Institute of Entrepreneurship Development
(Micro, Small & Medium Enterprises & Export Promotion, Govt. of U.P.)
(Regional Center, Himachal Pradesh)
Network Partner:- The Planet Skill Development Mission (TPSDM)
181/8, Kaushal Bhawan, Paonta-Bangran Road, Paonta Sahib,
Sirmour, Himachal Pradesh-173025
www.ieduphp.in   Email:- admin@ieduphp.in

Ref. no:- IEDRC/2024/04/212   **Date:22-04-2024**

Expression of Interest for Empanelment

IED Regional Centre, the State Network Partner, is inviting applications for empanelment of Agencies/ Institutions/Firm/ Societies/ Corporate bodies/Infrastructure Provider etc.

Those interested should visit our website www.ieduphp.in for further details and application format and submit their application with relevant supporting documents to iedrc2021@gmail.com, iedrctraining@gmail.com and hard copies latest **by 04th May, 2024**. Only shortlisted profiles will be included in our Empanelment Roster and may be engaged in projects as and when required. IED Regional Center reserves all the rights to select or reject any application, and this cannot be challenged in any judicial court.

Please read all instructions terms and conditions carefully before applying.

In-Charge
IED Regional Center, HP

A. Empanelment of Agencies/ Institutions/Firm/ Societies/ Corporate bodies/Infrastructure Provider etc. *(Skill Development /Udyam Partners)*

1. The Introduction

1.1 The Institute intends to conduct composite Entrepreneurship Development, Skill Development & Vocational Training Programmes Pan-Himachal Pradesh consisting of the following three Modules for Un-Skilled, skilled, Up-Skill persons with an objective to enable the participants to Employment generation or set-up their own Enterprisesin selected Sectors after providing hand-holding Services to the participants:-

    1) Entrepreneurial Awareness Campaigns **(EAC)**
    2) Entrepreneurial Orientation Programmes **(EOP)**
    3) Recognition of Prior Learning **(RPL)**
    4) Entrepreneurship Development Programmes **(EDP)**
    5) Short Term Training Programmes **(STT)**
    6) Vocational & Professional Training Programme **(VPTP)**

1.2 The Institute intends to empanel Agencies/ Institutions/Firm/ Societies/ Corporate bodies/Infrastructure Provider etc for organizing these kind of Fee-based or Sponsored Programmes including rendering of Hand-holding Services to the participant's inter-alia for Increasing outreach of activities of the Institute.

1.3 The Agencies/ Institutions/Firm/ Societies/ Corporate bodies/Infrastructure Provider etc with which the Institute will be sharing its Intellectual Property will be functioning as its Extension Centers at the concerned places.

1.4 The Institute may also consider granting Sponsored Entrepreneurship-cum-Skill Development Programmes to the well performing empanelled Training Partners.

1.5 Each of the empanelled Agencies/ Institutions/Firm/ Societies/ Corporate bodies/Infrastructure Provider etc will have to train at least 120 persons indifferent Modules during a financial year, as outlined above at 1.1.

1.6 The Institute intends to empanel Agencies/ Institutions/Firm/Societies/Corporate bodies/Infrastructure Provider etc in numbers in each Tehsil-Block/District/Cities Level, provided there are no existing IED Skill Centers in a radius of 8-10 Kms of the applying agency. Otherwise a No Objection Certificate has to be procured from the existing IED Skill Center for the same.

2.0 The Eligibility Conditions

2.1 The Agency should be a registered body (proprietary, partnership firm, company/society/trust) NGO, Skill University, State Government Institute,College/Educational Institution, Government or Private ITI with rating of more than 2.5 and PMKY & PMKK Centre.

2.2 The Agency should be in existence for at least 03 years and have experience in training, handholding and mentoring. *(However, the new startups/entrepreneurial ventures can also apply and will be considered on merits).*

2.3 The Agency should have a gross average turnover, including taxes, of minimum Rs. 12,00,000/- during each of the last 03 years. *(2021-22, 2022-23 and 2023-24).*

(In case of a Grantee Institution, only Training Programme related Grants-in-Aid will be considered for calculating the Turnover for the concerned years, as against Recurring Maintenance Grants in Aid.)

(In case, the Books of Accounts for 2023-24 have not been audited till date of submission of EoI, then the turnover of 2020-21 shall be considered in place of that for 2023-24 for the purpose.)

2.4 The Agency should have adequate infrastructure including classrooms, IT infrastructure etc. for organizing training programmes etc. as briefly detailed in following Clause.

2.5 The Agency should have provided training to average 150 participants during each of the last 03 years.

2.6 The Agency should be invariably registered upon Skill Management and Accreditation of Training Centres (SMART) Portal of NSDC, Ministry of MSDE.

3.0 The Faculty and Infrastructure

3.1 Building and Land: The ownership or lease of the premises with a minimum 1000 sq. ft of available plinth area should be in the name of the parent Agencies/ Institutions/Firm/ Societies/ Corporate bodies/Infrastructure Provider etc.

