverty among BPL families by enabling the poor households through forming Self Help Groups and to bring improvement in their livelihoods on a sustainable basis.

All these was possible because of the continued guidance and support that he received from

Dr. D. VeerendraHeggade, Dharmadhikari, Dharmasthala.

On transfer from the post of Executive Director, RUDSETI Sri Janardhana is presently the National Director for RSETIs heading the office of the National Centre for Excellence of RSETIs (NACER) at Bangalore.

DETAILS OF TRAINING EXPENDITURE FOR A BATCH OF 20 TRAINEES FOR ENTREPRENEURSHIP DEVELOPMENT PROGRAMME

Sr. No.	Head of expenditure	Amt. for 10 days batch.	Amt. for 6 days batch.
1.	Lodging of Participants	15,000/-	9,000/-
2.	Boarding	33,600/-	20,160/-
3.	Guest faculty	17,500/-	10,500/-
4.	Study material	4,000/-	2,400/-
5.	Stationery/Printing etc,	2,000/-	1,200/-
6.	Misc. expenditure	4,000/-	2,400/-
7.	Incentive to Institute	5,000/-	3,000/-
	Total	81,100/-	48,660/-

RSETIs in West Bengal

Sl No.	Name of the District	Name of RSETI	Location
1.	Bankura	UB SM RUDSETI	Amarkanam
2.	Birbhum	ALL BANK RSETI	Bolpur
3.	Burdwan	UCO RSETI BURDWAN	Burdwan
4.	Cooch behar	CENT RSETI COOCHBEHAR	Coochbehar
5.	Darjeeling	CENT RSETI DARJEELING	Siliguri
6.	Dakshin Dinajpur	UNITED RSETI DAKSHIN DINAJPUR	Balughat
7.	Howrah	UCO RSETI HOWRAH	Kadamtala
8.	Howrah	RKM SSSM, BEUR MATH	Howrah
9.	Hooghly	UCO RSETI HOOGHLY	Manikendy
10.	Jalpaiguri	CENT RSETI JALPAIGURI	Jalpaiguri
11.	Murshidabad	RUDSETI, BERHAMPUR	Berhampur
12.	Malda	SBI RSETI MALDA	ManickChak
13.	Nadia	SBI RSETI NADIA	Bara Jaguli
14.	Purulia	UNITED RSETI PURULIA	Purulia
15.	Purba Medinipur	PNB RSETI PURBA-MEDINIPUR	Contai
16.	Paschim Medinipur	ALL BANK RSETI, PASCHIM MEDINIPUR	Debra
17.	Uttar Dinajpur	UNITED RSETI UTTAR DINAJPUR	Raigang
18.	24 Parganas North	BOI RSETI 24 PARGANAS NORTH	Basirhat
19.	24 Parganas South	UNITED RSETI 24 PARGANAS SOUTH	Rajpur

— X —

Sponsor Banks

1.	United Bank of India	-	6
2.	UCO Bank	-	3
3.	Allahabad Bank	-	2
4.	State Bank of India	-	2
5.	Central Bank of India	-	3
6.	Bank of India	-	1
7.	Punjab National Bank	-	1
8.	Syndicate Bank, Canara Bank & SDME Trust	-	1
			<u>19</u>

WEST BENGAL STATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

**State Urban Livelihood Mission
(Urban Development & Housing Department,
Government of West Bengal State)**

AND

**National Centre for Excellence of RSETIs (NACER)
(Under the aegis of Ministry of Rural Development, Government of India)**

- 1. This Memorandum of understanding is entered into on this the ----day of -----
(month)(year) at , West Bengal State**

BETWEEN

West Bengal State Urban Livelihoods Mission (WBSULM) a registered society of Urban Development & Housing Department, Govt. of West Bengal State and having its Registered office at West Bengal State(Address) hereinafter referred to as WBSULM (which expression shall unless repugnant to the Context or meaning therefore, be deemed to map and include the successors and permitted to the ONE PART) and represented by State Mission Director, WBSULM / Additional Secretary of Urban Development & Housing Department.

AND

National Centre For Excellence Of RSETIs (NACER) under the aegis of Ministry of Rural Development, Government of India provides training for skill development as well as conduct Entrepreneurship Development Programme (EDP) through its numerous training centres called Rural Self Employment Training Institutions (R

SETI), located in the State of West Bengal State and represented by Sri K. N. Janardhana, The National Director for RSETIs, National Centre for Excellence of RSETIs having its office at "Renukaleela", No. 1210, 1st Floor, 80 feet Road, Chandra Layout, Bangalore, on the other.

