

No.22(12)/2019-EDI
Government of India
Ministry of Micro, Small & Medium Enterprises
EDI Section

Udyog Bhawan, New Delhi – 110011
Dated the 19th November, 2020

To

(As per list enclosed)

Sub:- Letter of Invitation (LoI) for assignment under Scheme of Survey, Studies and Policy Research - regarding.

Sir/Madam,

We invite Technical and Financial proposal for the Assignment titled “Evaluation study of the Central Sector Scheme of Ministry of MSME viz. ‘**Assistance to Training Institutions (ATI)**’ Scheme on Quality and Cost Based Selection (QCBS). More details of the Assignment are provided in the Terms of Reference (TOR).

2. This letter of Invitation has been addressed to the following shortlisted institutions/Consultants. It is not permissible to transfer this invitation to any other Institution:-
1. Management Development institute (MDI), Gurgaon.
 2. National Institute of Financial Management (IIFM), Faridabad.
 3. NIESBUD, Noida.
 4. National Council of Applied Economic Research (NCAER), Delhi.
 5. Institute of Applied Manpower and Research (IAMR), Delhi.
 6. Institute of Economic Growth (IEG), University of Delhi.
 7. Indian Institute of Technology (IIT), Delhi.
 8. Council of Science & Industrial Research (CSIR), New Delhi.
 9. Tata Energy Research Institute (TERI), New Delhi.
 10. National Research Development Corporation of India (NRDCI), New Delhi.
 11. Indian Institute of Foreign Trade (IIFT), New Delhi.
 12. Indian Institute of Public Administration (IIPA), New Delhi.
 13. Nation Productive Council (NPC), New Delhi.
 14. NITCON Ltd., Chandigarh.
 15. JPS Associate (P) Ltd., New Delhi.
 16. Birla Institute of Management Technology (BIMTECH), Greater Noida
 17. All India Management Association (AIMA), New Delhi.
 18. Indian Institute of Management (IIM), Lucknow (Noida Branch).
 19. Asia Pacific Institute of Management (APIM), New Delhi.
3. With this Letter of Invitation, the following documents are enclosed:
- i) Terms of Reference (ToR) of the Assignment.
 - ii) Standard form of Certificates to be included in the proposal (**Annexure-A, Annexure-B and Annexure-C**).
 - iii) Standard form of Agreement.
 - iv) Copy of the Scheme of Surveys, Studies and Policy Research.
 - v) Time Schedule and Bid Evaluation criteria and selection process of the Agency.

Contd..2/-

4. We will be happy to receive your proposal for undertaking this Assignment. The evaluation of the proposal(s) received will be done by the Evaluation Committee referred to in paragraph 3(iv) of the Scheme document and on approval, the decision will be communicated to you.
5. Your detailed Technical Proposal and the Financial Proposal should be in **two separate and sealed covers**. The reference No. of this letter and the title of the assignment should be **superscribed** on the envelope containing the proposal.
6. The address for submitting the proposal is as follows:-
**The Director (EDI Section),
Ministry of Micro, Small and Medium Enterprises,
Room No.123, Udyog Bhawan, New Delhi – 110011. Tel:- 011-23061431.**
7. The proposal may be delivered at the Reception Counter at Gate No.12 or dropped in Tender Box (ministry of MSME) at Gate No.8, Udyog Bhawan. The proposal must reach the above-mentioned address **by 2:00 PM on 10.12.2020**. The Technical Bids shall be opened on the same date i.e. **10.12.2020 at 3:00 PM** in the presence of representatives of the bidders duly authorized by the respective bidder. The date and time for opening of the Financial Bids of the eligible bidders will be intimated separately.
8. Soft copy of this invitation along with enclosures is available on this Ministry's Website (<https://msme.gov.in/tender>). Hindi version will follow.

Yours faithfully,



(Mercy Epao)

Director

☎ : 2306 1431

✉: mercy.epao@nic.in

Copy for necessary action to:-

Sh. Shubhendu Kumar, Sr. Technical Director, NIC for the uploading on the official website of M/o MSME under the tender notice icon with the heading as:-

Letter of Invitation for evaluation of Ministry of MSME's Scheme:- 'Assistance to Training Institutions (ATI)' Scheme under the Scheme of Surveys, Studies and Policy Research (SS&PR).

Evaluation of Central Sector Scheme: [Assistance to Training Institutions (ATI)]

Name of the Ministry: Ministry of Micro, Small and Medium Enterprises.

1. Executive Summary:

The Ministry of Micro, Small and Medium Enterprises (MSME) promotes the development of micro and small enterprises in the country with the objective of creating self-employment opportunities and upgrading the relevant skills of existing and potential entrepreneurs. In order to ensure that young entrepreneurs are encouraged and suitably equipped to go into new ventures, the Government has been providing assistance for establishment of Training Institutions/ Entrepreneurship Development Institutes (EDIs) for imparting entrepreneurship and skill development training for MSME Sectors. “Assistance to training institutions” (ATI) Scheme is being implemented with a view to strengthen capacity for training for Skill Development, entrepreneurship, providing training to staff of DICs and related Government institutions dealing with MSMEs and strengthening overall capacity of National Institutions under Ministry of MSME to undertake these trainings. The assistance under the scheme is provided to National level training institutions operating under the Ministry of MSME in the form of capital grant for the purpose of creation and strengthening of infrastructure and support for entrepreneurship development and skill development training programmes. Amount of assistance to the training institutions of this Ministry will not exceed the actual amount for strengthening/expansion of the infrastructure required by the Institute. Assistance is provided for meeting revenue deficit, if any, of National Institute for Micro, Small and Medium Enterprises (ni-msme). Assistance is also provided to existing State level EDIs for creation or strengthening/expansion of their training infrastructure. In respect of assistance to the State level EDIs, the maximum amount will be restricted to Rs.2.50 crore in each case. Assistance to training institutions (i.e. Implementing Agencies) of MSME for skill development programmes are provided as per the prescribed rates.

2. Overview of the Scheme:

2.1 Background of the Scheme:

(a) Brief write up on the scheme including Objectives, Implementation Mechanism, Scheme architecture/design:-

“Assistance to training institutions” (ATI) Scheme earlier known as “EDI Scheme” is an ongoing scheme since 1993. Later on, in the year 2010, one more component of Assistance to Training Programme was included with the approval by the EFC on 11.01.2010 for the 11th five year plan with a total outlay of Rs.149.28 Crore (*Govt. share Rs.140.00 Core and Rs.9.00 Crore other stakeholders*). The total outlay for the 12th FYP was of Rs.561.00 Crore (Govt. share). The guidelines of the Scheme were further revised on 01.09.2016 and 15.10.2018 for its continuation upto 14th Finance Cycle i.e. upto 2019-20.

Objective: The objective of the ATI Scheme is to strengthen capacity for training for Skill Development, entrepreneurship, providing training to staff of DICs and related Government institutions dealing with MSMEs and strengthening overall capacity of National Institutions under Ministry of MSME to undertake these trainings. Under Skill India Programme, skill training is being given in accordance with the modules approved by the National Skill Qualification Framework (NSQF). The objective of the scheme is to build capacity both physical infrastructure and Human Resource (HR) in National Level Institutions under Ministry of MSME

to undertake skill development. National Institute for MSME (ni-msme) is a premier National Level Institution for MSMEs. There are number of State Level Entrepreneurship Development Institutions working on MSMEs issues. State and Central Government Departments have large staff for providing support to MSMEs. The scheme also proposes to improve capacity of staff working in District Industries Centres and Industries Departments in States.

Implementation Mechanism:- The assistance is provided to National level training institutions operating under the Ministry of MSME, namely, NIMSME, KVIC, Coir Board, Tool Rooms, NSIC & MGIRI in the form of capital grant for the purpose of creation and strengthening of infrastructure and support for entrepreneurship development and skill development training programmes. Assistance is provided for meeting revenue deficit, if any, of National Institute for Micro, Small and Medium Enterprises (ni-msme). Assistance is also provided to existing State level EDIs for creation or strengthening/expansion of their training infrastructure.

Nature of Assistance:- Amount of assistance to the training institutions of this Ministry will not exceed the actual amount for strengthening/expansion of the infrastructure required by the Institute. In respect of assistance to the State level EDIs, the maximum amount will be restricted to Rs.2.50 crore in each case. Assistance for skill development programmes are provided as per the prescribed rates.

(b) Name of sub-schemes/components:- The ATI Scheme has three components.

