

**OFFICE OF THE
DISTRICT RURAL DEVELOPMENT AGENCY
UNAKOTI DISTRICT, KAILASHAHAR**

No. F. 10(3)/DRDA/U/TRG/BADP/2017-18/1211

Dated, Kailashahar
The, 16/01/2018

NOTICE

Sealed RFP is here by invited by the undersigned from bonafide competent Agencies /Firms/ having experience to provide training on different trades under Skill Development Training programme.

2) Detailed terms and conditions will be available in the Office of the Project Director, DRDA Unakoti, Kailashahar on all working days, between 10am and 5pm, on or before 25. 01. 2018.

3) Please visit <http://www.unakoti.nic.in> for detailed terms and conditions.



**(Dr. Sandeep R Rathod, IAS)
Chief Executive Officer
(DM & Collector)
District Rural Development Agency
Unakoti District, Kailashahar**

**REQUEST FOR PROPOSAL FOR CONDUCTING SKILL DEVELOPMENT TRAINING
FOR UNAKOTI DISTRICT**

REQUEST FOR PROPOSAL

District Rural Development Agency (DRDA) Unakoti District, Kailashahar, invites Request For Proposal (RFP) from competent Agencies for conducting Skill Development Training on Plumbing, Motor Driving, Rod Binding, Masonery, Carpentry, Beauty Parlor Trade separately.

INSTRUCTION TO AGENCIES - STANDARD

Agencies are advised to study this RFP document carefully before participating. It shall be deemed that submission of proposal by the agency has been done after their careful study and examination of the RFP with full understanding to its implications. Any lack of information shall not in any way relieve the agency of his responsibility to fulfil his obligations under the Proposal.

INSTRUCTIONS

- a) This RFP is open to agencies fulfilling the criterias.
- b) The interested agencies will put the quotation which shall always be placed in sealed covers with the name of work written on the envelop will be received on all working days, between 10 am and 5pm, on or before **25th January, 2018** at the given address for communication.
- c) The Proposal /Tender may be opened at the office chamber of the Sr. Dy. Magistrate of the Office of the District Magistrate & Collector, Unakoti District, Kailashahar if possible. If any exigencies arise the opening of Tender Box may be delayed.
- d) The DRDA, Unakoti District, Kailashahar will select the agency/agencies, in accordance with the method of selection process.
- e) Interested Agencies may submit Proposals for each trade separately for providing services required for the assignment named preparation of **“Skill Development Training Projects on _____ (Name of Trade)”**
- f) Interested Agency shall submit proposal/quotation in two parts one is Technical Bid and other one is Financial Bid in one packet for each trade at the address for communication given “The Project Director, District Rural Development Agency, Unakoti District, Kailashahar”
- g) Interested Agency shall prepare and submit Technical Bid proposal as per **Annexure – I** and Financial Bid proposal as per **Annexure – II**.

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- h) The Purchaser is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agencies.
- i) The RFP document will not be sold and non transferable under any circumstances. The cost of RFP document must be deposited along with submission of RFP documents against non-refundable payment of **Rs. 500.00 (Rupees five hundred only)** by demand draft for each trade drawn in favour of "The Project Director, DRDA Unakoti District, Kailashahar" payable at Kailashahar. The RFP Document is not transferable to any other agency.
- j) Agency is expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish all requisite as streamlined or to submit a proposal not substantially responsive to the RFP document in every respect will be at Agency's risk and may result in the rejection of their Proposal.
- k) The agency is responsible for all costs incurred in connection with participation in the process/meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DRDA, Unakoti to facilitate the evaluation process and in negotiating a definitive Service Agreement or all such activities related to the proposal process. Further, no reimbursable cost may be incurred in anticipation of award.

PROPOSAL VALIDITY

Proposals will remain valid for **180** days after the submission date.

AMENDMENT TO RFP DOCUMENT

- a) At any time prior to the deadline (or as extended by DRDA, Unakoti, Kailashahar) or submission of proposals, DRDA, Unakoti, Kailashahar, for any reason, whether at its own initiative or in response to clarifications requested by prospective agency may modify the RFP document by issuing amendment(s).
- b) All agencies will be notified through Corrigendum /amendment(s) by sending official letter and these will be binding on them.