- 2. Both the parties mentioned above shall be jointly referred to as "parties" under this MoU**

3. Purpose of MoU

- 3.1 This MOU establishes a framework for training unemployed youth in Urban area for Livelihood promotion activities through Skill and Entrepreneurship Development for target beneficiaries under WBSULM. It sets out the role and responsibilities of each of the parties for achievement of common objectives of entrepreneurship development and promotion of Self Employment.**

3.2 Both the parties hereby affirm that they shall work towards the implementation of the terms of MOU for Self employment promotion in letter and spirit, and with highest professional ethics.

3.3 NACER through RSETIs also provides handholding support to the trainees for the period of 2 (two) years from the date of training. RSETIs under the guidance of NACER may also take up the hand holding of the applicant including project formulation, guidance etc, till bank loan sanction.

4. Understandings between the parties to the MoU.

(I) Role and Responsibilities of West Bengal State Urban Livelihood Mission (WBSULM)

4.1 The WBSULM has a primary role in promoting and monitoring of the Self Employment program in the State. The WBSULM shall ensure, inter – alia, the following:

- (i) Issue policy and operational guidelines on implementation of Self Employment program to the Banks, RUDSTIs / RSETIs and other stakeholders.
- (ii) WBSULM will provide the list of interested beneficiaries / urban youth for Self Employment Program for Skill enhancement & Livelihood promotion Up – Gradation to RSETIs.
- (iii) Take steps, to sponsor the beneficiaries for EDP training at RUDSET / RSETI in a phased manner throughout the year by furnishing full details of the beneficiaries and to avoid the bunching of applications at the end of the year.
- (iv) WBSULM will ensure Regular Payment to respective RSETI, as per agreed training cost per trainee for Completed EDP training for the beneficiaries under Self Employment program (SEP) and poverty Alleviation Program through urban local Bodies (ULB).
- (v) WBSULM shall reimburse, an amount of Rs. 405/- (Rupees four hundred and five only) per candidate per day. The amount eligible will be based on the duration of the training computed on the above lines and the actual number of candidates trained. The reimbursement will be based on the declaration / certificate as per the Annexure I supported with the list of trainees (as per Annexure II) who have undergone training and a copy of the group photo of the batch trained. No separate / any additional document / will be insisted by the WBSULM / the identified reimbursing authority under the scheme.

Reimbursement of Rs. 405.00 (Rupees four hundred and five only) per candidate per day by WBSULM shall be bifurcated as Rs. 365.00 (Rupees Three Hundred Sixty Five Only) per trainee per day to the respective RSETIs and Rs. 40.00 per trainee per day to the NACER towards meeting administrative cost. There shall be no Tax Deduction at Source (TDS) whatsoever on the amount to be released to NACER and to RSETI.

Out of the Rs. 405/- (Rupees Four Hundred Five Only) stated above, Rs 365/- (Rupees Three Hundred Sixty Five Only) per candidate per day being training expenses shall be directly remitted to the Bank account of the concerned RSETI (As per details to be furnished by the RSETI in Annexure 1) by way of NEFT/RTGS/DD/Cheque as may be convenient to SULM.

The remaining Rs 40/- per candidate per day shall be remitted directly to NACER's following bank account

- a. Name of Bank : SyndicateBank
- b. Name of Branch: RPC Layout Branch, Bengaluru
- c. IFSC : SYNB0000656
- d. Type of Account: Saving Account
- e. Account No :

- (vi) WBSULM shall send confirmation of remittance made to the respective RSETIs as well as to NACER as per Format C
- (vii) Regular Monitoring of performance and outputs of training WBSULM shall bring to notice of NACER any gaps, limitation, issues while imparting EDP training to WBSULM entrepreneurs and sort-out these short comings with NACER.
- (viii) Regular review of quality of performance through filed visits, quality assurance checks and inspections.
- (ix) ULB shall ensure that district level beneficiary data is given to the RSETI.