(i) Assistance to Training Institutions of Ministry of MSME (MoMSME):- Assistance may be provided under the scheme for creation or strengthening/ expansion of infrastructure, including opening of new branches/centres to training institutions of Ministry of MSME and for meeting revenue deficit, if any, of National Institute for Micro, Small and Medium Enterprises (ni-msme). Amount of assistance will not exceed the actual amount required for creation or strengthening/expansion of the infrastructure of the training institution and meeting the revenue deficit, etc. of ni-msme.

(ii) Assistance to State Level EDIs:- Assistance may be provided under the scheme to existing State Level EDIs (Entrepreneurship Development Institutes) i.e. owned and controlled by a State Government/UT for creation or strengthening/expansion of their infrastructure. The financial assistance will be for specific needs of each case for construction of building, purchase of training aids/equipments, office equipments, computers and for providing other support services e.g. libraries/data bases, etc. The costs of land, construction of staff quarters, etc. would not qualify for calculation of grant from the Central Government. The maximum assistance under the scheme to a State level EDI will be restricted to Rs.250 lakh in each case. This grant would be utilized for development of physical infrastructure, equipment, faculty training and development of capability for imparting skill development trainings related to MSME sector. This grant would be over and above the grant, if any, received by that institution earlier under the ATI scheme. For the purpose of grant under this category, an EDI owned and controlled by a State Government/UT would be selected as recommended by the State Government.

(iii) Assistance for Training Programmes:- Assistance may be provided under the scheme to conduct training programmes in the areas of Skill Development to the Training Institutions viz. (a) ni-msme, (b) NSIC, (c) KVIC, (d) Coir Board, (e) Tool Rooms/ Technology Centres, and (f) MGIRI. Assistance for skill development programmes under the scheme would be provided based on the duration of the NSQF compliant training programmes (number of hours of training inputs). The cost of a training programme would be determined as per the following base rates

notified by Ministry of Skill Development and Entrepreneurship vide Notification No.H-22011/2/2014-SDE-I dated 15.07.2015 as amended from time to time:-

Category I Courses: Rs.38.50 per head per hour of training.

Category II Courses: Rs.33.00 per head per hour of training.

Category III Courses: Rs.27.50 per head per hour of training.

(c) **Year of Commencement of Scheme:-** 2017-18.

(d) **Present status with coverage of scheme (Operational/Non-operational):**

The Scheme is operational.

(e) **Sustainable Development Goals (SDG) Served:-** Yes.

End poverty in all its forms everywhere. Promote sustained, inclusive and sustainable Economic growth, full and productive employment and decent work for all.

(f) **National Development Plans (NDP) served:-** Yes.

Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro, small and medium sized enterprises.

2.2. Budgetary allocation and expenditure pattern of the scheme:

Sub-Scheme/ Component	2017-18			2018-19			2019-20	
	BE	RE	Act.	BE	RE	Act.	BE	Act
ATI Scheme	30.00	5.00	4.53	30.00	23.44	22.27	30.00	29.66

2.3 Summary of past evaluation since inception of scheme

Year of Evaluation	Agency hired for Evaluation	Recommendations made and accepted	Recommendations made but not accepted
2008	Ni-msme, Hyderabad	Annex-I	Accepted.
2011	JPS, Associates	Annex-II	Not accepted, the scheme was continued in its existing form.

3. Methodology

3.1 Approach (Methodology adopted), Division of country into 6 Geographical Regions/Zones (North, South, East, West, North East and Central) as classified by NSSO.

- Study of assisted Institutions/Organizations of the Ministry and assisted Entrepreneurship Development Institutions in the States assisted under the Scheme to evaluate the present training facilities of the institutions and the impact of their activities on the nearby industries and individuals.
- Study the effect of skill development training programmes provided under the Scheme through the Organizations of the Ministry. Mapping of skill gap in the MSME sectors of country like IT & ITEs, food processing, manufacturing, pharma, auto components, handicrafts (like brass, wood carving, gems and jewelry, etc.) and other potential exportable products and suggestions, if any, for new/different training programmes to cater the need of these industries.

- iii) Sample study of the MSME sectors across the country in order to suggest the requirement of establishment of any such new training institutes or facilities.
- iv) To study whether EDIs have conducted any training/skill development programmes awarded by other Ministry. If so, whether separate records like list of candidates, separate time slot are being maintained. Whether detail of various programmes being implemented by EDI are displayed at notice board as well as in class rooms. Whether EDI is having infra like faculties, computers, Rooms etc. to conduct many programmes at a time etc.

3.2 Sample size and sample selection process, tools used: Field study/questionnaire, Primary and secondary data may be used.

4. Objective of the Study

4.1 Performance of the scheme based on the Output/Outcome Indicators:-

Terms of Reference:-

- i) Cost benefit analysis/assessment of the scheme in respect of assistance provided to the Organizations of the Ministry and the State level EDIs.
- ii) The efficacy of the scheme in meeting the requirement of the industries and the aspiration of unemployed youth/persons who have been trained under the scheme.
- iii) To suggest modification/change in the content/component of the scheme or the procedure being followed in implementing the scheme.
- iv) To assess the felt need/resource gap of the different parts of the country (especially backward region/districts) and their failure in meeting the requirement of unemployed youth/persons in getting the wage employment or self-employment.
- v) To suggest the overall impact of the scheme in respect of support given for strengthening the infrastructure, Training outcome, Employment generation, post training support etc., for effective implementation of the Scheme.
- vi) To suggest ways and means to ensure that training programmes awarded to EDI has been conducted religiously and there are no chances of data findings.

4.2 Additional Parameters

- a) **Coverage of beneficiaries:** The details of trainees of all categories trained at the centers of Implementing Organizations across the country is available with the respective centers.
- b) **Implementation mechanism:** The study would be conducted through a third party evaluation under the Survey, Studies and Policy Research Scheme.
- c) **Training/Capacity building of administrators/facilitators:** Details about training PFMS/EAT Module and other interventions may be assessed.
- d) **IEC activities:** IEC activities are done by the respective Implementing Institutions.
- e) **Assets/Service creation & its maintenance plan:** To be done by the stakeholders.
- f) **Benefits (Individual, community):** Individuals from all categories across the country.

- g) **Convergence with scheme of own Ministry / Department or of other Ministry Department:** There is no convergence with any scheme of this Ministry. However, if any, the same may be suggested in the study.

- 4.3 **Gaps in achievement of outcomes:** Yes, there are some gaps in achievement of Outcomes.
- 4.4 **Key Bottlenecks & Challenges:** Proposals from State Governments for its EDIs are not receiving. To utilize the allocated budget for the infrastructure projects since they are not completed in a given time period.
- 4.5 **Input Use Efficiency**

The details of training institutions/EDIs supported and financial assistance provided to implementing agencies will be provided.

5. OBSERVATIONS AND RECOMMENDATIONS

5.1 Thematic Assessment

Thematic assessment should focus on Accountability, Transparency, Employment Generation (direct/indirect), Climate change and sustainability, Use of IT, Role of TSP/SCSP, Behavioural change in stakeholder/beneficiary, R&D, Role, Functions, Involvement/support of State Government.

5.2 Externalities

Details of best practices, innovations for the projects being implemented in the other Schemes may be suggested.

6. CONCLUSION

6.1 Issues & challenges

- (i) Delay in completion of projects leads to improper utilization of allocated budget in a specified year.
- (ii) Introduction of EAT Module, Use of PFMS by the implementing agencies.
- (iii) Reluctance in taking up the renovation/upgradation work of the training institutions by CPWD/government agencies etc.

6.2 Vision for the future

The vision is to enhance/increase trained manpower in the MSME Sector leading to enterprise creation and employment generation across the country.

6.3 Recommendation for scheme with reasons:

The Scheme with an aim to improve/strengthened the infrastructure of training institutions of the Ministry, therefore, continuation of the Scheme beyond 2020 will certainly enhance and strengthened the capacity of training institutions of this Ministry and State Level EDIs for facilitating to get wage/self-employment and overall development of MSME sector.

7. REFERENCES: Scheme guidelines, Instructions of Government related to creation of infrastructure, Training, General Financial Rules, 2017 and other latest important instructions of the Government of India.

8. APPENDICES: Guidelines of the ATI Scheme and other enclosures as mentioned above.

GUIDELINES OF SCHEME FOR "ASSISTANCE TO TRAINING INSTITUTIONS"

1. BACKGROUND

1.1. The Micro, Small and Medium Enterprises (MSMEs) sector is highly vibrant and dynamic sector of the Indian economy. MSMEs not only play crucial role in providing large employment opportunities at comparatively lower capital cost than large industries but also help in industrialization of rural & backward areas, thereby, reducing regional imbalances, assuring more equitable distribution of national income and wealth. MSMEs are complementary to large industries as ancillary units and contribute enormously to the socio-economic development of the country.