3.2 Class Room: The Agency should have properly ventilated and lighted at least 2 class rooms to conduct IED Regional Center training and online evaluation *(if need be)* with the size of each classroom being not less than 200 sq. ft. i.e. 10x20 sq. ft.

3.3 Faculty: The Agency should have at least two Faculty of requisite qualification on its payroll for taking theory as well as practical classes for one batch of the participants.

Essential Qualification for the Faculty: A Post graduate Degree in relevant Field from any recognized University or Institution with two years teaching/industry experience, Master Trainer from the concerned SSC and IEDUP/NIMSME/NIESBUD Certified Trainer and should be engaged with the Institution for at least a period of past one year.

3.4 Laboratories: The Agency should have one Laboratory with sufficient equipments of standard make to conduct practical works for the concerned Programmes. Besides, the Agency should have own Computer Lab having at-least 10 personal Computers with working Internet Connections.

3.5 Other Infrastructure: The Agency should have Power; Geo tagged Biometric Attendance, IP Camera Enabled Classes, Power Backup, Training Aids, Fire Fighting Equipment, First Aid, Canteen, separate Washroom Facilities, Copying Equipment, Proper Sitting Arrangements, and Drinking Water etc. for participants of the programmes.

3.6 Library Facilities: The Agency should also have a separate Library Room having adequate books on relevant courses/subjects.

3.7 Hand-holding Services: The Agency should have competence and experienced personnel to provide entire range of Hand-holding services including liaison with State Agencies for facilitating setting up enterprises by participants of the programmes.

4.0 The Submission of EoI

4.1 The EoI shall be submitted, in the prescribed Format only clearly spelling out all the specific and relevant details under each of the columns. The duly filled in Application along with the requisite documents should be sent via email on iedrc2021@gmail.com through the official email id of the centre only citing subject as 'Application for Empanelment as Training Partner / Centre – Location (New)'

4.2 The EoI shall be accompanied by the following self-attested Documents failing which an EoI is liable to be rejected summarily:-

a) Copy of Registration Certificate with date of incorporation/operation/ establishment;

b) The relevant extract of the audited Books of Accounts of the Agency for the concerned years.

c) Acceptable documentary evidence of having requisite infrastructure for the purpose as outlined in the eligibility conditions including CVs of the Faculty on pay-roll of the Agency for the purpose.

d) Acceptable documentary evidence of having provided training to average 150 participants during each of the last 03 years.

e) Acceptable documentary evidence of having experience in rendering hand- holding and mentoring services.

f) Copy of Unique ID of DARPAN Portal, if applicable.

g) Copy of Registration Certificates under different Statutes like PAN/TAN, GST etc.

h) Copy of Registration Certificate of SMART Portal of NSDC.

An Agency may contact at the following Numbers for seeking Clarifications about any aspect of Empanelment as Training Centers:-

Mr. Rajeev Sharma
State Nodal Officer, STA
Mobile: 9873294990
OR
Dr. Anil Kumar
State Coordinator, HP
Mobile: 7018759281, 9805914114
OR
Mr. Ritesh Agarwal (Niranjan)
Operation Associate
Mobile: - 9882530745

5.1 The prescribed Non-refundable Application/Processing Fee for empanelment as Training Partner is Rs. 2,100/- Application fee shall be paid through Demand Draft in favour **Institute of Entrepreneurship Development U.P., Lucknow.** Application fee can also be paid through NEFT/RTGS digitally in favour **The Planet Education Society** State Network Partner Himachal Pradesh. Proof of which should be enclosed along with hard copy of the Application. However, while uploading/send the application upon the Email/Website, scanned copy of Demand Draft should also be uploaded along with other documents. In absence of proof of application fee, the application shall not be entertained**.**

Empanelment will be valid for a period of one year and thereafter, the registration will be renewed annually on year to year basis after deposit of annual fee and with the mutual consent of IED Regional Center, HP and the Applicant. The registration fee can also be paid through Online/NEFT/RTGS in the Bank account of IED Regional Center, HP, the details of which are as under:

Account Name:- The Planet Education Society
Account Number:- 923010031261389
IFSC Code:- UTIB0002901
Bank Name:- Axis Bank LTD
Branch Name:- Axis Bank LTD, Paonta Sahib

5.2 Last date of submission Application is 04th May, 2024.

Tentative Timeline

S. No.	Details	Tentative Dates
1.	Issuance of RFP	22th April, 2024
2.	Last date for receiving queries	25th April, 2024
3.	Pre-Bid Meeting	27th April, 2024, (11:00 AM, IED RC, Paonta Sahib)
4.	Last date for submission of Proposals (Proposal Due Date)	04th May, 2024 (16:00 Hrs. IST)
5.	Opening of Technical Proposal	04th May, 2024 (16:30 Hrs. IST)
6.	Declaration of List of Selected Bidder	Will be updated on IEDUP RC, website www.ieduphp.in
7.	Signing of Contract	Will be intimated through email
8.	On boarding of Training Centers	Will be intimated through email

5.3. Note: Empanelment fees would be submitted after selection. Empanelment will be valid for a period of one year and thereafter, the registration will be renewed annually on year to year basis after deposit of annual fee and with the mutual consent of IED Regional Centre and the Applicant.