(II) Role and Responsibilities of RSETI

1. The RSETI will be supporting for achieving the physical targets of EDP (General & other) under Self Employment program.
2. Steps to be taken for formation of batch size of minimum of 20 and maximum of 35 trainees per EDP training. In the event of shortfall in number to meet the required number of candidates, clubbing of candidates of neighboring ULB can be done or they can be accommodated in the ongoing training batches also to achieve the ideal batch size. RSETI will plan pooling of trainees across neighboring ULB to ensure that minimum batch size is achieved with the assistance of concerned ULBs / WBSULM. RSETI shall make necessary arrangements in this regard.
3. RSETI shall provide residential trainings to youth wherever RSETI campuses are equipped with dormitory facility. In other cases, RSETI will coordinate with the concerned in arranging for residential training.
4. Training will be imparted at RSETI as per approved course module of National Academy of RUDSETIs and also associate WBSULM officials for imparting training wherever found necessary.
5. RSETIs will capture the progress achieved under the scheme as done in other programmes.
6. RSETI will assist the trainees in preparing project reports so that trainees can get financial support from the financial institutions.
7. RUDSET / RSETI will organize workshop at District Level for one day to Bankers (Branch Managers) and Officials of Controlling Office of Banks to sensitize Bankers on WBSULM and this will be jointly organized by RSETIs with concerned office of WBSULM and expenses, if any, shall be borne by WBSULM.
8. Provide handholding facilities, counseling and guidance to the trainees for 2 years after the training for sustainability of micro enterprises.
9. RSETI will submit claims for reimbursement of training expenses (in **Format B**) immediately to Chief Municipal Officer of ULB (WBSULM) for reimbursement of training expenses as per format prescribed once the training programme is completed.
10. RSETI will provide EDP training certificate to trained youth after successful completion of training.
11. RSETI shall not make any financial commitment on behalf of WBSULM, nor shall take loans or create any other financial liability binding WBSULM under this agreement.

12. Maintain records of the trainees and their attendance and share the same with NULM / ULBs

5. Role and Responsibilities of National Centre of Excellence for RSETIs (NACER)

- (a) RSETI will submit monthly progress report to WBSULM in prescribed format in soft & Hard Copies on regular basis **as per Format A**.
- (b) NACER will ensure that EDPs are completed within stipulated time (i.e. within 3 – 4 weeks from the date of receipt of application from WBSULM) and as per stipulated target.
- (c) ENSURE smooth administration of training through the RUDSETI / RSETI for the beneficiaries sponsored by WBSULM.
- (d) NACER shall put in place an effective mechanism for monitoring the training programmes organized through RUDSETI / RSETI under WBSULM by appointing a Nodal Officer at their office and monitor the progress from time to time and monthly progress report will be furnished to WBSULM.
- (e) The Nodal Officer of the RSETI sponsor Bank shall provide the details such as name of RSETI, name of Bank where account is maintained, and relevant IFS Code to enable WBSULM to remit the amount of reimbursement to the Bank accounts of concerned RSETIs.
- (f) Official from NACER shall participate in the half-yearly meetings convened by WBSULM to review the progress in fulfillment of the objectives set out in this MOU and extend all the support to WBSULM in addressing the issues-raised by them affecting the training programmes organized by RUDSETI / RSETI under WBSULM. The Chairman of the review Committee will be the State Mission Director, WBSULM and State Heads of Sponsor Banks of RSETIs and SLBC Convener to be the member of the committee. SDR for West Bengal State to be the convener of the committee. NDR. NACER will be the special invitee.
- (g) Monitor submission of claims for EDP under WBSULM organized by RUDSETI / RSETI to WBSULM and coordinate with implementing Banks in this regard.
- (h) Issue guidelines to RUDSETI / RSETI on implementation of EDP under WBSULM periodically review the progress and take necessary follow-up action from time to time.
- (i) NACER should provide regular feedback to WBSULM on the improvements of EDP training under WBSULM provided through RUDSETI / RSETI.
- (j) NACER will develop and add the training module for Street Vendor in RSETI training curriculum and will advise all RSETI Directors to include DAY-NULM beneficiaries in their training curriculum.
- (k) NACER may add the new training course as per requirement of local conditions of West Bengal State .

6. Communication :-

- 6.1 All notices and communication under this MOU shall be addressed to the following representatives of the parties as detailed below.
- (i) **West Bengal State Mission Director, State urban Livelihood Mission (WBSULM,)** Urban Development & Housing Department, Directorate of Urban Administration, West Bengal State (Address)
 - (ii) Email: nulm.West Bengal State @gmail.com
 - (iii) Formal communications shall include communication by email as well.
 - (iv) Any deviation from this MOU and related order and procedures shall be permitted only with written approval of WBSULM, Urban Development &

Housing Department, and NACER, Bengaluru. (e-mail ID cpcnar@gmail.com, phone no. 080 49594407, Mobile No. 9845587949)

7. Confidentiality:-

- 7.1 All parties shall maintain confidentiality of information that may be exchanged among the parties from time to time, under this MOU. All parties agree not to disclose the same to any outside party, unless such information is:
- (i) Part of the public domain at the time of disclosure or.
 - (ii) Require to be disclosed in accordance with the applicable laws of the country.

8. Arbitration and Applicable Laws :-

- 8.1 The parties hereby agree that any dispute arising in connection with this MOU shall first be addressed mutually by the parties. If the said parties are unable to resolve the dispute mutually, shall be referred to the Empowered Committee for WBSULM in the Urban Development & Housing Department, whose decision shall be binding on all parties.
- 8.2 In case an aggrieved party seeks judicial remedy, and where the Urban Development & Housing Department,, West Bengal State, is the First Deponent, the petition shall be filed in jurisdiction of High Court.

9. Force Majeure –

- 9.1 No failure or omission by any of the parties to perform any of the terms and conditions under this MOU shall give rise to any claim against such party or be deemed breach of this MOU if such failure or omission arises from an act of God, war or military operations, national or local emergency, natural disasters (fire, lightning, flood or such similar disasters), or any other reason which lies outside the control of the parties.

10. Validity of the MOU:-

11. This MOU shall come into force on this the ____ day of ____ month ____ year and shall be valid, initially, for a period of one year, which can be extended for a further period of 3 years by mutual consent in writing. However, the performance will be reviewed at half yearly intervals.

Termination:-

Either of the parties may terminate the MOU. However a notice in writing shall be given at least three months in advance before the date of termination to facilitate smooth withdrawal. The commitment for reimbursement of training expenses to the RSETIs for the candidates trained till the date of termination shall also be met by WBSULM even though the claims may be submitted subsequently.

12. Effect of invalidity of any clause of MOU on validity of MOU

- 12.1 The invalidity of any provision of the MOU shall not invalidate other provisions or the MOU. Any such gap should be duly modified through amendment to the MOU in writing, with mutual consultation among all the parties.

13. Modification of the MOU:-

- 13.1 Any provision of this MOU may be amended or modified at any time by parties only with the written approval of the Project Authority obtained by WBSULM.
- 13.2 All amendment / modification in the MOU shall have to be in writing, duly signed with seal by all parties concerned, as an Addendum to the MOU.

14. **Accreditation of RUDSETIs / RSETIs**

All the existing RUDSETIs / RSETIs and those which are going to be opened in future will be automatically accredited for the purpose of organizing EDP training by WBSULM.

The parties indicate their consent to this MOU by the signatures of their authorized representatives.

Signature

Signature

(Mission Director WBSULM, West Bengal State)
RSETIs)

(National Director for

In the presence of the following witnesses :

1.

1.

2.

2.

1. Enclosed: Work Schedule for the Project (District wise target for EDP).

ANNEXURE - I**(IN THE LETTERHEAD OF RUDSETI/RSETI)**

- A. Name & Address of the RSETI : _____
B. Name of the Sponsor Bank : _____
C. Region /Zone/Circle of the Sponsor Bank : _____
D. Name of the State: _____
E. Training Batch Number: _____
(Batch which the Training Expenses are claimed)

Sl. No.	Parameters	Particulars
1	Name & Address of the Sponsoring Agency for Training	ULB - SULM
2	Course Code number	
3	Duration of the Course	No. of Days : _____
4	Period of the Course	Date Started from : _____ to _____
5	Number of candidates trained	Nos. : _____
6	Total number of Training Days (Sl. No. 3X5)	No. of Days: _____
7	Total Cost (Sl. No. 6X ₹ 405)	₹ _____

DECLARATION / CERTIFICATE

This is to certify that the Institute mentioned above have incurred an expenditure of ₹ _____ (Rupeesonly) towards the EDP training under ULB - SULM Programme. The Amount may please be reimbursed to us as detailed below:

- At the rate of Rs. 365.00 per day per candidate to be credited to our Bank Account details of which are given below.
Name of Bank : _____
Name of Branch : _____
Type of Account : Savings Bank
Account No : _____
IFS Code : _____
- At the rate of Rs. 40.00 per day per candidate to be credited to NACER's Account No details of which are given below.
Name of Bank : _____
Name of Branch : _____
Type of Account : Savings Bank
Account No : _____
IFS Code : _____

The list of trainees with photos, their signature and Annexure II are enclosed. We further certify that the above information is true and correct.

