

No. EDN-H(8)A(1)Misc.

Directorate of Higher Education
Himachal Pradesh.

Phone No. 0177-2653120, Fax : 0177-2812882

Dated: Shimla - 171001,

the, 21 Sept, 2022

To

The Principal(s),
Govt. Degree College Chaura Maidan, Nerwa, Rampur-Bushhar, Sanjauli,
Saraswatinagar, Seema, Sunni, Theog, RKMV (Distt. Shimla) & Reckong Peo (Distt.
Kinnaur) & Arki, Kandaghat, Solan, Nalagarh (Distt. Solan) & Paonta Sahib, Rajgarh,
Sangrah, Shillai, Nahan (Distt. Simour) & Bilaspur, Ghumarwin (Distt. Bilaspur) &
Barsar, Bhoranj Hamirpur, Nadaun, Sujanpur (Distt. Hamirpur) & Amb, Bangana,
Daulatpur Chowk, Una (Distt. Una) & Matour Jawala Ji, Jawali, Baijnath, Dehri,
Dhaliara, Dharamshala, Indora, Jaisinghpur, Nagrota Bagwan, Nagrota Suriyan, Nurpur,
Palampur, Shahpur (Distt. Kangra) & Chamba, Chowari (Distt. Chamba) & Anni at
Haripur, Banjar, Haripur, Kullu (Distt. Kullu) & Bassa(Gohar), J/Nagar, Karsog, Mandi,
Sarkaghat, Seraj at Lambathach. (Distt. Mandi)
Himachal Pradesh.

Subject:- Regarding training rollout support for English, Employability and Entrepreneurial
(EEE) program under Himachal Pradesh Skill Development Project of HPKVN.

This is in reference to letter no. HPKVN/1-(690)/Training/2022-(EEE). 2334-2339 dated
16th August, 2022 received from the General Manager, Himachal Pradesh Kaushal Vikas Nigam, Kasumpti, HP
on the subject cited above.

In this context, it is to inform that English Employability and Entrepreneurship (EEE)
training program is being implemented in 56 selected Govt. Colleges in Five Zone for 5000 students under
Himachal Pradesh Skill Development Project of HPKVN. In order to expedite the mobilisation & counselling
activities and further smooth rollout of training activities under EEE Program, five Training Service Provider
(TSP) has been selected to start requisite activities such as IEC, mobilisation, counselling, trainer
identification/deployment etc.

Your are hereby directed to provide necessary support and coordination to these Training
Service Provider (TSP) for smooth implementation of the EEE program.



(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh
Email:- college_branch@rediffmail.com
Ph. No. 0177-2656621

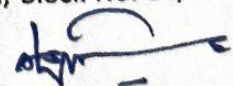
Endst No. the Shimla-171001

Dated

21 Sept., 2022

Copy for information to :-

1. The General Manager, Himachal Pradesh Kaushal Vikas Nigam, Kasumpti, Block No. 24, 2nd Floor, STPI
Building, SDA Complex, HP.
2. Guard file.



Director of Higher Education
Himachal Pradesh



Himachal Pradesh Kaushal Vikas Nigam

(An H.P. Government Undertaking)

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Shimla-171009



HPKVN/1(486)2019-EEE-Procurement - 1198

Office of the Managing Director, HPKVN
Himachal Pradesh, Shimla – 171009.

Dated Shimla 171009 the

7th June, 2022

From

Managing Director,
Himachal Pradesh Kaushal Vikas Nigam,
Kasumpti, Shimla – 171009.

To

M/s Indian Institute of Skill Development (IISD),
A06, Sector-34, Infocity-1, Gurugram,
Haryana-122001.

Subject: NOTICE TO PROCEED

Sir/Madam,

The Undertaking-cum-Indemnity Bond signed by the authorized representative of your firm duly notarized indicated terms and conditions for implementation of trainings in Government Degree Colleges of Himachal Pradesh submitted have been accepted by this office. In view of which we are hereby issuing you this “**Notice to Proceed**” for this Training Package for imparting skill training to final year graduating students under English, Employability and Entrepreneurship (EEE) Programme in **Zone-04 (Chamba and Kangra)** which shall be effective on the date of receipt of this notice.

