

Empanelment of Business Associate/ Service Providers

For

Conduct of Skill Development Training/ Vocational Training on All India Basis

AFC India Ltd intends to expand its skill development activities across the country. For this purpose, AFC India Ltd invites applications from Service Providers having suitable infrastructure and teaching facilities in various fields and are interested to work with AFC in providing the skill development training services.

Interested Service Providers may refer the application form for details including scope of work, documents for submission and terms of reference.

The applications may be submitted to:

Shri D C Sharma

Vice President

AFC India Ltd

B-1/9, Community Center

Janakpuri, New Delhi- 110 058

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APPLICATION FORM

For

Empanelment of Business Associates/ Service Providers

For

**Conduct of Skill Development Trainings/ Vocational Training
on All-India Basis**



AFC INDIA LIMITED

(Wholly owned by NABARD, Commercial bank & EXIM BANK)

B-1/9, Community Centre, Janakpuri, New Delhi-110058

Tel: +91 11 45791190-96, Fax: +91 11 45791189-96

**Email: afcindia.delhi@gmail.com; dcsharma.afc@gmail.com;
ankur.jems@gmail.com**

1. About AFC India Ltd

AFC India Ltd is an **ISO 9001-2008, Deemed Government Company** established in **1968 by a consortium of leading banks**; nearly 95% of its shares being held by **nationalized banks, NABARD and EXIM Bank**. It has multi-disciplinary consultancy and technical support institution specialized in rural development, agriculture and social sectors. AFC India Ltd has over forty seven years of experience in aforesaid sectors. Training/ Skill Development has invariably been the part and parcel of number of assignments handled by AFC since the establishment of the organisation. AFC has been providing services mainly to various central and state government agencies and departments including the multilateral funding agencies.

2. Activities of AFC India Ltd

AFC India Ltd serves the entire value chain of agriculture, and social sector development from policy advocacy to project implementation in rural and semi-urban areas. It has the expertise of:

- ◆ Consultancy Services – agriculture, water resources, rural development, environment & forests and other social sectors including women empowerment, training and capacity building
- ◆ Project Management Agency
- ◆ Management & Support Group
- ◆ Project Implementation

AFC India Ltd has diversified into large scale grassroots level project implementation, livelihood development, organic farming, agriculture extension services, environmental impact assessments, retail microfinance operations, education, women empowerment, skill development, financial literacy, training and capacity building. Over a period of time, AFC India Ltd has undertaken a variety of Skill Development Training Programmes with various Ministries and State Government covering the states of Tripura, Odisha, Uttar Pradesh, Haryana, Tamil Nadu, Rajasthan, etc.

3. Scope of Work for Agency

AFC India Limited, intends to expand the Skill Development Training/ Vocational Training programme in PAN India for which it is in process of acquiring new skill development projects from Central/ State Governments and other autonomous bodies. Therefore AFC India is looking for Business Associates/ Service Providers for the execution of the Skill Development Training Programme in a professional manner.

For selection of an agency for empanelment as Business Associates/Service Providers for executing the Skill Development related projects, besides a good organizational set-up, Financial Capability, and Certified Trainers the following infrastructure/ facilities should also be available with the Service Provider:

- i) The Agency should have sufficient number of Training Centres in a particular state (s) and the centres should be fully equipped with all the infrastructure facilities (as per industry standard);
- ii) There should be ample number of computers and other peripherals at the centre;
- iii) The Training Centre should be conveniently located having easy accessibility;
- iv) The handbook, reading material, kit & handouts to be provided to the candidates and should be commensurate to course;
- v) The Training Centres should have the Skype facility & bio-metric attendance system;
- vi) 90% attendance is compulsory for the training programmes and therefore, the trainees should be persuaded/ counselled to attend the course on regular basis.
- vii) The faculty to be deployed should have required qualification, proven ability and experience commensurate to the courses;
- viii) There should be separate toilets for ladies & gents;
- ix) The training centre should meet the minimum eligibility criteria as per the Vocational Training Providers Standard norms;
- x) The Centre should have record of all training programmes.