1.2. The Ministry of Micro, Small and Medium Enterprises (MoMSME) promotes the development of micro and small enterprises in the country with the objective of creating self-employment opportunities and upgrading the relevant skills of existing and potential entrepreneurs. In order to promote establishment of new enterprises and creation of new entrepreneurs MoMSME has been implementing various schemes and programmes.

1.3. Entrepreneurship development is one of the key elements for promotion of micro and small enterprises, particularly, the first generation entrepreneurs. Entrepreneurship, and resultant creation of employment and wealth, is a major means for inclusive development. Hence, entrepreneurship development has been one of the priorities in countries the world over.

1.4. In order to ensure that young entrepreneurs are encouraged and suitably equipped to go into new ventures, the Government has been providing assistance for establishment of Training Institutions/ Entrepreneurship Development Institutes (EDIs) for imparting entrepreneurship and skill development training. These institutions have been providing entrepreneurship and skill development training to the first generation entrepreneurs and helping and supporting them in the establishment of their enterprises. Government makes consistent and concerted efforts to accelerate and promote entrepreneurship by providing support for strengthening of training infrastructure as well as programme support.

1.5 MoMSME has a vast network of institutions to undertake the task of training for skill development on a regular basis such as, National Institute for Micro, Small and Medium Enterprises (ni-msme), Hyderabad, Mahatma Gandhi Institute for Rural Industrialization (MGIRI), Training cum Incubator Centres (TICs) of National Small Industries Corporation (NSIC), Central Tool Rooms (Technology Centres), training centres of MSME Development Institutes, Khadi and Village Industries Commission (KVIC) and Coir Board.

2. OBJECTIVE

The objective of the ATI Scheme is to strengthen capacity for training for Skill Development, entrepreneurship, providing training to staff of DICs and related Government institutions dealing with MSMEs and strengthening overall capacity of National Institutions under Ministry of MSME to undertake these trainings. Under Skill India Programme, skill training is being given in accordance with the modules approved by the National Skill Qualification Framework (NSQF). The objective of the scheme is to build capacity both physical infrastructure and Human Resource (HR) in National Level Institutions under Ministry of MSME to undertake skill development.

National Institute for MSME (ni-msme) is a premier National Level Institution for MSMEs. There are number of State Level Entrepreneurship Development Institutions working on MSMEs issues. State and Central Government Departments have large staff for providing support to MSMEs. The scheme also proposes to improve capacity of staff working in District Industries Centres and Industries Departments in States.

3. ASSISTANCE UNDER THE SCHEME

3.1 Assistance to Training Institutions of Ministry of MSME (MoMSME)

3.1.1 Eligibility

Assistance may be provided under the scheme for creation or strengthening/ expansion of infrastructure, including opening of new branches/centres to training institutions of Ministry of MSME and for meeting revenue deficit, if any, of National Institute for Micro, Small and Medium Enterprises (ni-msme).

3.1.2 Scale of assistance

Amount of assistance will not exceed the actual amount required for creation or strengthening/expansion of the infrastructure of the training institution and meeting the revenue deficit, etc. of ni-msme.

3.2 Assistance to State Level EDIs

3.2.1 Eligibility

(i) Assistance may be provided under the scheme to existing State Level EDIs (Entrepreneurship Development Institutes) i.e. owned and controlled by a State Government/UT for creation or strengthening/expansion of their infrastructure.

(ii) The financial assistance will be for specific needs of each case for construction of building, purchase of training aids/equipments, office equipments, computers and for providing other support services e.g. libraries/data bases, etc. The costs of land, construction of staff quarters, etc. would not qualify for calculation of grant from the Central Government.

(iii) Financial assistance under the scheme will not be available, henceforth, for setting up of a new EDI. However, the proposals approved or committed earlier would be processed for financial assistance in accordance with the pre-revised guidelines.

3.2.2 Scale of assistance

(i) The maximum assistance under the scheme to a State level EDI will be restricted to Rs.250 lakh in each case. This grant would be utilised for development of physical infrastructure, equipment, faculty training and development of capability for imparting skill development trainings related to MSME sector. This grant would be over and above the grant, if any, received by that institution earlier under the ATI scheme.

(ii) For the purpose of grant under this category, an EDI owned and controlled by a State Government/UT would be selected as recommended by the State Government.

3.2.3 Other Conditions

- (i) All the proposals would be routed through the State/UT Government and would require recommendation of the State/UT Government.
- (ii) The assisted EDI shall be required to complete the construction within the given time-frame and shall have to furnish the utilization certificate of the assistance sanctioned within the period prescribed in the sanction letter. In the event of delay in completion of the project, extension of time limit will have to be obtained from Ministry of MSME with justifications.
- (iii) The assisted EDI shall not dispose of or lease out or create any charge over the assets created by utilizing the assistance provided under this scheme, without written permission from the MoMSME.
- (iv) The assisted EDI shall not change the form or the basic character of the EDI, without prior approval of MoMSME. The charter of the assisted EDI indicating its objects, shall not be amended without written permission of the Ministry of MSME.
- (v) The assisted EDI shall get its account audited every year and shall be required to submit annual report along with financial statement to the MoMSME, at least for a period of five years after receipt of the financial assistance. The annual reports on implementation of the scheme would include the details of construction activity, procurement of machinery/ equipment etc. during the period under report. The annual reports must contain details of the activities undertaken by the Institute during the period under report, along with the audited accounts. The report would also include the details of participants/ trainees undergoing training, as well as the details of successful entrepreneurs who have set up their enterprises.
- (vi) The assisted EDI shall be required to maintain a fixed assets register of assets/equipments procured by utilizing grant funds for verification by Ministry of MSME at any time.
- (vii) In case of failure to utilize the sanctioned funds within time or its misuse, misappropriation or diversion or violation of any one or more of the conditions mentioned above, the Government will be entitled to recover the entire assistance amount with interest, in addition to taking such other legal and/or penal action, as deemed necessary.
- (viii) Central Government may also prescribe such other conditions, as deemed necessary, before sanction/release of assistance.

3.3 Assistance for Training Programmes

3.3.1 Eligibility

- (i) Assistance may be provided under the scheme to conduct training programmes in the areas of Skill Development to the following Training Institutions: -
 - (a) ni-msme, (b) NSIC, (c) KVIC, (d) Coir Board, (e) Tool Rooms/ Technology Centres, and (f) MGIRI.
- (ii) The financial assistance under this scheme would be of revenue nature.
- (iii) Central Government may prescribe such other conditions, as necessary, before sanction/release of assistance.

3.3.2 Scale of assistance

(i) Assistance for skill development programmes under the scheme would be provided based on the duration of the NSQF compliant training programmes (number of hours of training inputs). The cost of a training programme would be determined as per the following base rates notified by Ministry of Skill Development and Entrepreneurship vide Notification No.H-22011/2/2014-SDE-I dated 15.07.2015 as amended from time to time:-

Category I Courses: Rs.38.50 per head per hour of training.

Category II Courses: Rs.33.00 per head per hour of training.

Category III Courses: Rs.27.50 per head per hour of training.

(ii) The first installment of the grant would be released in advance. The subsequent installments would be released based on the progress of utilization of funds already released.

(iii) Assistance for Training of Trainers (ToTs) programmes would be provided @ Rs.60 per trainee per hour (or, the rate prescribed under the common norm/NSQF, whichever is less).

(iv) Assistance for other types of training programmes would be decided based on actual requirement in each case.

(v) The total amount of assistance to be considered for release as per the above rate will include the cost of overheads such as, motivation camps for selection of eligible trainees, charges towards hiring of space and equipment (if any), electricity/water, stationary, man hour cost of deployment of project personnel, post training follow-up activities, etc.

(vi) The trainees would be expected to make their own arrangement for travel and stay during the training period. In case the residential facility is provided by the Training Institution, it may charge the same from the trainee (subject to common norms/NSQF). It would be permissible to dovetail the assistance under this scheme with facilities/benefits available under schemes of other Ministries/ Departments/ State/UT Governments etc. for reimbursement of travel, boarding and lodging expenses and stipend etc. However, it would be the responsibility of the Training Institution to ensure that there is no duplication and assistance for the same purpose is not claimed under more than one scheme.

3.3.3 Other conditions

(i) The national level training institutions of MoMSME will submit their proposals directly to MoMSME. The Screening Committee shall consider the proposal(s), keeping in mind suitability of the proposal, competency, capacity and experience/past performance of the Training Institution, availability of funds etc. and forward the proposals, along with its recommendations to Secretary (MSME) for approval.

(ii) After approval, the Ministry shall place the required funds with the national level training institutions. On successful completion of the training programme(s), the concerned institution shall furnish the Utilization Certificate to the Ministry. The concerned institution shall also be responsible for ensuring the quality of inputs as well as certifying the actual participation of trainees in the training programme.

(iii) The Screening Committee shall also lay down the criteria for examining the competency, capacity and experience of the applicant Training Institution.

(iv) Central Government and/or the concerned national level institutions may also conduct such further checks or verifications through its own offices or through an independent agency, as deemed necessary.

(v) In case it is found subsequently that assistance has been claimed falsely or fraudulently or assistance for the same item/activity has been claimed under some other scheme also, the Government will be entitled to recover the entire assistance amount with interest, in addition to taking such other legal and/or penal action, as deemed necessary.

4. APPLICATION PROCEDURE

The scheme envisages consideration of proposals under Paras 3.1 to 3.3 above from national and state level EDIs, training institutions of MoMSME etc. The proposals for grant of financial assistance under the scheme shall be submitted to the Deputy Secretary/Director (EDI Section), MoMSME, Udyog Bhawan, New Delhi 110011. The proposals for assistance under paras 3.1 to 3.3 above shall be processed for submission to the Screening Committee, set up under para 5 below, for consideration. The Screening Committee shall examine all the proposals received under the scheme and submit its recommendations to Secretary (MSME). After approval of Secretary (MSME), administrative approval shall be conveyed to the applicant organization and admissible financial assistance shall be released in accordance with the approval letter. It is clarified that private training institutions/NGOs are not covered under the scheme for assistance for infrastructure support and training programmes.

5. SCREENING COMMITTEE

The composition of the Screening Committee referred in Para (4) above will be as under:

- (i) Joint Secretary (SME), Ministry of MSME – **Chairman**.
- (ii) Economic Adviser (Finance) or his representative, MoMSME.
- (iii) Representative of Development Commissioner (MSME).
- (iv) Deputy Secretary/Director (EDI Section), MoMSME.
- (v) Deputy Secretary/Director of the Division concerned with the proposal in Ministry of MSME/Office of Development Commissioner (MSME).
- (vi) Under Secretary (EDI Section), MoMSME - **Member Secretary**.

The Screening Committee may also invite representatives of Organizations concerned with proposals as *Special Invitee*.

6. MONITORING AND EVALUATION

The progress of the scheme shall be regularly monitored by the Screening Committee/ Secretary (MSME) from time to time. The overall impact of the scheme shall be got evaluated by an independent agency at the end of the Fourteenth Finance Commission Cycle i.e., 2019-20.

CHAPTER-XII

RECOMMENDATIONS

After careful analysis of the response from the EDIs and interpreting the results of the study, the following recommendations are being made for the consideration the Government. These recommendations are based on the views expressed by the respondents including the entrepreneurs and opinions expressed by the CEOs of the EDIs and our own observations.

- The Scheme is a success by any count and needs to be continued in tune with Governmental policy for employment creation and wealth generation.
- Need of the hour is to set up EDIs on existing model in balance 13 states and every UT. The entrepreneurship training must reach the vast segment of rural unemployed particularly the disadvantaged sections of the society and in order to achieve this objective as many smaller EDIs/EDCs as feasible may be established taking recourse to Public Private Partnership mode.
- The quantum of financial assistance under the Scheme may be increased upto Rs.2 crores as the cost of infrastructure, equipment and training aids has increased manifold during the last 5 years. With this sum, 5-10 smaller EDCs in rural and remote areas could be promoted by the Ministry.
- EDIs may be assisted in developing incubation facilities on the lines of TREC-STEP taking into consideration local needs of the area in which the EDIs are located.

- All EDIs may be assisted in development of required soft assets as most of the EDIs are found to be wanting in respect of trained faculty. There should also be a continuous flow of programme funding to the EDIs to enable them to achieve better results. Capacity building programmes for the existing faculty of EDIs may be taken-up in partnership with the 3 national-level institutes and the Ministry may consider providing financial assistance for capacity building of faculty of EDIs.
- All the EDIs may be networked under the umbrella of national institutes to facilitate efficient and effective achievement of national objectives for improving job opportunities and self-employment opportunities.
- Several Public Sector Enterprises and Corporate Sector Enterprises are spending huge budgets for discharging the goals of Corporate Social Responsibility. EDIs may be encouraged to enter into MoUs to promote self-employment and wage-employment in the areas adopted by these enterprises with their financial assistance.
- Outsourcing of faculty shall be brought down to the lowest ebb by sanctioning required core faculty/course coordinators to every EDI in the country.
- EDIs may take necessary steps to develop a database for keeping track of the activities of persons trained. Documentation should take centre-stage at every EDI. Follow-Up is the pre-requisite for registering any quantum of success, thanks to vast mass of unemployed people available and labour costs being cheap in the country.

- EDIs also may take up training programmes for existing entrepreneurs for improving and expanding their business. Improvement and expansion of existing enterprises also enhances wage-employment opportunities. The International Labour Organisation (ILO) has been conducting such programmes in India, China, Sri Lanka, Thailand and other countries. The EDIs may enter into MoUs/Partnerships with ILO in order to take-up such programmes as these programmes are under the copyright of ILO.
- Syllabi, Course content and annual Calendar of Courses need to be uniform and standardised. The Ministry may constitute a Committee of Experts to workout uniform and standardised curricula for EDPs, SDPs, ESDPs, MDPs etc.
- Stress in future training programmes should be on skill upgradation, value addition, product diversification, coverage of less developed areas and the disadvantaged sections of the society.
- Some EDIs like EDI, Ahmedabad, TREC-STEP, Tiruchirapalli, RUDSETI, Karnataka, NIREDA, Rajam are achieving good results by conducting variety of need-based and demand-driven programmes. The EDIs lagging behind may replicate the efforts of the EDIs which are showing good results.

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EXECUTIVE SUMMARY

I. OBJECTIVES OF EVALUATION STUDY ON MoMSME – EDI/ATI Scheme

- To assess the impact of scheme on promotion of entrepreneurial culture in the country by way of establishment of new EDIs and consequential training and skill up gradation programmes in different regions of the country.
- To suggest the ways and means to promote entrepreneurial culture amongst the youth and unemployed people and to fill the skill gap existing in the different sectors of the industries.
- Evaluation of the scheme (Assistance to Training Institutions) of Ministry of MSME for continuation of the scheme in the 12th five year plan (2012-17) under the mechanism of Surveys, Study and Policy Research.

II. SCOPE OF WORK OF EVALUATION STUDY AS PER MoMSME

- To carry out the Cost benefit analysis/assessment of the scheme.
- To assess the efficacy of the scheme in meeting the requirement of the industries and the aspiration of unemployed youth/persons who have been trained under the scheme.
- To suggest modifications/changes in the content of the scheme or the procedures being followed in implementation of the scheme and BPR.
- To assess the felt need/resource gap of the different parts of the country (especially backward region/districts) and their failure in meeting the requirement of unemployed youth/persons in getting the wage employment or self employment.
- To work out the average cost per trainee for imparting training and to suggest the components of Training accountable for calculation of average cost.
- Mapping of Skill gaps in Identified Industrial sectors of the country and identification of their prominent manpower development/training needs i.e. IT & ITES, Food Processing, Pharmaceuticals, Auto Components, Handicrafts, Gems & Jewellery (through Desk Research & Contacting Apex Industry Associations)

III. APPROACH & METHODOLOGY FOR EVALUATION STUDY

- Initial discussions with concerned officials of MoMSME (Work Plan, obtaining Introduction Letter, List of EDIs, Beneficiaries – Approx 1600 Nos)
- Secondary Data Collection & Analysis (Internet Search related to EDIs & referring to Skill Gap Mapping Reports of NSDC, NIFTEM, NCAER etc)
- Preparation & Submission of Inception Report (Work Plan, List of Contacts, Segment wise designed Questionnaires)
- Exhaustive Mail/Email Survey (EDIs & Associations)
- Primary Survey/Field Contacts:
 - Contacting 340 Nos (@ 5 per Module for 68) of Beneficiaries (Trained Personnel) under the said scheme of MoMSME
 - Contacting 3 National Level EDIs under MoMSME, One PSE and 10 selected State/UT sponsored EDIs supported under the said scheme of MoMSME
 - All India & Sectorial Industry Associations (11 Nos)
- Data Entry & Validation, Tabulation, Analysis and Draft Report Preparation
- Presentation of Draft Report to MoMSME on 24th April, 2012.
- Finalization of Draft Report after incorporating Comments from MoMSME.