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c) In order to allow agencies a reasonable time to take the Corrigendum /amendment(s) into account in preparing their proposals, DRDA, Unakoti, Kailashahar, at its discretion, may extend the deadline for the submission of proposals.

EARNEST MONEY DEPOSIT

- a) An EMD of **Rs 10000/-** (Rupees ten thousand) only for each trade in the form of DD drawn in favor of the "Project Director, DRDA Unakoti District, Kailashahar" must be submitted along with the Proposal.
- b) Proposal not accompanied by EMD shall be rejected as non-responsive.
- c) No interest shall be payable by the Purchaser for the sum deposited as earnest money and security deposit.
- d) No bank guarantee shall be accepted in lieu of the earnest money deposit.
- e) The EMD of the unsuccessful agencies shall be returned back within one month of signing of the contract/MoU.
- f) The EMD of a successful agency will be transferred as security deposit and the rest amount of **5%** of total project cost will also be deposited for each trade as security deposit in the form of DD drawn in favor of the "Project Director, DRDA, Unakoti District, Kailashahar" by the agency after finalization of RFP before awarding the contract or issuing work order. The security deposit will be released within 3 (Three) months after successful completion of the project.
- g) The EMD may be forfeited either in full or in part, at the discretion of Purchaser, on account of one or more of the following reasons:
 - i. The successful agency withdraws its Proposal during the period of Proposal validity specified by it on the Proposal Letter Form.
 - ii. The agency fails to co-operate in the Proposal evaluation process.
 - iii. If the proposal or its submission is not in conformity with the instructions mentioned herein.
 - iv. If the agency violates any reason of RFP stated in RFP document.
 - v. In the case of a successful agency fails to
 - a. Accept award of contract or work order,
 - b. Fails to sign the Contract Agreement in time,

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- c. The agency violates any of such important conditions of this RFP document or indulges in any such activities as would jeopardize the interest of Purchaser in timely finalization of this RFP.

The decision of DRDA, Unakoti, Kailashahar regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the agency by the Purchaser.

RIGHT TO ACCEPT/REJECT THE PROPOSAL

Purchaser reserves the right to accept or reject any Proposal and to cancel the RFP process and reject all such proposals at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

The name of work shall be written on the top of the sealed envelop and should have the following:

- a) Technical Bid duly written and sealed.
- b) Financial Bid duly written and sealed.

If the agency found successful in Technical Bid, then his Financial Bid for the particular trade shall be opened later.

If the envelope is not sealed and the name of work is not written on the envelope the Purchaser will bear no responsibility for the misplacement or premature opening of the proposal.

Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid.

Proposals sent through Telex/Telegrams/Fax/e-mail will not be acceptable.

The proposals received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected. Prices shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding.

OPENING OF PROPOSALS AT DRDA, UNAKOTI

Purchaser may open proposals at the office chamber of the Sr. Dy. Magistrate, Office of the DM & Collector, Unakoti District, Kailashahar Agency's representatives (Maximum 2) may attend the opening, and those who are present shall sign a register evidencing their attendance.

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COURSE DURATION & CONTENT:

The affiliated Training Centre shall be functioning continuously at least 8 hours per working day. The batch will be comprised maximum to 30 trainees per trade.

The Training course content and course duration for each trade shall be followed as per National Skill Qualification Framework (NSQF) under PMKVY-2 guideline by the awarded/successful Agency.

MOBILISATION:

School and undergraduate college dropouts, interested unemployed youth of age 18 years and onwards of this Block areas are the targeted group for the project. **Mass and fake enrolment of trainees shall not be allowed under the project.**

The awarded agency shall conduct various campaigns or awareness programme across the District for which they were awarded. The campaigns or awareness programme may comprise a combination of Door to Door visit, interaction with community based groups, local leaderships. The agency shall invite the elected members of ongoing Panchayat or Municipal council, Govt. officials of concerned Panchayat office or Municipal council, local leadership & reputed social worker in the campaign. The agency is responsible to take the signature of invitees and participants in a register by specifying date, time & venue which shall be maintained by the agency. The agency shall supply the application form to all the participants to apply. The following information of each participant shall be contained in the application form :

- 1) Name of the Candidate
- 2) Name of guardian of the candidate
- 3) Address of the candidate
- 4) Date of Birth of the candidate
- 5) Candidate's Aadhar No.
- 6) Candidate's mobile No.
- 7) Candidate's Bank Account details
- 8) Qualification of the candidate
- 9) Interested to take Training in which Trade

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The agency is responsible also to submit the filled application to the concerned BDO and the BDO shall finalise the final list of beneficiaries/participants from the submitted application by maintaining all formalities. The concerned BDO shall also send the finalised list to the Project Director, DRDA, Unakoti District, Kailashahar. The Project Director shall give permission to the agency by taking prior approval from the CEO, DRDA, Unakoti District, Kailashahar to enrol the trainees as per finalised list.

The awarded agency shall submit the list of campaign/awareness programme which will be conducted by specifying venue, date & time in advance to the Project Director and concerned BDOs.

The finalised identified beneficiaries/participants shall be enrolled trade wise as trainee by filling a self declaration format as per **Annexure III**. The size of the batch shall not be exceeded to 30 at any cost.

MONITORING MECHANISM:

District Administration, Unakoti District, Kailashahar reserves the right to monitor the outcome of the project under taken and completed satisfactorily by the Project Implementing Agency (PIA). The District Administration, Unakoti District, Kailashahar (Monitoring Agency) may take help of the Block level officials of the District for the purpose. The direction (s) in this regard for the purpose will be given time to time to the concerned Block Development Officer (BDO) by the Project Director (Addll. District Magistrate), DRDA, Unakoti District. The BDO(s) will give appropriate direction(s) time to time for smooth functioning of the project.

The Project Implementing Agency (PIA) shall provide relevant and necessary documents as desired time to time by the verifying officials. The PIA shall also explain the necessity/purpose of the documents to the verifying officials at the time of verification.

The Monitoring Agency also reserves the right to verify the relevant and necessary documentary evidences of ongoing projects even in relation to the previous similar contracts/projects as executed by the PIA.

The concerned BDO may utilise the service of Panchayet Extension Officer (PEO) of the concerned Block for Block level monitoring and also utilise the service of Panchayat Secretary (PS) or Rural Programme Manager (RPM) or any

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competent officials for GP level monitoring.

The PS, RPM or competent officials shall visit the training centre(s) regularly two times in a week at working hours and also verify the daily electronic attendance sheet batch wise and trade wise and payments related documents about Tiffin, Stipend etc at the time of visit and shall put his/her signature on the relevant document(s) by mentioning time & date positively.

The PIA shall maintain always the verified counter signed daily electronic attendance sheet(s) of trainees batch wise and trade wise, all types of payments related documents (Cheques/Bank Transfer sheet etc) about Tiffin, Stipend etc and also submit the same by hand to the concerned Panchayat Extension Officer (PEO) of the Block weekly. The concerned PEO again verify and certify the documents and also send the certified documents to the concerned BDO at earliest or within one week from the receipt. All the reports shall be again re-verified and countersigned and sent to the Project Director by the concerned BDO at earliest or fortnightly.

All the documents shall be re-checked again carefully and furnished to the District Magistrate & Collector, Unakoti District, Kailashahar for necessary decision.

The agency may submit the prayer to release the 1st instalment i.e. 30% of the total Project cost (Batch wise & Block wise) after 15 days of the commencement of the training against validated candidates and the prayer shall be countersigned by the concerned BDO after verifying all requisite documents. The agency shall furnish all the requisite documents with the prayer as desired by the BDO.

The agency may submit the prayer to release the 2nd instalment i.e 50% of total cost (Batch wise & Block wise) after 15 days of successful completion of training and the prayer shall be countersigned by the concerned BDO after verifying all requisite documents. The agency shall submit the certification **(As per Annexure IV)** of the trainees (Participant wise) with the prayer.

The agency may submit the prayer to release the 3rd instalment i.e 20% of total cost (Batch wise & Block wise) after 15 days of successful assessment by the Assessment Board and the prayer shall also be countersigned by the concerned BDO after verifying all requisite documents. The agency shall submit the certification of the Assessment Board with the prayer.

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If any evidence(s) of the following have been found correct then the stringent action will be taken by the purchaser :-

- a) Fake enrolment
- b) Mass enrolment
- c) Training Centre not found at the specified address
- d) Training not provided to the enrolled trainees
- e) Forging /manipulating the data regarding training
- f) Training not provided as per NSQF
- g) Misleading trainees during mobilisation or any point
- h) Any other serious violation of the points as stated in RFP document
- i) Violation of any of the terms and conditions stated in RFP document
- j) Violation of any other issue relating to training but not specified

The decision regarding breach of any as streamlined committed by the PIA shall be discussed with the PIA and after discussion decision(s) taken by the purchaser shall be conclusive, final and binding on the PIA and PIA shall not question the same in any court, tribunal etc.

ASSESSMENT

Internal Assessment shall be done by the Assessment Board. The Assessment Board shall be comprised by the following

- | | |
|-------------------------------|----------|
| 1) GM DIC, Unakoti | Chairman |
| 2) E.E. RD, Kumarghat | Member |
| 3) Principal ITI, Kailashahar | Member |
| 4) D.W.O Unakoti, Kailashahar | Member |
| 5) Asstt. Project Director | Member |

The parameters of the assessment are as follows :

- i) Practical Part (Trade wise)
- ii) Oral question and answer

The PIA shall responsible to conduct assessment by taking prior permission and date & time and venue from the Chairman of the Board. All logistic support and necessary arrangements shall be provided by the agency.

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RELEASE OF FUNDS:

1st Instalment:

The 1st instalment i.e 30% of the total project cost (Batch wise & Block wise) will be released only on the basis of the prayer furnished and countersigned by the respective BDO.

2nd Instalment

The 2nd instalment i.e 50% of the total project cost (Batch wise & Block wise) will be released basis on the prayer furnished and countersigned by the respective BDO.

3rd Instalment

The 3rd instalment i.e 20% of the total project cost (Batch wise & Block wise) will be released basis on the prayer furnished and countersigned by the respective BDO.

RFP TERMS AND CONDITIONS

The following are the conditions, which are to be necessarily fulfilled for evaluation of the proposed RFP. Only those interested agencies who satisfy the following criteria should respond to this RFP:

- a) The interested agencies will put the quotation which shall always be placed in sealed covers with the name of work written on the envelop will be received on all working days, between 10 am and 5pm, on or before **25th January, 2018** at the given address for communication.
- b) The Proposal /Tender may be opened at the office chamber of the Sr. Dy. Magistrate of the Office of the District Magistrate & Collector, Unakoti District, Kailashahar if possible. If any exigencies arise the opening of Tender Box may be delayed.
- c) The interested agencies may submit the quotation either by post or by a person. No late receipt of sealed quotation after the stipulated time and date will be entertained. Any quotation received after the closing time for submission of RFP shall be returned unopened or treated as cancelled.
- d) The agencies shall quote the rates and amounts quoted by them both in figures as well as in words.

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- e) An EMD of **Rs 10000/-** (Rupees Ten thousand) only for each trade in the form of DD drawn in favor of the “Chief Executive Officer, DRDA Unakoti, Kailashahar” must be submitted along with the Proposal. EMD in any other form will not be accepted. Quotation not accompanied by EMD shall be rejected as non-responsive.
- f) The Agency shall be registered with the Directorate Skill Development, Govt. of Tripura and also having GST/TEN/Service Tax/Registration/PAN etc documents. Without submission of these documents tender treated as cancelled.
- g) This RFP Document is duly signed on all pages as acceptance of terms and conditions by the authorized signatory of the agency. If the RFP Document is not duly signed on all pages as treated as non responsive.
- h) The Agency shall have at least 2 (Two) permanent Training Centre as per specification under PMKVY -2 guideline in the State and must complete the training programme successfully at least for 500 trainees in last financial year and also must submit Training Completion certificate with the Quotation.
- i) The successful Agency shall deposit 5% of the total project cost for each trade as security deposit in the form of DD drawn in favor of the “Project Director, DRDA, Unakoti District, Kailashahar” after finalization of RFP before awarding the contract or work order.
- j) The Agency shall submit CAD diagram of permanent Training Centre.
- k) The agency shall provide all requisite training equipments to all the trainees at the time of commencement of schedule training.
- l) The agency shall provide Tiffin allowance at Rs. 20/= (Rupees twenty) only, per trainee per attendance and non submission of attendance may debar in getting the same by the agency.
- m) The agency shall provide one time stipend based on the attendance to the successful trainee per course at the rate stated hereunder at the end of the training:
 - i. The person who achieved minimum 80%-89% of total attendance will get Rs. 1200/=

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- ii. The person who achieved minimum 90% and above of total attendance will get Rs. 1500/=
 - n) The agency shall submit daily electronic attendance sheet certified by the authorized signatory for each trade to the Project Director, DRDA, Unakoti District, Kailashahar without fail.
 - o) After successful completion of training, the agency shall supply the required Tool-Kits as per trade to the successful trainees.
 - p) The Agency must submit the proposal/quotation for each trade separately in a sealed envelope. The name of the work must be written on top of that envelope and should have the following :
 - i) Technical Bid duly written and sealed.
 - ii) Financial Bid duly written and sealed.
- If the agency found successful in Technical Bid, then his Financial Bid for the particular trade shall be opened later.
- q) The Agency should be an established Agency working in Livelihood Projects and allied fields and should have been in the business for a period exceeding three years as on 31st March 2017 and Agency must be having a registered office/Branch Office with legal and physical presence as per PMKVY-2 guideline.
 - r) After awarding/issuing the work order, MoU must be signed between the CEO, DRDA, Unakoti District, Kailashahar and the authorised signatory of the agency.
 - s) The Agency shall have bank's certificate of solvency.
 - t) The Agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.
 - u) Conducting the awareness programme for each trade in different areas of the District is sole responsibility of the Project Implementing Agency (PIA). PIA shall collect the list of the trainees for each trade separately from the concerned BDOs of the District and also intimate the final status of enrolment of the trainees to the Project Director, DRDA Unakoti District, Kailashahar.

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- v) The decision regarding breach of any terms and conditions under this contract committed by the PIA shall be discussed with the PIA and after discussion decision(s) taken by the purchaser shall be conclusive, final and binding on the PIA and PIA shall not question the same in any court, tribunal etc.

An Agency shall only submit one proposal on each trade for the project. If an Agency submits or participates in more than one proposal for the same, such proposals shall be disqualified.

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ANNEXURE - I

TECHNICAL BID PROPOSAL:

SI No.	Particulars	Remarks
1	Name of the Agency with full address	
2	Name of work	
3	Number of years of Experience for conducting training in the stated field. (Xerox Copy to be enclosed)	
4	No of DD with issuing date as the cost of RFP document (Xerox copy to be enclosed)	
5	No of DD with issuing date as the cost of EMD (Xerox copy to be enclosed)	
6	Valid Empanelled/Registration Certificate issued by Director of Skill, GoT.	
7	Valid certificate of GST/TEN/Service Tax/PAN (Xerox copy to be enclosed for each)	
8	Submit receipt of latest Income Tax Return filed with Income Tax PAN no.	
9	Location of permanent Training centre	
10	Valid approval certificate as per PMKVY - 2 guideline for training centre issued by competent authority. (Xerox copy to be enclosed)	
11	Training completion certificate for similar type of training in last financial year	
12	CAD diagram of Training centre (Xerox copy to be enclosed)	
13	Required Tool-Kit as per course with details which is to be supplied to the successful trainee.	
14	Valid Bank's certificate of solvency of Agency	

**Signature: -
Name of the Authorized signatory**

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ANNEXURE - II

FINANCIAL BID PROPOSAL:

SI No.	Particulars	Remarks	
1	Name of the Agency with full address		
2	Name of work		
	Particulars	In figure	In word
3	Cost of Training per trainee		
4	Stipend @ Rs. 1500 (Rupees one thousand & five hundred) only per trainee per course		
5	Tiffin allowance @ Rs. 20 (Rupees Twenty) only per trainee per attendance.		
6	Total Cost		

**Signature: -
Name of the Authorized signatory**

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ANNEXURE - III

SI No	Particulars	Remarks		
1	Name of the Candidate			
2	Name of gurdian of the candidate			
3	Address of the candidate	Name of Block	Name of GP	
4	Date of Birth of the candidate			
5	Candidate's Aadhar No.			
6	Candidate's mobile No.			
7	Candidate's Bank Account details	Name of Bank & Br	IFS Code	Account No
8	Qualification of the candidate			
9	Interested to take Training in which Trade			

SELF-DECLARATION BY TRAINEE

I, _____ (Name of the Candidate) of _____ (Village),
 _____ (Name of GP) _____ (Name of Block)
 have declared that I did not take Skill Development Training on _____
 (Name of Trade) earlier. I understand that this training will help me to get enhance
 wages which will help to maintain my livelihood and also uplift my socio economic
 status.

Signature of Trainee

GURDIAN'S DECLARATION

I, _____ (Name of the Guardian) the guardian of
 Sri/Smt _____ (Name of the Candidate) of _____
 (Village), _____ (Name of GP) _____ (Name of
 Block) have declared that I am well informed about the Skill Development Training
 and I have given permission to him/her _____ (Name of
 candidate) to attend/Participate in the ibid Skill Development Training.

Signature of Guardian

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Pass Port
size photo
of Trainee

ANNEXURE - IV

TRAINEES SELF ASSESSMENT FORMAT

Sl No	Particulars	Remarks		
1	Centre ID			
2	Location of the Centre			
3	Name of the training course			
4	Name of the Candidate			
5	Candidate's Aadhar No.			
6	Candidate's mobile No.			
7	Candidate's Bank Account details	Name of Bank & Br	IFS Code	Account No
8	How did you come to know about the Skill Development Training (Please tick)	From Agency'	From Newspaper	From Any other source
9	Are you briefed well about your training, Tiffin allowance & Stipend ? (Y/N)			
10	Did the agency provide skill training with all requisite training equipments ? (Y/N)			
11	Did the agency aware the Health & Safety Security according the course ? (Y/N)			
12	Have the PIA provided/imparted fruitful training to you properly ? (Y/N)			
13	Is course content helpful to enhance your skill in this trade ? (Y/N)			
14	Are you satisfy by getting the Skill Development Training ? (Y/N)			
15	Was the training conducted in your regional language ? (Y/N)			
16	Is the training Centre easy to reach ? (Y/N)			
17	How many days you attended the training programme			
18	Did you get the Tiffin allowance at Rs. 20/= (Rupees twenty) only per attendance in terms of cash ? (Y/N)			
19	Please furnish the Xerox copy of the cheque or Bank Transfer statement for the payment. (Please tick)	Bank Cheque	Bank Statement	No.
20	Did you get the one time stipend as per attendance for the course in terms of cash ? (Please tick)	The person who achived minimum 80% - 89% of total attendance will get Rs. 1200/=	The person who achived minimum 90% and above of total attendance will get Rs. 1500/=	Bank Transfer or Bank Cheque
21	Please furnish the Xerox copy of the cheque or Bank Transfer statement. (Y/N)			
22	Did the agency supply required Tool-Kits as per trade after successful completion of training ? (Y/N)			
23	Was the Training Centre good in terms of space, light & cleanliness ? (Y/N)			

Signature of the Trainee