6.0 The Empanelment Process.

6.1 The Institute will carry out a preliminary examination of all the EoIs received for satisfying that they fulfill the prescribed Eligibility Conditions as evidenced by the enclosed documents.

6.2 The EoIs will be evaluated in terms of respective strengths of the Agencies as regards the following, Carrying maximum marks as assigned to each of them as follows:-

Parameter	Maximum Marks
Infrastructure	10
Faculty	15
Registration/Affiliation/Accreditation with other Bodies	05
Experience in area of Training, Handholding and Mentoring	15
Industry Collaborations/Tie-ups	15
Presentation*	25
Turnover	15
Total	**100**

(The Centre/State Government Institutions will be granted 10 additional marks.)

6.3 All the Agencies obtaining a minimum prescribed bench mark will be issued Request for Proposal (RFP) leading towards Empanelment.

6.4 The Empanelment shall be finalized by a duly constituted Committee of the Institute, for the purpose through a single benchmark.

6.5 Empanelment Agencies / Institutions / Firm / Societies / Corporate bodies/Infrastructure Provider for Category's.

Category	Area Required	Particulars	Annual Capacity
A+ (Preferred) Capital/District/MCD/Block Level	**2200 to 2500 SQR. Feet Area**	1. Reception (4 to 6 Person Capacity) 2. Counseling (4 to 6 Person Capacity) 3. Waiting area (6 to 8 Person Capacity) 4. Office (4 to 6 Person Capacity) 5. Sector Specified Lab minimum 2 (Any Sector) 6. Classroom 2 (30 to 40 Setting Capacity) 7. Smart Classroom Cum Conference Hall (30 to 40 Setting Capacity) 8. Trade Wise 2 TOT Certified Trainer 9. Pantry 10. Wash Room Separate (M/F)	**300-350** **(All Academy's Covered under Above Category) (TMC Apply)**

Category	Area Required	Particulars	Annual Capacity
A (Preferred) District/MCD/ City/Block Level	**1500 to 1800 SQR. Feet Area**	1. Reception (2 to 4 Person Capacity) 2. Counseling (2 to 4 Person Capacity) 3. Waiting area (3 to 5 Person Capacity) 4. Office (3 to 5 Person Capacity) 5. Sector Specified Lab minimum 1 (Any Sector) 6. Classroom 1 (25 to 30 Setting Capacity) 7. Smart Classroom Cum Meeting Hall (20 to 25 Setting Capacity) 8. Trade Wise 2 TOT Certified Trainer 9. Pantry 10. Wash Room Separate (M/F)	**200-250** **(Any 2 Academy's Covered under Above Category) (TMC Apply)**