IV. MAJOR FINDINGS ON SKILL GAPS, PROMINENT MANPOWER REQUIREMENT & TRAINING NEEDS FOR IDENTIFIED SECTORS

IT & ITES

Information Communication Technologies	Desktop Publishing
VLSI Design & Embedded Systems	Data Entry

PCB & Mother Board Design upto 16 Layers	ERP
Computer Hardware & Networking	Application & Systems Software Development
BPO/KPO Operation	Electronic Waste Management

Food, Chemicals & Pharma

Physio-Chemical & Microbiological Testing	QMS for Pharmaceuticals i.e. GLP, cGMP, WHO – GMP
Operators for equipments such as Centrifuges, Mixtures, Grinders, Filters, Reactors, Distillation Columns, Tableting/ Capsuling & Syrup lines, Vacuum Packaging, Sterilization, etc	QMS for Food Processing such as HACCP, GMP, GHP
Food Technologists	Other TQM such as ISO : 14000, ISO : 22000 etc
Microbiologists	Drug Information, Export Documentation and QC
Pharmacists	Meat & Seafood Processed products (Sterilization, Incineration, Automatic canning lines, IQF, Automatic Products processing & Packaging lines)
Chemists	Lab Technicians (for operation of Microscopes, HPLC, GC, Spectrophotometer etc)
Enzyme Technologists	Medical Lab Technologists (for conducting Diagnostic lab test, serological test etc)
Packaging Technologists	QC & Certification
Herbal/Ayurvedic Formulations	Safety, Health & Environment

Auto Components

Fitters	Moulds & Tools Design
Welders	Tool Room M/c Operators
CNC M/c Operators & Programmers (Lathe, Milling, EDM)	CAD/CAM
Powder Coating	Sheet Metal Fabrication
Jigs & Fixture Design & Maintenance	

Textile

- Motor winding technicians
- Garment Manufacturing Operators (Automatic Stitching M/c, Computerized Fabric Knitting M/c, Computerized Embroidery M/c, Computerized Woven Labels M/c etc)
- Repair & Maintenance of Computerized M/c
- Testing & QC
- Design based on CAD

Handicrafts

- Innovative designs
- New and Diversified Products (e.g. Jute Products such as Geo-textiles; Woven Products from Fibers of Banana, Coir and Jute etc)
- Marketing Skill Development Particularly related to Exports
- Standardization of Products, Manufacturing Techniques and Quality Control
- Introduction of simple & efficient Machines to smoothen operations, enhance productivity and reduce cost of production
- Safety Health & Environment

V. RELEVANCE OF ATI SCHEME IN NATIONAL CONTEXT

- The PM's National Mission on Skill Development has a target for Creation of a pool of 500 Million Skilled People by 2022.
- Approx 83 Million people in India are either unemployable / inadequately skilled at present.
- MoMSME has mandated that 20% of all purchases by Central & State Government Ministries/ Departments and PSUs should be made from registered MSMEs, out of which 4% should be made from Tribal/Dalit enterprises that creates an excellent opportunity for unemployed youths and those belonging to backward classes to obtain training & set up their own enterprises thereby resulting in their Socio-economic development.
- Thus ATI scheme assumes a lot of National Importance as it would contribute towards rapid escalation of training & skill development in the country.

VI. EVALUATION & BENEFIT ANALYSIS/ASSESSMENT OF EDI/ATI SCHEME

➤ Overall Benefit Analysis / Assessment

❖ Efficacy, Impact and Sustainability of ATI Scheme

- The responses received from 4 National Level EDIs /TIs, 18 State/UT sponsored EDIs supported by MoMSME that have been provided Capital Grant under ATI Scheme for creating Training Infrastructure (out of a total of 30 Nos) and 2 PIs of NiMSME and benefits under the said scheme have been highlighted at **Table-I**.

Table I: Summary of responses received from National & State level EDIs /TIs and benefits under ATI/EDI Scheme of MoMSME

S. No.	EDI/TI	Training Capacity (Nos) at any given time	Capital Grant Availed under EDI/ATI Scheme from MoMSME (Rs. Lakh)	Programme Support under MoMSME (2010-11 & 2011-12)		Trainees Trained (Total Nos)	Trainees Trained during XIth Plan (all Type of Trainings)	Reported Trainees	Benefits to
				Support (Rs. Lakh)	Total Training Programmes Conducted (Nos)			Self Employment (% of Total Trainees)	Wage Employment (% of Total Trainees)
I. NATIONAL LEVEL EDIs/TIs									
1.	NIMSME & 28 PIs	5340	Nil	2135	861	20873	60000	30	27
2.	NIESBUD & 34 PIs	5410	Nil	2860	1761	43746	75000	6	20
3.	IIE & 34 PIs	2520	Nil	2373	857	24661	60318	34	29
Total		13270		7368	3479	89280	195318		
4.	NSIC Ltd	2000	Nil	1342	802	19288	50000	5	20
Grand Total		15270		8710	4281	108568	245318		
II. STATE /UT SPONSORED EDIs/TIs supported by MoMSME (out of a total of 30 Nos)									
			Total Requirement (Rs. Lakh)	MoMSME Capital Grant (Rd. Lakh)					
1.	TREC - STEP, Trichy	900	285	100	Nil	Nil	13188	30	60
2	IED, Bhubaneswar	700	628	150	Nil	Nil	18000	30	40
3.	KIED, Cochin	265	300	90	Nil	Nil	1000	20	50
4.	CSREM, Gajapati	300	697	97	Nil	Nil	3526	10	70
5.	EMDI, Jaipur	100	305	100	Nil	Nil	4131	30	40
6.	JKEDI, Srinagar	620	2294	150	Nil	Nil	11133	40	20
7.	IED, Patna	200	200	62	Nil	Nil	26312	30	30

8.	EDI, Chennai	100	200	100	64	40	1000	1400	27	30
9.	IED, Lucknow	150	150	75	Nil	Nil	Nil	18900	20	40
10.	Deshpande R, Karnataka	120	126	35	Nil	Nil	Nil	8470	58	15
11.	CED, Hyderabad	120	75	25	35	19	475	7000	32	24
12.	CED, Gandhinagar	5400	310	130	181	211	10942	32677	20	50
13.	EDII, Ahmedabad	500	117	117	-	-	-	7839	50	30
14.	CEDMAP, Bhopal	150	240	95	162	63	1745	5000	23	17
15.	EDI, Kolkata	120	246	100	Nil	Nil	Nil	4000	45	24
16.	CESBM, Ajmer	150	326	150	22	9	259	900	10	35
17.	CEDOK, Dharwad	100	454	97	40	21	579	53111	57	21
18.	MCED, Aurangabad	120	145	145	45	17	522	1000	30	20
Total		10115	7098	1818	549	380	15522	217587		
III. Other Training Institutions										
1.	KITCO, Cochin	150	100	Nil	8	13	380	3372	45	40
2.	Periyar TBI, Thanjavur	120	200	Nil	25	17	425	2250	40	30
Total		270	300		33	30	805	5622		

Source: Compiled by Consultants based on responses received

- Under EDI /ATI Scheme of MoMSME, 30 State / UT sponsored EDIs have been supported by providing Capital Grant under the scheme for setting up Training Infrastructure including Class Rooms, Training Halls, Teaching Equipments / Aids etc and since the inception of the said scheme from 1993 till 31st March 2011 a total Capital grant of Rs. 23.76 Cr. has been disbursed and utilized. This has translated into a Training Capacity of approx 0.60 Lakh Trainees per year on an average (based on single shift basis). It is estimated that under ATI Scheme during XIth Five Year Plan (Year 2010-11 & 2011-12) training has been imparted by States/UT sponsored EDIs to about 0.25 Lakh Trainees and a total of about 3.0 Lakh Trainees (all types of training) during entire XIth Plan period (2007-2011).
- During the XIth Five Year Plan under EDI/ATI Scheme, approx Rs. 5.57 Cr. (1st April,2007 – 31st March, 2011period) Capital Grant was provided to 12 State/UT Sponsored EDIs for setting up / Up gradation of their Training Infrastructure.
- After the revision of EDI Scheme and renaming as ATI Scheme in the year 2009-10 a Capital Grant of Rs. 3.85 Cr. to 6 State /UT sponsored EDIs was released by MoMSME for setting up of New EDIs/up gradation of existing EDIs till 31st March, 2011. (Source: MoMSME)
- In addition as per data provided by National & State level EDIs approx Rs. 100 Crore program Support under the ATI scheme would be utilized during 2010-11 & 2011-12 period for conducting approved Training Programs.
- Although the 3 National Level EDIs under MoMSME i.e. NIESBUD, IIE & NIMSME have not availed any Capital Grant under the said scheme of MoMSME but they have utilized Financial Support from MoMSME under the said scheme for meeting their revenue deficits till almost the Xth Five Year Plan Period. All these 3 EDIs put together have about 96 Pls located throughout India to impart training and enhance outreach. The total Training Capacity of these 3 EDIs and their Pls at any given point is approx 13270 Trainees and during XIth Five Year Plan they have provided Training (all types) to about 2 Lakh Trainees out of which 0.90 Lakh was under Programme Support from MoMSME under the said scheme for conducting approx 3500 approved Training Programmes.
- NSIC Ltd (PSE) has not availed any Capital Grant under the said scheme of MoMSME for either setting up their Technical Services centres or up-gradation but are imparting Training specially in Hard Skills on National Level through their 8 Technical Services Centres and during the XIth Five Year Plan have trained approx 0.50 Lakh Trainees out of which 0.19 Lakh Trainees were trained through 802 Training Programmes conducted from Programme assistance obtained from MoMSME for conducting standard approved Training modules under ATI scheme. NSIC as a whole has a training capacity of approx 2000 at any given point of time.
- Since the requisite Training Infrastructure & Faculty is in place including 3 National Level EDIs under MoMSME & their 96 Pls, NSIC Ltd and 30 State/UT sponsored EDIs for Training approx 0.30 Lakh Trainees at any given point of time (single shift basis) or approx 1.2 Lakh Trainees per annum, availability of Financial Support for conducting approved Training Programmes from MoMSME and other paid trainings (trainee / industry sponsored), the functioning of the EDIs /TIs under the scheme is sustainable.