4. Type of Skill Development Training Programme:

The various sectors for which AFC India Ltd is interested in empanelling the Business Associate/ Service Providers are given below:

- | | | |
|---|-----------------|-------------------------|
| ✓ Agriculture | ✓ Capital Goods | ✓ Retail Sales |
| ✓ Apparel, Made-ups & Home Furnishing | ✓ Construction | ✓ Rubber |
| ✓ Automotive | ✓ Electronics | ✓ Security |
| ✓ Beauty & Wellness | ✓ Healthcare | ✓ Textile |
| ✓ Banking, Financial Services & Insurance | ✓ Iron & Steel | ✓ Telecom |
| | ✓ IT/ ITes | ✓ Tourism & Hospitality |
| | ✓ Plumbing | |
| | ✓ Leather | |
| | ✓ Life Sciences | |
| | ✓ Logistics | |

The Business Associates may opt for more than one trade. Sectors may increase as per requirements.

5. Details of experience, training centres, faculty and placement details of Business Associate

- Details of Experience - About the Training Programmes Conducted/ Closed and/ or on-going.
- Details of the Training Centres available with Agency with all required infrastructure
- Details of Teaching Faculty/Trainers available with agency
- Details about the Placement Cell, infrastructure available, Methodology & Planning, placement made so far & future Action-Plan for adding more clients

(Please provide the supporting documents)

APPLICATION FORM

PART-A

Organisation Details

1. Name of the Organisation : _____

2. Regd. Office Address of Organisation :

Ph.:_____ Fax: _____ Email _____

3. Corporate/Branch Office address : _____

Ph.:_____ Fax: _____ Email _____

4. Date of Establishment : _____

(Please attach copy)

6. Year of Registration : _____ (Please attach copy)

7. Registered as: _____

7. Corporate Identity No., if any : _____ (please attach copy)

8. Service Tax Code [Registration No.] : _____ (please attach copy)

9. PAN No. : _____ (please attach copy)

11. TAN No. : _____ (please attach copy)

12. Turnover of last three years from Skill Development Training

Programmes:_____

(Please attached Audited Balance Sheets and Income Statements)

13. Name and Details of Contact Person:_____

14. Contact details of branch offices (if any):_____

15. Major functions of the organisation: _____

16. Relevancy of the organisation to undertake the assignment

17. Trades & locations in which willing to impart

training_____

PART – B

(a) State wise details of Training Centre Availability for Conduct of Skill Development Training Programmes

Sl No	Name of Block/ District	Name of State	Address of Training Centre	Infrastructure facilities available at the centre (with details)	Whether on ownership basis, on rental or on Franchise basis (submit proof)	Rental of the Centre/ Fee etc. (p.m.)	Period of Agreement	From when centre is operative	Training Courses Conducted Presently *	Number of Trainees getting training

*Please provide the training details as per the format given at next page and attach necessary supporting documents

(c) Details about Manpower of the Organisation

- 1. Total Number of staff _____
- 2. Total number of Full Time and Part Time Staff _____
- 3. Total number of Permanent and Temporary Staff _____
- 4. Number of trainers

Details about the Faculty/ Trainers available with the agency for the Training of the trainees

SI No	Name of Faculty	Educational Qualification	Year of Passing	Name of University	Total Experience (Years & Months)	Details of Courses conducted in present employment	Name of Present Employer	Post Held	From	To	Previous Experience in Training	Relevant Experience (in years)

- 5. Details of management staff

Name	Designation	Qualification	Years of Experience

(d) Details about Placement Cells

1. Describe the task being carried out by Placement Cell, Methodology and Planning carried out for placement of trainees under various programmes:
2. Details of the Manpower available in Placement Cell & facilities available:
3. Details of the Infrastructure available in Placement Cell:
4. List of organizations/companies with agency as of now for placing trainees in Job Employment:
