**Terms & Conditions for Empanelment of
“SKILL DEVELOPMENT TRAINING PROVIDERS”**

**1. Purpose**

NITCON proposes to form a panel of Skill Development Training Providers for carrying out Skill Development Trainings on Pan India basis, mainly in the States of Punjab, Haryana, Himachal Pradesh and Jammu & Kashmir.

**2. Minimum Eligibility Criteria**

 The minimum eligibility criteria details are provided in **Annexure‐A**.

**3. Application Submission Guidelines**

 The application shall be submitted in accordance with the following guidelines:

(i) Application shall be submitted in the format prescribed at **Annexure‐B.**

(ii) The application shall be unconditional; otherwise it would be liable for rejection.

(iii) All the information/details are to be supported by authentic documents duly certified by the Applicant.

(iv) Applications shall be submitted in a sealed envelope titled ‘Application For Empanelment of Skill Development Training Providers’ to NITCON.

**4. Empanelment Period**

The Training Provider shall be empanelled for a period of 5 years. However, a review exercise may be made periodically based on performance along with necessary information. NITCON reserves its right to de‐list the name of the Training Provider at any stage, if found unsatisfactory or does not comply with the NITCON’s requirement.

**Annexure‐A: Eligibility Criteria**

|  |  |  |
| --- | --- | --- |
| 1) | Who may Apply | Individual/ Sole Proprietorship Firm, Partnership Firm/ Limited Liability Partnership, Company |
| 2) | Eligibility Criteria | * The applicant should have facilities to conduct short duration modular skill development training programmes in various fields viz. Computer, Electrician, Refrigeration & Air Conditioning and/ or other similar trades where employment opportunities exist.
* The applicant should have capacity to accommodate a batch of 25-30 candidates at a time.
* Minimum 3 years experience in training/ education field.
* The agency should submit a photocopy of Service Tax Registration Certificate, if available.
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**ANNEXURE‐B: APPLICATION FORMAT FOR EMPANELMENT**

**I. General Information**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particulars** | **Details (enclose supporting documents, wherever required)** |
| 1 | Name of the Applicant  |  |
| 2 | Constitution of Applicant (Individual/ Sole Proprietorship Firm, Partnership Firm/ Limited Liability Partnership, Company) |  |
| 3 | Date of Birth/ Date of Incorporation |  |
| 4 | Office Address |  |
| 5 | Telephone Fax Email ID |  |
| 6 | PAN details |  |
| 7 | General Profile of the Applicant |  |
| 8 | No. of Years of Experience highlighting location-wise skill development training activities  |  |
| 9 | Key Personnel Details (Bio-Data) |  |
| 10 | Turnover / Income over the past 3 years |  |  |  |
|  |  |  |
| 11 | Registration of key persons/ applicant with various authorities for Training |  |
| 12 | Infrastructure Availability, specifying locations (Pl. attach Photographs in support and provide list of equipments & tools) |  |
| 13 | Past placement data, supported by documentary evidence |  |
| 14 | Appreciation letters, if any |  |
| 15 | Any other strengths/ achievements you wish to highlight |  |

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

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with NITCON.
2. I/We understand and accept that empanelment shall be at the discretion of NITCON as per requirement and NITCON has a right to reject our application without assigning any reasons therefore.
3. If my/our application for empanelment in NITCON is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by NITCON from time-to-time;
4. I/ We will comply with all statutory/ government provisions/ acts/ laws that may arise from time-to-time as regards the terms & conditions of the services of the persons deputed to work on the agreed assignments during its entire tenure/ till its completion and all liabilities in this respect will be complied with and all expenses met, by me/ us.
5. I/We understand that empanelment as such does not guarantee award of assignment by NITCON;
6. I/We understand that entrustment of assignment is subject to periodical review by NITCON;
7. I/We understand that NITCON reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
8. The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by NITCON from time-to-time;
9. I/We shall maintain secrecy of the business allotted by NITCON;
10. Under no circumstances, I/we shall use the name or logo of NITCON in my/ our correspondence with other institutions;
11. If any wrong practice is detected, I/We hereby consent that NITCON may take steps as deemed fit;
12. I/We undertake to keep NITCON informed of any events or happenings which would make me ineligible for empanelment as a Skill Development Training Provider;
13. I/We have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure;
14. I/We shall strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”;
15. I/We am/are a citizen/incorporated/registered in India;
16. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
17. I/We have not been found guilty of misconduct in professional capacity; and
18. I/We have not been convicted of an offence/ debarred by any agency/ organisation.

Date:

Place: Signature of the Applicant

*(To be signed by the individual/ authorised signatory of the firm/ company)*