You shall perform the service under this contract in accordance with the provisions of the signed Undertaking-cum-Indemnity Bond, including the terms and conditions of contract wherein the irrevocable undertaking confirmation, assurance, declaration has been given by your firm and accepted by us. The conditions set out in Request for Proposal/Technical Proposal submitted by you followed by conditions of Undertaking-cum-Indemnity Bond shall form part of implementation plan. Further it is made clear that subsequent batches would be allocated /undertaken only if the previous batch/batches have been successfully executed to the satisfaction of Principal/Nodal Officer of the concerned Government Degree College and officers of the Nigam. The outline for implementation are summarized hereunder:

1. Mobilization, Counselling and Registration of Candidates

- Mobilization and Counselling of eligible and deserving candidates shall be the responsibility of Training Service Provider (TSP) and also use necessary tools for evaluation of the candidates before enrollment.
- Training Service Provider shall undertake focused awareness generation activities for mobilization of candidates which include display of posters/banners at prominent locations in the college campus, distribution of pamphlets, disseminating information about the programme its benefits.
- Candidates who qualify the counselling sessions shall be registered for training programme.
- The minimum batch size would be 20 and maximum batch size would be 30 candidates.



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2. Training facilities as per MEPSC Guidelines

- a) The Training Service Provider to enter into a Memorandum of Understanding (MoU) with respective Government Degree Colleges for ensuring availability of necessary infrastructure and other pre-requisites for effective implementation of the training programme.
- b) The Training Service Provider must ensure that the training facility and practical labs are in accordance with the guidelines of the Management & Entrepreneurship and Professional Skill Council (MEPSC).
- c) Following shall be ensured by the Training Service Provider at the Training Center
 - i). Setting up of classroom and lab facility with required equipment's and IT facility as per MEPSC guidelines.
 - ii). Availability of requisite training aids
 - iii). First aid kit, safe drinking water and hygienic washrooms.
 - iv). All records, including but not limited to those pertaining to attendance, session plan, assessment, certification and training outcomes must be maintained both manually (hard copies submitted to HPKVN) as well as in digital format for HPKVN MIS.
 - v). Training Service Provider must maintain attendance of trainees and trainers both in the form of physical hard copies as well as through biometric records uploaded on HPKVN MIS.

3. Training Delivery

- a) The Training Service Provider shall not be allowed to provide training through franchisee arrangement under any circumstances.
- b) The Training Service Provider shall be responsible for all aspects of the training including quality of training, assessment and certification as well as outcomes required from the training.
- c) Persons deployed as trainers by the Training Service Provider must possess requisite knowledge, skills and experience as per their domain. The trainers and master trainers are to be mandatorily certified by MEPSC Sector Skill Council and assessed by HPKVN prior to deployment.
- d) The Training Service Provider shall organize atleast two sessions with experienced industry expert and successful entrepreneur to share their experience and importance of soft skills in professional life. Non-compliance on this front will lead to deduction in payment as per terms mentioned in Standard Operating Procedures to be outlined for this package.
- e) Training Service Provider shall be responsible for providing the curriculum that shall include the National Occupational Standards (NOS) and Qualification Packs (QP's) developed by the Management & Entrepreneurship and Professional Skill Council (MEPSC).

4. Assessment & Certification

- a) Training Service Provider shall undertake pre assessment of candidates to evaluate the skill set of candidates at the start of the training programme.
- b) Combined assessment and certification will be undertaken for all three Qualification Packs (QP's).
- c) To ensure periodical assessment of trainees as integral part of the course curriculum. Consolidated batch wise assessment reports to be shared by Training Service Provider on regular basis.
- d) An independent assessment of trainees by a third-party agency authorized by the Management & Entrepreneurship and Professional Skill Council (MEPSC) shall be mandatory part of training programme.



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- e) The Training Service Provider will provide NSQF aligned certificates to successfully certified candidates and supply list of the successfully certified candidates with HPKVN.

5. Deployment of Resources (Key Experts and Non-Key Experts)

- a) All the resources of qualified Key Experts and Non-Key Experts proposed in the Request for Proposal (RFP) document and evaluated by HPKVN are required throughout the duration of the project (full-time deployment) of the project.

6. Financial Aspects (Common Cost Norms Based Payment System and Fund Flow)

- a) The payouts to the Training Service Provider will be in line with the Common Cost Norms Notified by Ministry of Skill Development & Entrepreneurship (MSDE) Government of India time to time and paid on submission of GST compliant claim(s) by the TSP duly verified by the concerned Principal/Nodal Officer of Government Degree College and District Coordinator-HPKVN.
- b) Funds to Training Service Provider shall be released in adherence with Common Cost Norms against Category-III Job Roles as per MSDE, Government of India.
- c) All statutory taxes as applicable will be over and above the common cost norms.
- d) In line with the common cost norms, the hourly rates shall be inclusive of all cost components.
- e) The third-party payment Certification & Assessment Cost shall be payable to the Assessment Agency through Training Service Provider in line with the Common Cost Norms notified by Ministry of Skill Development & Entrepreneurship (MSDE) Government of India time to time. HPKVN will reimburse the assessment fee to Training Service Provider on actual basis.