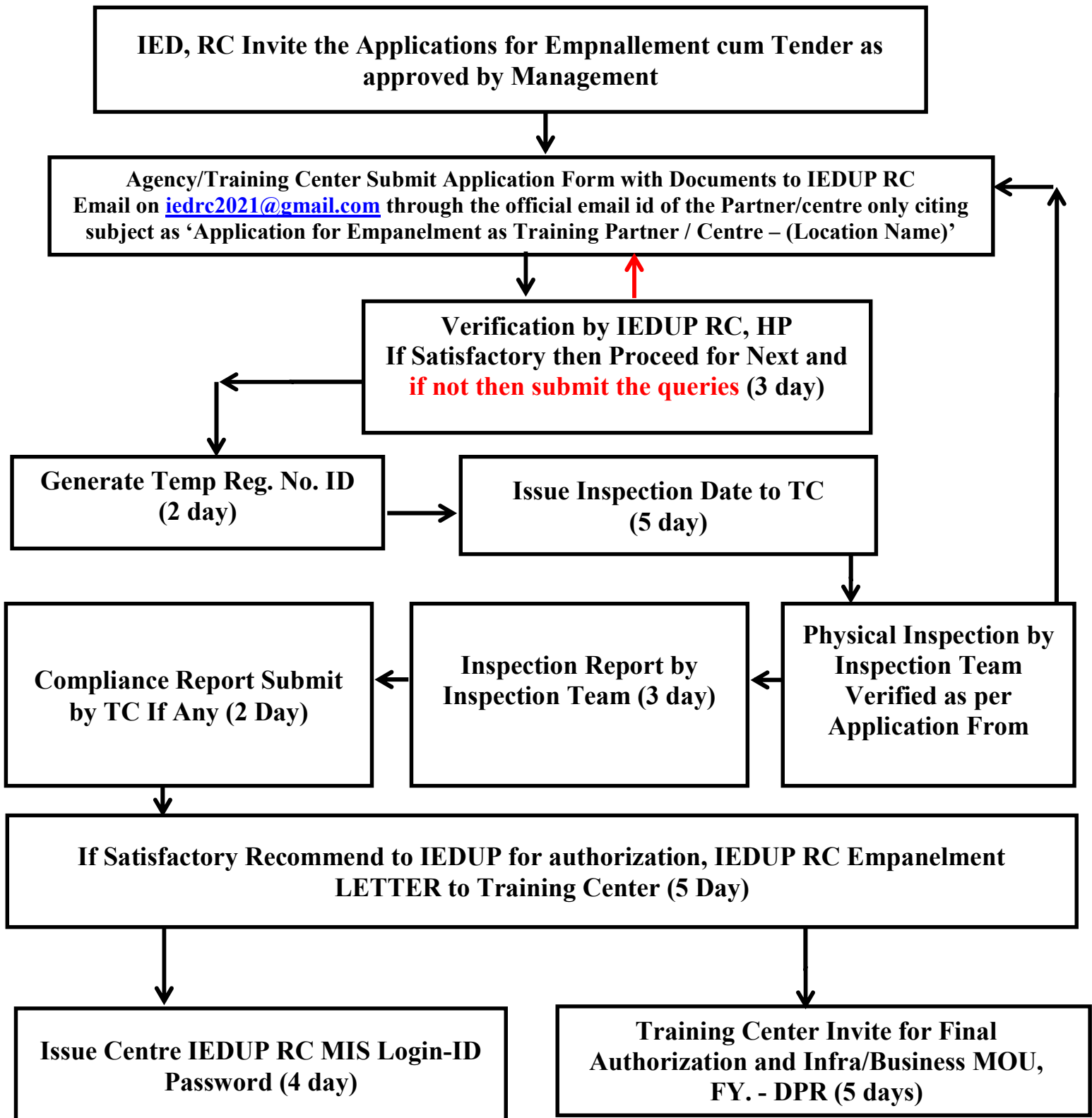| Category	Area Required	Particulars	Annual Capacity
B (Preferred) District/MCD/ City/Block Level	**1000 to 1200 SQR. Feet Area**	1. Reception (2 to 4 Person Capacity) 2. Office (3 to 5 Person Capacity) 3. Sector Specified Lab minimum 1 (Any Sector) 4. Classroom 1 (20 to 25 Setting Capacity) 5. Trade Wise 1 ToT Certified Trainer 6. Pantry 7. Wash Room Separate (M/F)	**100-150** **(Any 1 Academy Covered under Above Category Course Below PG) (TMC Apply)**

7.0 The Miscellaneous

7.1 An Agency may apply for Empanelment for different Tehsil/Blocks/Cities EoI. But in such a case, relevant supporting documents for all the Tehsil / Blocks / Cities for which Empanelment is being sought, will have to be enclosed.

7.2 The EoI Envelope should clearly specify all the Tehsil/Blocks/Cities for which Empanelment is being sought.

General Conditions Applicable for Both the Sections

1.0 The Agencies should keep on following Website of the Institute for any Clarifications of general nature which may be issued by the Institute latest a fortnight prior to the closing date.

2.0 The Institute does not assume any responsibility for delay in delivery of EoIs owing to the prevailing circumstances with EoIs being received after the prescribed date likely to be not considered at all.

3.0 NGOs should be registered with DARPAN Portal of NITI Aayog, Government of India and should have Unique ID. Besides, an Agency seeking Empanelment as Training Partner should also be registered upon SMART Portal of NSDC.

4.0 The EoIs are being accepted in hard copies only and should be addressed to **Dr. Anil Kumar Sharma, State Coordinatoor, Himachal Pradesh, IED-Regional Center, 181/8, Kaushal Bhawan, Paonta – Bangran road, Paonta Sahib, Sirmour, HP.-173025** and may be sent through Post / Courier / In-person / Official email on or before **04th May, 2024** by **5:00** PM.

Project Flow Chart

TRAINING CENTER REGISTRION FLOW CHART

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┌─────────────────────────────────────────────────────────────────┐
│   IED, RC Invite the Applications for Empnallement cum Tender as   │
│                    approved by Management                          │
└─────────────────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────────────────┐
│  Agency/Training Center Submit Application Form with Documents to IEDUP RC │
│  Email on iedrc2021@gmail.com through the official email id of the Partner/centre only citing │
│  subject as 'Application for Empanelment as Training Partner / Centre – (Location Name)' │
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┌─────────────────────────────────────────────┐
│         Verification by IEDUP RC, HP          │
│      If Satisfactory then Proceed for Next and │
│      if not then submit the queries (3 day)    │
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┌──────────────────────────────┐        ┌──────────────────────────────┐
│  Generate Temp Reg. No. ID    │   →    │   Issue Inspection Date to TC  │
│          (2 day)              │        │           (5 day)              │
└──────────────────────────────┘        └──────────────────────────────┘
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┌──────────────────────────┐   ┌──────────────────────────┐   ┌──────────────────────────┐
│ Compliance Report Submit  │ ← │    Inspection Report by    │ ← │  Physical Inspection by    │
│   by TC If Any (2 Day)    │   │   Inspection Team (3 day)  │   │     Inspection Team        │
│                          │   │                          │   │      Verified as per       │
│                          │   │                          │   │      Application From       │
└──────────────────────────┘   └──────────────────────────┘   └──────────────────────────┘
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┌─────────────────────────────────────────────────────────────────┐
│  If Satisfactory Recommend to IEDUP for authorization, IEDUP RC Empanelment │
│            LETTER to Training Center (5 Day)                       │
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┌──────────────────────────────┐        ┌──────────────────────────────┐
│ Issue Centre IEDUP RC MIS Login-ID │   │  Training Center Invite for Final │
│       Password (4 day)        │        │  Authorization and Infra/Business MOU, │
│                              │        │        FY. - DPR (5 days)       │
└──────────────────────────────┘        └──────────────────────────────┘
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For any kind of technical support contact to Mr. Ritesh Agarwal (Niranjan) Operation Associate: - 9882530745