Date: _____

Place: _____

Signature of the Director (Seal)

RUDSETI/RSETI

To
Chief Municipal Officer – ULB (SULM) : _____

ANNEXURE - II

(in the Letterhead of RUDSETI/RSETI)

**LIST OF TRAINEES WHO HAVE UNDERGONE EDP TRAINING UNDER BATCH NUMBER _____ UNDER ULB - SULM
PROGRAMME**

Name of the State : _____

Name of the RUDSETI/RSETI: _____

Name of the Sponsor Bank: _____

Training Batch No. _____

Number of Training Days : _____

Sl. No.	Name of the Candidate	Address	State	Male/ Female	Age	Category	APL/ BPL	Activity Proposed	Place of the proposed activity	Photo of the Candidate	Signature of the Candidate

Date: _____

Place: _____

Signature of the Faculty Member

Signature of the Director
(RUDSETI/RSETI)

FORMAT B

LETTERHEAD OF RSETI

Ref. No. _____

Date: _____

The Chief Municipal Officer,
Urban Local Body, (SULM)

Dear Sir,

Sub: Reimbursement of training expenses under SULM Scheme

As per your letter dated _____, we have conducted EDP training for ____ candidates under the SULM Scheme for ____ days between _____ (date) to _____ (date) in terms of the MOU dated 28th October 2016 signed between NACER and SULM, Government of Bihar, we enclose the following documents requesting for reimbursement of training expenses amounting to Rs. _____ (Rupees _____ only).

Sl. No.	Particulars	Annexure No.
1	Format of reimbursement of EDP training expenses along with Certificate for declaration dated _____	Annexure I
2	List of trainees who have undergone EDP training for ____ days	Annexure II
3	Copy of the group photo of the training batch	

We request you to reimburse the amount claimed above and credit the same to our account Number detailed below:

A. Name of the Bank: _____

B. Name of the Branch and Place: _____

C. Account No. _____

D. IFSC Code: _____

Yours faithfully,

Signature of the Director (with seal)

RUDSET/RSETI

FORMAT - A

(IN THE LETTERHEAD OF RUDSETI/RSETI)

MONTHLY PROGRESS REPORT FOR THE MONTH OF _____

Name of the State: _____

Name of the RUDSETI/RSETI : _____

Name of the Sponsor Bank: _____

Details of the training under SULM

Sl. No.	Course Code	Course Name	Course Duration	Date of Commencement	Date of Closure	Total No. of Candidates	Out of the Total Candidates Male/Female/Transgender			Out of the Total Candidates					
							Male	Female	Transgender	SC/ST	OBC	Minority	Ex-Serviceman	PWD	General

Date: _____

Place: _____

To
Chief Municipal Officer - ULB (SULM) _____

Prepared by :

Director of RSETI

Copy to :
Nodal Officer of Sponsor Bank _____
SDR _____

FORMAT – C
Remittance Confirmatory
(Confirmation of Reimbursement of Training Expenses)
 (To be issued by SULM/ULB remitting the Amount)

We confirm having remitted a sum of Rs.(Rupees) being the amount of reimbursement of training expenses as per details below.

Name of RSETI :

Amount Correct to a Rupee

Sl.No	Particulars		Training Batch No.			
						Total
1	Training Date	Start				x
		End				x
2	Total Days	x				
3	No. of candidates trained	x				
4	Amount Remitted to	x				
a)	RUDSETI / RSETI (Rs 365/- x No. of Candidates x No. of Days)	x				
b)	NACER (Rs 40/- x No. of Candidates x No. of Days)	x				

Remittance details: NEFT / RTGS / DD / CHEQUE

Particulars	Bank Name	Txn / DD/Cheque		Amount Remitted	Remarks, if any
		No.	Date		
Fvg. RSETI					
Fvg. NACER					
Total					

RECEIPT

(To be given by RSETI receiving the amount)

Ref.No:

Date:

We confirm having received the above remittance

Date:

Seal of RSETI

Signature of Director
 RSETI