7. Installment Milestone

| Installment | Percentage of Total Cost | Output Parameters |
|-----------------|--------------------------|---|
| 1 st | 30% | In Training Commencement |
| 2 nd | 40% | On completion if successful completion of training, assessment and certification. |
| 3 rd | 30% | Placement ((Not Applicable to this program)) |

- a) While calculating payment, trainees having 80% and above attendance will be considered.
- b) Payouts will be made as per Common Cost Norms guidelines excluding placement component. Since the placement is not applicable in this particular training program so payment of placement complement will not be made to the Training Service Provider (TSP).

8. Deliverables and Reporting

- a) The Training Service Provider shall adhere to the monitoring and reporting and regulation of HPKVN and provide periodic reports in the approved formation to HPKVN.
- b) Training Service Provider shall ensure update on enrollment, training, employment and any other aspects of the training on HPKVN MIS Portal.
- c) Training Service Provider shall submit a Monthly Progress Report providing a quantitative and qualitative analysis of the activities undertaken. The report shall include high resolution pictures along with short video clips of the activities at training centers.
- d) At the end of the programme, a comprehensive programme completion report should be submitted to HPKVN highlighting the process followed, outcome achieved, best practices, challenges faced and success stories. The report shall be shared in hard copy as well as in digital format.



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| S.N. | Deliverables | Submission |
|------|-----------------------------|--|
| 01 | Progress Report | Monthly |
| 02 | Batch Completion Report | 15 days after completion of batch |
| 03 | Mid Term Progress Report | 30 days after completion of half duration of programme |
| 04 | Programme Completion Report | 15 days after completion of all batches |

The content of each report will be discussed and agreed with HPKVN in advance. The Training Partner will submit 2 hard copies and one digital copy of Mid Term Progress Report and Program Completion Report.

In view of the above, you are therefore requested to initiate the coordination meetings with the Principal's and other concerned officers/officials of respective Government Degree Colleges for implementation of skill trainings under this package from the current academic session i.e. 2022-23 onwards.

In addition, you are also requested to enter into a non-binding "Memorandum of Understanding (MoU) with the concerned Government Degree Colleges for obtaining the services of College Infrastructure, Lab Facilities, and Utility Connections etc. throughout the implementation period of English, Employability and Entrepreneurship (EEE) Programme.

Encl: List of Government Degree Colleges under Zone-04 (Chamba and Kangra)

Yours faithfully,

Managing Director,
HPKVN Shimla-09

Endst. No. Even

Dated: Shimla-171009

June, 2022

Copy to the following:

1. The Director, Department of Higher Education, Lalpani, Shimla, Himachal Pradesh for information with request to issue necessary instructions/guidelines to the Government Degree Colleges (list enclosed) to facilitate the Training Service Provider (TSP) for implementation of skill trainings under this package. May also request Principal's to nominate College wise Nodal Officers for this package, please.
2. All Principals of respective Government Degree Colleges under **Zone-04 Chamba and Kangra** to facilitate the Training Service Provider (TSP) for implementation of skill training under this package.
3. The Management & Entrepreneurship and Professional Skill Council (MEPSC) to facilitate the Training Service Provider (TSP) for designing of curriculum and certification of students registered etc. under this package.

Managing Director,
HPKVN, Shimla-09

Zone-04: Tentative College Wise Target Allocation

| Zone | Name of District | Name of College | Target Allocated |
|------------------------|-------------------------|--------------------------------|-------------------------|
| Zone-04 | Chamba | Govt. College, Chamba | 180 |
| | | Govt. College, Chowari | 60 |
| | Kangra | Govt. College, Matour | 30 |
| | | Govt. College, Jawali Ji | 60 |
| | | Govt. College, Jawali | 30 |
| | | Govt. College, Baijnath | 60 |
| | | Govt. College, Dehri | 90 |
| | | Govt. College, Dhaliara | 60 |
| | | Govt. College, Dharamshala | 150 |
| | | Govt. College, Indora | 60 |
| | | Govt. College, Jaisinghpur | 30 |
| | | Govt. College, Nagrota Bagwan | 120 |
| | | Govt. College, Nagrota Suriyan | 30 |
| | | Govt. College, Nurpur | 60 |
| | | Govt. College, Palampur | 120 |
| Govt. College, Shahpur | 60 | | |
| Total | | | 1200 |