➤ **Efficacy of EDI/ATI Scheme in meeting requirement of Industries and Aspirations of Trainees**

❖ **Designing of Course content of Training & Skill Development Programmes by EDIs /TIs to suit Industry / Trainee needs**

- The EDIs /TIs generally adopt and follow standardized course content and course duration of approved Training Modules as specified by MoMSME.
- Additional Course Content is added/course modified based on advice of experts from the industry, feedback received from earlier batches of trainees, Industry Associations at local level and Training needs highlighted by potential trainees.

❖ **EDIs Perspective w.r.t Benefits**

- As per 4 National Level EDIs/TIs and 20 State level EDIs / TIs contacted, the said scheme of MoMSME is highly successful w.r.t the following:
 - Meeting the Aspirations of Unemployed youths trained in getting wage/self employment. According to them on an average 30% of all trainees were successful in setting up their enterprises and approx 32% were able to obtain wage employment. The average monthly gain in self employment was approx. Rs. 6500 p.m whereas in the case of wage employment it was approx. Rs. 4500 p.m.
 - Meeting the requirement of Industries in terms of enhancing availability of skilled / trained manpower as per their needs & reduction in skill gaps
 - Promotion & setting up of new EDI's in the country to extend Training / Skill Development facilities to unemployed youths and also further handholding support for establishment of their micro /small enterprises by EDIs as part of ATI Scheme as well as under linkage with other govt. schemes such as PMEGP, RGUMY etc.
 - In promotion of Entrepreneurial culture in the country.
 - Creation of better work options, higher income sources & Socio-economic development of Trainees and their families.
 - Through training and subsequent self/wage employment the unemployed youths particularly in backward districts of India and those affected by naxalite/terrorist activities are distracted from being allured in such anti-social activities.

❖ **Beneficiaries (Trained Personnel) Perspective w.r.t Benefits**

- The Feedback/Views provided by 340Nos of beneficiaries contacted by the consultants related to benefits accrued to them after Training and handholding support provided by EDI /TI are summarized below:
 - Majority of the beneficiaries (on an average 75%) were unemployed at the time of Training and after training benefited in terms of wage/self employment.
 - The major reasons of training / aspirations as indicated by trainees included wage employment (45%), Self Employment (30%) and these were met.
 - Majority of the trainees found the quality and level of the Training Institute and their Faculty as per expectation. The Training Course content was found to be adequate as per their needs and requirement of the industry. However incase of ESDPs they felt that for proper practical training the duration of every ESDP should be enhanced to a minimum of 200 Hrs.
 - Majority of the trainees (75%) indicated that Training was beneficial to them in the following ways:
 - Approx 20% were able to setup their enterprises and 30% obtained wage employment.

- Increase in monthly income (average) incase of self employment Approx.Rs. 5500.
- Increase in monthly income (average) incase of wage employment Approx 4000.
- The other benefits included increase in social status, transfer of benefits to future generation etc.
- Under ATI Scheme majority of the EDIs /TIs are providing handholding support to trainees for obtaining wage employment (in the form of Campus Interviews, Information on Prospective employers) and self employment (in the form of advisory support services till EM 1 stage as part of Training or further through other schemes i.e. PMEGP, RGUMY etc).

➤ Cost Benefit Analysis of EDI/ATI Scheme

- ❖ It is estimated that the total people trained by State/UT sponsored EDIs provided Capital Grant for setting up their Institutes during Xth & XIth five year plans for all types of training were approx 5 Lakh Nos.
- ❖ Considering on a conservative basis that approx 50 percent of Trainees got self/wage employment and average increase in annual income of Rs. 0.50 Lakh/Trainee this amounts to income/employment generation to the tune of approx Rs. 1250 cr. over 10 years period of training since the State/UT sponsored EDIs were set up.
- ❖ The Total Capital investment in setting up 30 State/UT sponsored EDIs that are supported by MoMSME (MoMSME + State Govt. + Institute/other source contribution) is approx Rs. 200 cr. only that results on (an average) of employment creation worth Rs. 125 crore per year. Hence the Catalytic role played by Central Govt. (MoMSME) in creation of Training Infrastructure under EDI/ATI scheme and employment generation is highly beneficial & cost effective and the scheme should be extended in the XIIth Five year plan as well.

VII. AVERAGE COST PER TRAINEE FOR IMPARTING TRAINING & MAJOR COST COMPONENTS (EDP & ESDP)

- ❖ The average Cost per participant per hour for conducting standard EDP program of 72 hrs duration & 25 batch size by EDI/TI works out to approx Rs. 62.50 and this cost would be almost the same for Urban/DHQ/Rural areas as decrease in certain heads would be offset by increase in others.
- ❖ The average cost per participant per hour for conducting standard ESDP program of 200 hrs duration & 25 batch size by EDI/TI works out to approx Rs. 68 and this would almost be the same for Urban /DHQ/Rural Area.

VIII.SUGGESTED MODIFICATIONS TO BE CARRIED IN ATI SCHEME /BUSINESS PROCESS RE-ENGINEERING

➤ Procedures adopted in implementation

- ❖ EDIs/TIs file their Program Schedule for Approval & Sanction to MoMSME for next Financial Year and timely approval and sanction of funds is necessary so as not to delay the Training Program Schedule. Currently, however, there are periodical meetings every year for scrutiny and approval/sanction of funds by M/o MSME and hence this issue is seemingly being addressed.
- ❖ Since the EDI/TI has to incur almost 100% of the expenses beforehand for conducting the training Programme under the scheme and are reimbursed the same only after successful completion of Training and due verification & processing of their claims by MoMSME that

inturn takes at least two more months the entire process creates a lot of Financial burden -- on EDIs/TIs. It is suggested that incase of 3 National level EDIs under MoMSME and their PIs; NSIC Ltd and all State/UT sponsored assisted EDIs by MoMSME there should be a provision for providing at least 40% of their total sanctioned amount as advance enabling them to meet a part of their expenses and balance on successful completion of Training.

➤ Content of the Scheme

- ❖ Assistance to 3 National Level EDIs (NIESBUD, NIMSME & IIE) under the ATI Scheme to meet Revenue Deficit (if any)

Present	Proposed Amendment
Under Clause 3.1.1 (i): Assistance may be provided under the scheme for creation or strengthening/expansion of infrastructure, including opening of new branches/ centres and meeting revenue deficit, if any, to national level EDIs [presently 3 namely - NiMSME, Hyderabad; NIESBUD, Noida and IIE, Guwahati.	Since these 3 EDIs are self sustainable in their operations due to programme assistance under the said scheme and through paid trainings hence it is suggested that this facility should be discontinued

- ❖ Amount of Capital Grants to EDIs under the scheme for Training Infrastructure Setting Up/up gradation

Present	Proposed Amendment
Under Clause 3.2.2 (i): Maximum assistance under the scheme will be restricted to Rs. 150 lakh in each case. However, for State level EDIs sponsored by the concerned State/UT Government in the North Eastern region (including Sikkim) or Union Territories of Andaman & Nicobar and Lakshadweep Islands, the maximum assistance would be Rs. 270 lakhs or 90 percent of the project cost, whichever is less.	Since the cost of setting up a decent EDI has gone up substantially hence the maximum assistance should be enhanced to Rs. 300 Lakh (Rs. 540 Lakh in case of EDIs sponsored by State/UT govts in NER including Sikkim or UTs of Andaman & Nicobar and Lakshadweep Islands.)