उद्यमिता विकास संस्थान, उ0प्र0, लखनऊ

(सूक्ष्म, लघु, मध्यम उद्यम एवं निर्यात प्रोत्साहन विभाग, उ0प्र0 शासन)

Institute of Entrepreneurship Development U.P., Lucknow

(Micro, Small & Medium and Export Promotion, Govt. of U.P.)

ए–1 व 2, औद्योगिक क्षेत्र, सरोजनीनगर, कानपुर रोड, लखनऊ–226008

Academy for Tourism & Hospitality

Sr. No	Programme Name	Duration	Eligibility
1.	Front office Associate (FOA)	6 Months	10th Pass
2.	Front office Executive (FOE)	12 Months	12th Pass
3.	Certificate Diploma in Hotel Management (CDHM)	9 Months	10th Pass
4.	Multi Cuisine Cook (MCC)	9 Months	10th Pass
5.	Bar Tender	12 Months	12th Pass
6.	Food & Beverage Services-Steward (F&B)	12 Months	12th Pass
7.	Diploma in Hotel Management	12 Months	10th Pass
8.	Advance Diploma in Hotel Management (ADHM)	18 Months	10th Pass
9.	Commi 1	12 Months	10th Pass
10.	House Keeping Executive	12 Months	10th Pass
11.	Pastry/Bakery Commis	12 Months	10th Pass
12.	Diploma in Hotel Management & Tourism	24 Months	12th Pass
13.	Diploma in Hotel Management & Catering Service	24 Months	12th Pass
14.	Diploma in Food Production	12 Months	10th Pass
15.	Diploma in Culinary Arts	12 Months	10th Pass

Facilities:-

➢ Dress Code, Identity card, Note book, Pan, Certificate/Diploma with industrial training.

Certification:-

➢ Diploma/Certificate Issued by NCVET/DGT/NSDC/SSC Approved Assessment Agency.

➢ Diploma/Certificate Issued by IEDUP.

➢ Certificate Issued by an on-the-job training Partner.

Training & Placement:-

➢ Mandatory 6 Months long supervised on-job training at a reputed Hotel.

उद्यमिता विकास संस्थान, उ0प्र0, लखनऊ

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Academy for IT & Management

S. N.	Programme Name	Duration	Eligibility
1.	Certificate Course in Computer Application (CCCA)	6 Months	10th Pass
2.	Computer & Tally Professional Course (CTPC)	6 Months	10th Pass
3.	Diploma in Computer Application (DCA)	12 Months	10th Pass
4.	Diploma in Computer Aided Accounting (DCAA)	12 Months	12th Pass
5.	Industrial Computer Professional Course (ICPC)	12 Months	10th Pass
6.	Accounts & Tally Professional Course (ATPC)	12 Months	10th Pass
7.	Post Graduate Diploma in Computer Application (PGDCA)	12 Months	Graduate in any Discipline
8.	Domestic Data Entry Operator (DDEO)	12 Months	10th Pass
9.	Advance Diploma in Computer Application (ADCA)	18 Months	10th Pass
10.	Advance Diploma in Software Engineering (ADSE)	18 Months	12th Pass
11.	Web Site Designing	12 Months	12th Pass
12.	Diploma in Digital Marketing & E- Commerce	12 Months	12th Pass
13.	Certificate in Digital Marketing	6 Months	12th Pass
14.	Certificate –C++, ASP.Net, C#.Net, CAD/CAM, Visual Basic, H&N, Tally, GST etc.	3 to 9 Months	10 Above

Facilities:-

➢ Identity card, Note book, Pan, Certificate/Diploma with industrial training.

Certification:-

➢ Diploma/Certificate Issued by NCVET/DGT/NSDC/SSC Approved Assessment Agency.

➢ Diploma/Certificate Issued by IEDUP.

➢ Certificate Issued by an on-the-job training Partner.

Training & Placement:-

➢ Mandatory 6 Months long supervised on-job training at a reputed Institution/Organization.

