

REQUEST FOR PROPOSALS (RFP)

FOR

Selection of Training Provider for Conducting Short Term Training in the Geriatric Caregiver (Institutional & Homecare) Job Role for 30 Candidates to be Implemented in Agartala West District. Tripura

**No.F.5(173)TSDM/2023-Linkfile 1 Part(3)/9533,
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Request for Proposal (RFP) for conducting short term training in the Geriatric Caregiver (Institutional & Home Care)

Job role to be implemented in the West Tripura district Tripura

1. Background

The Directorate of Skill Development invites proposals from eligible and experienced Training Providers (TPs) for the implementation of Short –Term Training (STT) Programmes. This initiative aims to provide gainful employment through quality skill training in relevant sectors and job roles, aligned with local demand through industry partners, knowledge partners and training providers, Government Institutions and Sector Skills Council.

The primary objective of this RFP is to select eligible Training Providers/SSC's/LLP's with a demonstrable track record in delivering quality, outcome-based skill training, and verifiable placement linkages and entrepreneurship development.

2. Details of Job role

Sl. No	Name of the Job role	Sector	Qp Nos	Total Training Hrs.	Target Beneficiaries	Target Age Group	Educational Qualification	Expected Salary
1.	Geriatric Caregiver (Institutional & Home Care)	Health Care Sector	HSS/Q6002	540 Hrs (Theory-240, Practical-300 OJT-180)	ANM/GNM/B.Sc Nursing pass-out Candidates	Minimum 18-45 years	ANM/GNM/B.Sc Nursing	

3.. Eligibility Criteria

Interested Training Providers must meet all of the following minimum eligibility conditions:

1. Legal Status:-

Must be a legally registered entity

Company/LLP/Firm/Society/Trust/Proprietorship/Government

Departments/Autonomous bodies) with valid registration certificates under applicable laws. Copies of incorporation or registration documents must be submitted

2. Experience:

Minimum of **three (3) financial years** of continuous and active presence in the Indian skill ecosystem, particularly in implementing government, PSU, CSR, or self-funded skill development programs. Documentary proof in the form of **Work Orders /Office Orders/MoUs** with government departments or reputed organizations along with **Work Completion Certificates** must be attached.

3. LoI submission:-

Training Providers must submit valid Letters of Intent (LoIs) from companies that meet the following criteria:

- The company with registration in Company's act (registered with MCA/MSME registration) along with a valid workforce entity for a minimum of three years, with an organizational validity of at least three years.
- The company must have been profit-making for at least the past three financial years as of the date of RFP submission.
- The company must commit to retaining the placed candidates for a minimum period of one year.

4. Address of Training Infrastructure:-

Training centers must have basic infrastructure as per NSDC norms and must be located within the state of Tripura. Ownership or lease documentation of the training centers must be submitted along with geo-tag photographs.

5. Certified Trainers

Trainers must possess **valid ToT (Training of Trainers)** certification for the relevant job roles issued by the Sector Skill Councils (SSCs) and the job role for which the agency has applied for. The copy of ToT Certificate needs to be submitted.

6. Legal & Statutory Compliance

The TP must submit valid PAN, GST Registration, ESIC, EPFO registration (if applicable), /IT return (Last Three years) and Audit Report (Last Three Years) and other applicable compliance certificates. Copy of all these documents need to be submitted.

7. Training Session Plan

TPs must provide a detailed day wise /week wise **Session Plan with targets and sub targets** aligned with the National Occupational Standards (NOS) for each job role before getting the approval.

8. On-the-Job Training (OJT) Plan Submission:

Training Providers must **submit a detailed OJT plan** for each of the proposed job roles. The OJT plan must clearly include the following:

- Job Role-wise OJT framework
- Duration of OJT
- Proposed OJT locations
- **Supporting documents or letters of consent** from associated **industries, departments, or institutions** confirming their willingness to host the OJT.

Note:-

5.- The mobilization list must be submitted prior to the commencement of the training batch. The list of candidates shall also be communicated to the respective District authorities. Candidate mobilization shall be the sole responsibility of the Training Provider.

4. Proposal Evaluation Criteria

Proposals will be evaluated on a point-based system with the following key evaluation parameters:

Sl. No.	Evaluation Parameter	Maximum Marks
1	Number of years of experience in skill-based training	5
2	Evidence of working with Government/PSUs/CSR projects (attach Work Orders/MoUs along with work completion certificate)	10
3	Valid Lols from Placement Agencies/Employers within State	35
4	Valid Lols from Placement Agencies/Employers outside state	10
5	Centre readiness as per NSDC Norms	10
6	Trainer ToT certifications from SSCs	10
7	Detailed Session Plans and OJT Roadmap	15
8	Proper Submission of PAF-Annexure-I along with valid documents as mentioned in point 6	5
Total		100

5. Submission Requirements

Training Providers must submit a structured proposal that includes the following:

- Cover Letter (**Annexure IV**) on letterhead, signed by authorized representative.
- Duly filled **Annexure I** (Project Application Form - PAF).
- **Annexure II** – List of Job Roles proposed.
- **Annexure III** – Self-declaration of compliance with eligibility.
- **Annexure-V** – Self Declaration for authenticity and compliance
- Detailed session plans and OJT plans per job role.
- Supporting documents (refer checklist below).

6. Document Checklist (Self-attested copies required)

- Legal Registration Certificate of the entity
- PAN, GST, and other applicable legal registrations
- Work Orders / Office Orders / MoUs from previous projects
- Valid NSDC Registration of the Training provider
- SMART NSDC Accreditation Certificate for training centres
- ToT Certificates for proposed Trainers (job role specific)
- Placement Proof ($\geq 75\%$ placement in last 3 years)
- Valid Lols from Employers/Placement Agencies
- Centre ownership/lease agreement
- Infrastructure readiness documents
- Trainer resumes and qualifications
- Residential facility details (if applicable)