- ❖ Amount of Training Programme assistance under the scheme to EDIs for conducting approved Training Modules

Present	Proposed Amendment
Under Clause 3.3.2 (i): <ul style="list-style-type: none"> ❖ For SC/ST/PH/NER/NER+ Categories: Rs. 60/- for DHQ; Rs. 50/- for Urban areas other than DHQs and Rs. 40/- for rural areas per participant per Hr. ❖ For other categories of candidates : Rs. 50/- for DHQ; Rs. 40/- for Urban areas other than DHQ and Rs. 30/- for Rural areas per participant per Hr. For ToT : Rs. 60/- Per Trainee Per Hr.	Since the cost of Conducting Training Programmes has gone up substantially and upward revision in Assistance from present levels appears to be necessary and following is suggested: <ul style="list-style-type: none"> • The assistance (Rs. Per Trainee pe Hour) for all categories of trainees should be the same. • The proposed assistance (Rs. Pe Trainee per Hour) for EDP programme should be Rs. 65/- in DHQ & othe Urban Areas.

	<ul style="list-style-type: none"> • The proposed assistance (Rs. Per Trainee per Hour) for ESDP Programme should be Rs. 70/- in DHQ & other Urban Areas. • For NER & NER+ categories it is proposed that additional 20% should be paid for DHQ & other Urban Areas due to difficult terrain of these regions • An additional incentive for conducting programmes in rural & backward districts should be @ 10% of the above. • The proposed assistance (Rs. Per Trainee per Hour) for ToT Programme should be Rs. 90/-.
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❖ Approved Training Modules under ATI Scheme

- The course content of the Approved Training Modules (119) of MoMSME need thorough review & updation based on present Industry needs & changing business environment. For examples the PCB Design ESDP Training Module presently covers only upto 2 Layers where as the Industry needs upto 16 layers hence this needs updation. It is also suggested that new ESDP Training Courses/Modules (upto 300 hrs duration) should be added in Approved List of MoMSME that are highly Industry Relevant and have high degree of employability for the trainees as suggested in the Report. This could be achieved by setting up a Core Committee by MoMSME Comprising of representatives from MoMSME, EDIs/TIs, Apex Sectorial Industry Associations, NSDC (Sectorial Committees etc).
- Out of 111 approved ESDPs of MoMSME, majority i.e. 66 nos are only of 125 Hrs duration & 2 Modules of 150 hrs duration. All these need to be extended to atleast 200 hrs duration in order to cover Practical Training Component during Training Module/Course.

❖ Other amendments

- Central Government nominated representatives should try and attend maximum Board meetings during Development of the State /UT sponsored EDIs & their subsequent functioning, so that their expertise & guidance is available to the EDIs, for proper maintenance of records, monitoring of training activities & performance and to ensure proper utilization of training infrastructure.
- Videoconferencing, web based training should be introduced in the Scheme to cover multiple locations, enhance outreach particularly in rural areas and provide effective monitoring mechanism w.r.t. Training Programs being conducted from time to time. The cost for setting up requisite systems would be supported by MoMSME under ATI Scheme as Capital Grant towards teaching aids/equipment.
- The prime method of identification of Trainees adopted by majority of the EDIs/TIs at present is through release of advertisements in National & Local dailies. In addition it is suggested that the EDIs / TIs could also advertise on the Local Cable Network to create greater awareness about the Scheme in the public.
- The success of the Training imparted by EDIs/TIs under the scheme should be measured in terms of actual Enterprises setup by trainees after Training and

subsequent handholding support provided by the respective EDIs/TIs. For this the suggested target should be atleast 20% of the total number of trainees for each EDI/TI.

- National & Regional level meetings/seminars may be organized by MoMSME for sharing of good/best practices among EDI/TIs.
- The Entrepreneurship motivation among unemployed youths could be enhanced by following measures:
 - Panel of eminent successful Entrepreneurs to interact with prospective Entrepreneurs to share their success stories either face to face or through video conferencing.
 - Online EDPs and Sector specific ESDPs should be encouraged through web based learning and Video Conferencing to enhance outreach.
 - Training Programmes should be fine-tuned based on local needs in different regions / States of the country as suggested by EDIs.

➤ **Need for promotion of New EDIs in the country based on resource gap**

- ❖ It is observed that substantial number of EDIs / TIs exist across the country imparting various types of Training & Skill development programs. Prominent among these include 3 National Level EDIs and their 96 PIs; 11 Technical Services Centres of NSIC Ltd, 58 Nos of MSME DIs and their branch DIs; 14 Nos of TRTC etc under MoMSME. In addition Training is also being imparted by other organizations through their Institutes e.g. NSDC, NIFTEM, NIPEAR, CFTC, ESTC etc.
- ❖ Thus there are sufficient number of EDIs/TIs already existing in the country and if at all any new EDIs need to be promoted this should be based on Regional analysis of existing EDIs/TIs and specific need/requirement for setting up of additional EDIs/TIs.
- ❖ The idle facilities /excess capacities of Govt. EDIs/TIs wherever available should be utilized through MoMSME by reputed/accredited National & State level EDIs on PPP model and revenue sharing basis in order to impart training to more people.

CONSULTANT'S ORGANISATION AND EXPERIENCE**A – Consultant's Organisation**

[Provide here a brief (note more than two pages) description of the background and organisation of your entity and each associate, if any, for this assignment.]

B – Consultant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name :	Approx. value of the contract (in Rupees) :
Country : Location within country :	Duration of assignment (months) :
Name of client :	
Address :	
Start date (month/year) : Completion date (month/year) :	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's

Name: _____



Annexure B

I General Description of Team

Sr. No.	Name of Team Leader & Staff	Position	Input (Staff-months)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note: CV of the Team Members to be provided in the format given at Annexure B-I.

**CURRICULUM VITAE (CV) OF PROPOSED
PROFESSIONAL STAFF FOR THE ASSIGNMENT**

1. Proposed Position [only one candidate shall be nominated for each position]:-

2. Name of Entity [Insert name of entity proposing the staff]: _____

3. Name of Staff [Insert full name]: _____
4. Date of Birth: _____ Nationality: _____
5. Education: [Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

6. Membership of Professional Associations: _____

7. Publications (Indicate books, research papers and other articles published in reputed journals).
8. Other Training(s) : [Indicate significant training since degrees under 5 – Education were obtained]:

9. Countries of Work Experience : [List countries where staff has worked in the last ten years]:

10. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10].

Name of assignment or project _____

Year _____

Location _____

Client _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

CONSULTANTS FINANCIAL PROPOSAL
(In Separate Sealed Cover)

- (a) Cost of the Study/Survey/Research Paper : Rs.
(based on team and staff inputs and all
Necessary activities as per ToR)
- (b) Service Tax : Rs.
- (c) Total Cost (a+b) : Rs.

Note :

Note : No separate payment towards overheads, equipment, accommodation, procurement of primary and /or secondary data, necessary travel (if any), etc. shall be allowed.

**Ministry of Micro, Small and Medium Enterprises
(EDI-Section)**

Scheme of Surveys, Studies and Policy Research

1. OBJECTIVES

The objectives of the "Scheme of Surveys, Studies and Policy Research" are:

- (i) To regularly/periodically collect, from primary, secondary and other sources, relevant and reliable data on various aspects and features of micro, small and medium enterprises (MSME) engaged in manufacturing and services (whether in the category of micro/small enterprises, khadi, village industries or coir) as a composite group or specific segments thereof.
- (ii) To study and analyse, on the basis of empirical data or otherwise, the constraints and challenges faced by the MSME as well as the opportunities available to them, in the context of liberalisation and globalisation of the economy.
- (iii) To use the results of these surveys and analytical studies for policy research and designing appropriate strategies and measures of intervention by the Government, by itself or in public private partnership mode, to assist and enable these enterprises in facing the challenges and availing of the opportunities with a view to enhancing their efficiency and competitiveness and also expanding generation of sustainable employment by them.

2. SCOPE

The scope of the Scheme includes, but is not limited to, the following areas of interest:

- (i) Sector-wide issues like criteria for classification of enterprises, international standards and norms for such classification, statutory and other forms of regulation of enterprises consistent with the objectives of (a) quick entry and smooth exit, (b) operational ease and reduction of transaction costs of compliance, (c) simplification and harmonisation of regulatory processes and procedures, etc.
- (ii) Concurrent/periodical evaluation/assessment of impact of the existing policies, programmes and schemes of assistance on the target segments of MSME with reference to the objectives of such policies, etc., and designing remedial measures for improvement of impact.
- (iii) Issues like credit flow, sickness, technological up-gradation, infrastructure support, marketing (including exports), enterprise management practices, intellectual property rights, etc., in the context of specific segments or whole of MSME and with a view to enhancing competitiveness in the global context.