Academy for Teachers Training

Sr. No.	Programme Name	Duration	Eligibility
1.	Diploma in Nursery Teacher's Training (DNTT)	24 Months	12th Pass
2.	Nursery Teacher Training (NTT)	12 Months	12th Pass
3.	Early Childhood Care & Education (ECCE)	12 Months	12th Pass
4.	Diploma in Primary Education (DPE)	12 Months	12th Pass
5.	Diploma in Montessori & Child Education (DMCE)	12Months	12th Pass
6.	Diploma in Anganwadi Worker (DAW)	12Months	10th Pass
7.	Diploma in Anganwadi Supervisor (DAS)	12Months	12th Pass
8.	Diploma in Art & Craft (DA&C)	12Months	12th Pass
9.	Diploma in Computer Teacher's Training (DCTT)	12 Months	12th Pass
10.	Certificate in Nanny	6 Months	12th Pass
11.	Certificate in Teaching Using ICT (CTUI)	1Month	12th Pass

Facilities:-

➢ Identity card, Note book, Pan, Certificate/Diploma with industrial training.

Certification:-

➢ Diploma/Certificate Issued by NCVET/DGT/NSDC/SSC Approved Assessment Agency.
➢ Diploma/Certificate Issued by IEDUP.
➢ Certificate Issued by an on-the-job training Partner.

Training & Placement:-

➢ Mandatory 6 Months long supervised on-job training at a reputed Institution/Organization.

उद्यमिता विकास संस्थान, उ0प्र0, लखनऊ

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Academy for Apparel & Fashion Designing

Sr. No.	Programme Name	Duration	Eligibility
1.	Certificate in Cutting and Tailoring (CCT)	6 Months	8th Pass
2.	Certificate in Sewing Machine Operator (CSMO)	3 Months	8th Pass
3.	Diploma in Cutting and Tailoring (DCT)	12 Months	8th Pass
4.	Certificate for Fashion Designer (CFFD)	3 Months	12th Pass
5.	Diploma in Fashion Designer (DFD)	12 Months	12th Pass
5.	Self Employed Tailor (SET)	6 Months	8th Pass

Facilities:-

➢ Identity card, Note book, Pan, Certificate/Diploma with industrial training.

Certification:-

➢ Diploma/Certificate Issued by NCVET/DGT/NSDC/SSC Approved Assessment Agency.
➢ Diploma/Certificate Issued by IEDUP.
➢ Certificate Issued by an on-the-job training Partner.

Training & Placement:-

➢ Mandatory 6 Months long supervised on-job training at a reputed Institution/Organization.

Academy for Beauty & wellness

Sr. No	Programme Name	Duration	Eligibility
1.	Certificate for Beauty Therapist (CBT)	6 Months	10th Pass
2.	Certificate in Hair Stylist (CHS)	4 Months	10th Pass
3.	Assistant Beauty Therapist (ABT)	4 Months	10th Pass
4.	Diploma In Beautician (DB)	12 Months	10th Pass
5.	Yoga Instructor (YI)	6 Months	10th Pass
6.	Yoga Teacher Training	12 Months	12th Pass

Facilities:-

➢ Identity card, Note book, Pan, Certificate/Diploma with industrial training.

Certification:-

➢ Diploma/Certificate Issued by NCVET/DGT/NSDC/SSC Approved Assessment Agency.
➢ Diploma/Certificate Issued by IEDUP.
➢ Certificate Issued by an on-the-job training Partner.

Training & Placement:-

Mandatory 6 Months long supervised on-job training at a reputed Institution/Organization.

उद्यमिता विकास संस्थान, उ0प्र0, लखनऊ

(सूक्ष्म, लघु, मध्यम उद्यम एवं निर्यात प्रोत्साहन विभाग, उ0प्र0 शासन)

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Academy for livelihood & Vocational Training

Sr. No	Programme Name	Duration
1.	Diploma in Fire Technology & Industrial Safety Management	12 Months
2.	Certificate in Fireman	6 Months
3.	Diploma in Industrial Safety	12 Months
4.	Advance diploma in Industrial Safety	12 Months
5.	Diploma in Disaster Management	12 Months
6.	Four Wheeler Mechanic (LMV)	12 Months
7.	Diploma in Automobile Electronics Technology	12 Months
8.	Diploma in Mechanical Engineering	12 Months
9.	Diploma in Civil Draughtsman	12 Months
10.	Industrial Electrician	12 Months
11.	Senior Lineman –Distribution	12 Months
12.	Plumber	12 Months
13.	Pump Operator cum-Mechanic	12 Months
14.	Solar PV Installer (Surymitra)	6 Months
15.	Domestic Electrical Motor Winder	6 Months
16.	Heavy Electrical Motor Winder	12 Months
17.	Diploma in Carpentry	12 Months
18.	Mechanical Fitter	12 Months
19.	Diploma in Wireman	12 Months
20.	Diploma in Library and information science (DLIS)	12 Months

Facilities:-
  ➢ Identity card, Note book, Pan, Certificate/Diploma with industrial training.

  Certification:-
  ➢ Diploma/Certificate Issued by NCVET/DGT/NSDC/SSC Approved Assessment Agency.
  ➢ Diploma/Certificate Issued by IEDUP.
  ➢ Certificate Issued by an on-the-job training Partner.

  Training & Placement:-
  Mandatory 3/6 Months long supervised on-job training at a reputed Institution/Organization.

Academy for Healthcare & Paramedical

S. N.	Programme Name	Duration	Eligibility
1.	General Duty Assistant (GDA)	12 Months	10th Pass
2.	Diploma in Medical Lab Technology (DMLT)	24 Months	12th Pass
3.	Emergency Medical Technician (EMT)	12 Months	12th Pass
4.	Diploma In X-Ray Imaging Technology	24 Months	12th Pass
5.	Diploma in Operation Theatre Technician	24 Months	12th Pass (Science)
6.	Diploma in Medical Record Technology	24 Months	12th Pass (Science)
7.	Diploma in Dialysis Technician	24 Months	12th Pass
8.	Hospital Front Office & Billing Executive	12 Months	Graduate (last year of Graduation)
9.	Hospital Store Assistant	12 Months	12th Pass
10.	Phlebotomy Technician	12 Months	12th Pass
11.	Vision & Ophthalmic Assistant	12 Months	12th Pass
12.	Diploma in Cardiac Technology	24 Months	12th Pass (Science)

Facilities:-

➢ Dress Code, Identity card, Note book, Pan, Certificate/Diploma with industrial training.
  Certification:-
➢ Diploma/Certificate Issued by NCVET/DGT/NSDC/SSC Approved Assessment Agency.
➢ Diploma/Certificate Issued by IEDUP.
➢ Certificate Issued by an on-the-job training Partner.
  Training & Placement:-
➢ Mandatory 6 Months long supervised on-job training at reputed Hospitals/clinic/Labs.

Note: - The Centre should obtain permission of Paramedical Council. If required in their respective state.

Ref. No. -   **Date:**

To
The Nodal Officer
Institute of Entrepreneurship Development,
Regional Center, Himachal Pradesh,
Paonta Sahib (H.P.) 173025

Sub: Application for Empanelment- Vocational Training Partner/Centre.

Dear Sir,

With reference to captioned subject, please find attached herewith our application for affiliation as a Vocational Training Partner/Centre general affiliation along with necessary documents.

We also hereby undertake:

- To adhere/ comply with IED Regional Centre protocols from time to time.
- To furnish information/documents related to our centers and any changes thereof.
- To intimate any changes in documents submitted at the time of Empanelment/affiliation.
- To provide full support for centre audit as per process.
- To ensure provision of requisite training infrastructure including TOT certified trainers.
- To provide training to the beneficiaries in the declared list of centers as per the NOS and guidelines prescribed by IED Regional Center.

We request your acceptance of our Empanelment/affiliation application as a vocational training Centre.

In case, you require any further information/documents, we would be glad to assist you.

                                        Thank you.

Yours,
(Sign and stamp)

Name
Designation,
Contact no.

Institute of Entrepreneurship Development

(Micro, Small & Medium Enterprises & Export Promotion, Govt. of U.P.)
(Regional Center, Himachal Pradesh)
Network Partner:- The Planet Skill Development Mission (TPSDM)
1/8, Kaushal Bhawan, Paonta-Bangran Road, Paonta Sahib,
Sirmour, Himachal Pradesh-173025

www.ieduphp.in   Email:- admin@ieduphp.in

ANNEXURE- II

Format for Empanelment as Training Partner/Center

	GENERAL INFORMATION	
1	Name of the Organization	
2	Nature of Organization (Proprietary/ Partnership Firm/ Registered Company/ Society/ Trust/ NGO/Skill University/ College/ Educational Institutions/ Government and Private ITI/ PMKK Centers/ University, etc.)	
3	Office Space whether Owned, Leased, Rented or Franchise?	
4	Year of Incorporation/ Registration:-	
5	Registered Address:-	
6	Contact no of SPOC:- Email of SPOC :- Contact no of Director:- Email of Director:-	
7	Experience in Training (In Years)	
8	PAN No of Organization	
9	GST No of Organization	
10	No of Employees in the Organization (Enclose details with Name, Qualification, Job Role, Experience)	
11	No of Faculty/ Trainers in the Organization with Area of Specialization (Enclose details with Name, Qualification, Job Role, Experience)	
12	Details of Programme Conducted in last 3 Years (Year: Name of Programme: No of Trainees)	
13	Details of Experience in the Area of Training, Handholding and Mentoring	
14	Details of Currently operational Offices and Training Centers.	
15	Details of Permanent/ Temporary/Affiliation/ Accreditation with EDI/ NSDC/ State Skill Mission/ Other Bodies	
16	Industry Collaborations/ Tie-ups	
17	Audited Annual Turnover for the last three years	
	TRAINING CENTRE DETAILS	

1	Name of the Training Center	
2	Whether Owned, Leased, Rented or Franchise?	
3	Address of the Training Center	
4	Details of the training on-going/ proposed to be conducted in the center	
5	Whether training is being conducted under any scheme of govt. to carry out training?	
6	Details of training being conducted	
7	Total Area of Training Centre	
8	No. of Classrooms	
9	Area of each classroom	
10	Details of the Laboratory and Training Equipment available	
11	Details of Available IT Infrastructure (Computer, Printer, Scanner, Internet, Projector, Display Screen, Other Peripherals)	
12	Details of Other Infrastructure available with Centre (Provision of Geo tagged Biometric Attendance, IP Camera Enabled Classes, Power Backup, Training Aids, Firefighting Equipment, First Aid, Canteen, Separate Washroom Facilities, Copying Equipment, ProperSitting Arrangement, Drinking Water etc.) Furnish Details of above mentioned Infra available with Centre	
13	Library (Provide No and Details of Books available)	
14	Unique ID of DARPAN Portal, if applicable.	
DOCUMENT CHECKLIST FOR APPLICATION		
1	Certificate of Incorporation	
2	Rent Agreement/ Franchise Agreement/ Ownership document of the training center, as applicable	
3	PAN Card	
4	GST Number	
5	Electricity Bill/Telephone Bill/ Municipal House tax Receipt for the last three months of the Training Center.	
6	EDI/ NSDC/ State Skill Mission/ Sector Skill Council accreditation or Affiliation Certificate	
7	Audited Financial Statements for the last three Financial Years.	
8	Photos of: Training Center Building,Approach Road Office and Each Classroom Existing Equipments, Infrastructure, Library	
9	Layout of the current/ proposed training center	

Ref. No. -   **Date:**

To
The Nodal Officer
Institute of Entrepreneurship Development,
Regional Center, Himachal Pradesh,
Paonta Sahib (H.P.) 173025

Sub: Undertaking of Self Owned Centers.

Respected Sir,
This is to declare our self-owned and self-operated centers.

Sr. No.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact Details
1						

Please find enclosed the Lease/Rent/Sale agreement of the above mentioned centres along with this declaration.
We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.
Thank you.

Yours,
(Sign and stamp)

Name
Designation,
Contact no

Ref. No. -   **Date:**

To
The Nodal Officer
Institute of Entrepreneurship Development,
Regional Center, Himachal Pradesh,
Paonta Sahib (H.P.) 173025

Sub: Undertaking of Staff Details.

Respected Sir,
This is to declare our Staff Details.

Name of the Employees	Designation	Employees Category (Permanent/ Temporary/Contract)

Thank you.

Yours,
(Sign and stamp)
Name
Designation
Contact number

Ref. No. -   **Date:**

To
The Nodal Officer
Institute of Entrepreneurship Development,
Regional Center, Himachal Pradesh,
Paonta Sahib (H.P.) 173025

Sub: Undertaking of Single point of Contact Details.

Respected Sir,
This is to declare we Appoint the Single point of Contact in our Behalf.

Name of the Employees	Designation	Contract number & Email ID

Thank you.

Yours,
(Sign and stamp)
Name
Designation
Contact number

(On Rs.100/- Non-Judicial Stamp Paper by Public notary attested)

<u>UNDERTAKING</u>

I _____ S/D/o. _____ authorized signatory of M/s. _____ (if applicable) do hereby state and declare that I have / our Organization has not been blacklisted / debarred by Govt. of India or its undertakings / any State / UT Govt. or its undertaking or any other Govt. of India & State Govt. funding / NON Funding Agencies / Regulatory authorities as on date.

I would immediately inform IED Regional Center, Himachal Pradesh in case of any change in the situation any time hereinafter, on behalf of me or our Organization.

Date: _____ / _____ / _____

Place: _____

(Signature of Authorized Signatory)

Name:_____

Designation_____

Seal: _____

TRAINING PARTNER – DOCUMENTS CHECK LIST <mark>Annexure V</mark>

Sr. No.	Particular	Yes	No	Remark
1	Certificate of Registration of Company/ Firm/ Society/ Trust			
2	Memorandum of Association			
3	Org. Audited Account Statement of last 3years			
4	PAN Number			
5	Service Tax/GST Registration Number			
6	Registration/ Affiliation/ Accreditation of institute			
7	Passport size photograph of main promoter			
8	Age proof of main promoter (Driving license/ passport etc)			
9	Certificates of education qualifications Cum Profile			
10	Photographs / Layout of the current/ proposed training centre (Layout, Classrooms, Workshops & other facilities)			
11	Property document showing ownership/ lease			
12	Income tax return of the main promoter last 3 Years			
13	Documentary proof of industry tie ups			
14	Trainer profile with photograph, Self certified copies of Education certificate of Trainer			
15	Affidavit Org./Individual Not Blacklist by the state/or Center Govt. Org.			
16	Capacity of Class Room & Labs			
17	Training Center Basic Facilities.			
18	Application Fee			