(iv) Measures for capacity building of enterprises/associations of enterprises and their empowerment, with particular emphasis on micro enterprises and enterprises owned/operated by women and/or the scheduled castes/tribes and promotion and development of enterprises in less developed regions/States of the country.

(v) Entrepreneurship development and problems of first-generation entrepreneurs.

(vi) Role and efficacy of the existing institutions of the Government in delivering the services that they are mandated to and measures for improvement of their human resources and operative practices.

(vii) Any other matter within the purview of the Ministry of Micro, Small and Medium Enterprises.

3. OPERATIONAL ARRANGEMENTS

(i) The operation of the scheme will be overseen by a Steering Committee headed by Joint Secretary (SME), Economic Advisor (IFW) and Deputy Secretary/Director (EDI) as its members. The Committee may co-opt representative(s) of the concerned division(s) as member(s) and engage outside expert as special invitee, wherever required.

(ii) The proposals received only through the concerned Divisions and the organisations under the Ministry of MSME will be entertained under the Scheme. The divisions/organisations under the Ministry of MSME may propose to undertake or carry out studies, surveys or policy research under the scheme and send the proposals along with TOR to Deputy Secretary (EDI) in Ministry of MSME. The Committee would examine the proposals and recommend the proposal for approval.

(iii) After approval as stated in Para (ii) above, the concerned organizations under Ministry of MSME or Division should carry out the selection of consultant to undertake the proposed study in accordance with GFR 2017 (Rule: 177-196). The selection of consultants could be carried through competitive bidding process. The study could also be awarded to an identified consultant if the concerned Division or organization for reasons to be recorded in writing finds that the identified consultant is the most suited to undertake the study and there is no need to undertake competitive bidding (GFR 2017; Rule: 194). The Study could also be awarded through expression of interest as provided in GFR 2017; Rule: 183. After finalizing the consultant and the cost involved, the concerned Division/Organization will send the proposal with their recommendations to SME Division again for approval.

(iv) The recommendations of the Steering Committee along with the cost will be put up for approval of Secretary (MSME).

(v) After approval of the proposal, the proposed study will be formally awarded by the concerned Division / organisation which will issue administrative approval. The concerned Division / organisation will also enter into an agreement with the Consultants as per the draft agreement enclosed as Annexure to these guidelines.

(vi) Payments to the consultants will be paid from the scheme head by the EDI Section as per the payment terms given below on the recommendations of the concerned Division / organisation and in consultation with the Integrated Finance Wing.

(vii) After the study is carried out, a copy of the report should be sent to SME Division along with the request for release of the last installment of the payment to the organisation/consultant.

4. **EMPANELMENT OF CONSULTANCY ORGANISATIONS/INSTITUTIONS**: With a view to facilitate identification of suitable consultancy organisations/institutions in terms of GFR 177 to 184, the Ministry of MSME will empanel suitable agencies, from time to time, based on applications received from them. The applications for empanelment will be submitted in the prescribed format (Annexure II) to Ministry of MSME. These will be considered by the Steering Committee referred to in Para 3 above which would recommend such cases for approval of Secretary (MSME) for 3 years.

The data base of the empanelled agencies will be maintained on the website of the Ministry and shall be updated once every year.

5. **TERMS OF PAYMENT**

The terms of payment for each assignment under this Scheme will be as under:

(i) First installment: Maximum 20 per cent of the fees on signing of the agreement.

(ii) Second installment: 50 per cent, subject to (a) submission of the draft report (five copies of the draft report including executive summary) within the time frame stipulated in the agreement and (b) a presentation on the draft report being made before the concerned Division / Organisation and the draft report being found to be generally acceptable.

(iii) Third and final installment: The balance 30 per cent on submission of the final report and its acceptance by the head of the concerned Division / organisation. Any delay in submission of report without due approval by the head of the concerned Division / Organisation will attract liquidated damages payable at 5% per week of delay and the balance 30% will be forfeited in case the delay in submission of the report is beyond 5 weeks from the stipulated date.

(iv) The final payment will be made within six weeks of acceptance of the report and submission of bills etc. by the organisation / consultants.

6. **OTHER GENERAL TERMS AND CONDITIONS**

The other general terms and conditions applicable to each assignment under this Scheme will be:

(i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty as provided for in the agreement. For factors beyond the control of the consultants given the assignment, suitable extension in time may, however, be granted at the request of the institution.

- (ii) The Government shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- (iii) The total fee for the study as agreed with the organisation will include GST and other taxes/levies/cess, if any, and the liability of payment of the tax will be of the organisation / consultants conducting the study.
- (iv) Ten hard copies of the final report, 15 hard copies of the executive summary and ten CDs containing the final report shall be submitted before releasing the final installment of payment.
- (v) During the currency of the assignment, the TOR and other terms and conditions of the assignment, if necessary, may be modified in order to strengthen/deepen its scope/coverage with the concurrence of the institution concerned. As far as possible, such modifications will not be made more than once during currency of study. In case, there is cost escalation due to substantial and major changes in the Terms of Reference, such cost escalation shall be restricted to a maximum of 25% over and above the original cost subject to the approval of the Committee and the concurrence of the Integrated Finance Wing.
- (vi) The draft/final reports and the contents thereof would be the intellectual property of the Government and would not be published by the institution concerned without prior approval of the Government.
- (vii) In case of change of consultant/team leader during the currency of study, the new consultant/team leader may be appointed by the Institution with the prior approval of the concerned Division / Organisation.
- (viii) The Consultant will notify the concerned Division / organisation of any material change in their status, shareholding or that of any Guarantor of the Consultant, where such change would impact on performance of obligations of the Consultant under the Agreement.
- (ix) If the performance of the Consultant during the currency of the study is not found to be satisfactory, the agreement can be terminated and action will be taken by the concerned Division / organisation to recover the amount already paid to the Consultant.
- (x) The raw data/processed data/ findings should not be disclosed by the Institution to any third party without prior approval of the concerned Division / organisation.
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**AGREEMENT FOR CONSULTING SERVICES
FOR SURVEYS, STUDIES AND RESEARCH PROJECTS**

AGREEMENT

THIS AGREEMENT is entered into this [insert starting date of assignment] between the President of India acting through Joint Secretary (SME), Ministry of MSME [Client] having its principal place of business at Udyog Bhawan, New Delhi, and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address] acting through

WHEREAS, the Client wishes to have the Consultant perform the Assignment hereinafter referred to, and

AND WHEREAS, the Consultant is willing to perform this Assignment,

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. Services
 - (i) The Consultant shall perform the assignment as per the "Terms of Reference and Scope of Assignment," as specified in Annexure A (to be attached) forming an integral part of this Agreement (the "Assignment").
 - (ii) The Consultant shall provide the personnel listed as Annex B (to be attached) to "Consultant's Personnel," to perform the Assignment.
 - (iii) The Consultant shall submit to the Client / Government, the reports in the form and numbers and within the time periods as mutually agreed in accordance with para 4 of the guidelines and specified as Annex C, "Consultant's Reporting Obligations" (to be attached), to this Agreement.
2. Term

The Consultant shall perform the Assignment within 120 days from the date of this Agreement, or any other period as may be subsequently agreed by the parties in writing, subject to liquidated damages for the delay attributable to the Consultant.
3. Payment
 - A. Ceiling
For the Assignment, the Government shall pay the Consultant the sum of [insert amount]. This amount includes all of the Consultant's costs and deliverables as well as any tax obligation that may be imposed on the Consultant.
 - B. Schedule of Payments
The schedule of payments is specified below:
[insert currency and amount] upon the receipt of a copy of this Agreement signed by the Consultant;
[insert currency and amount] upon the receipt of the draft report from Consultant, acceptable to the Government;
and
[insert currency and amount] upon the receipt of the final report from - Consultant and acceptable to the Government.
[insert currency and amount] Total
 - C. Payment Conditions
(i) Payment admissible on signature of this Agreement shall be made against a bank guarantee of equivalent amount in favour of the Government from a Scheduled Bank with its validity till receipt of the draft report from Consultant and found acceptable to the Government.

(ii) Final payment shall be made not later than 6 weeks, following submission by the Consultant of complete invoices in duplicate to the Coordinator designated in paragraph 4 or acceptance of the Report by the Government whichever is later.

4. Project
Administration

A. Coordinator

The Name of Division / Organization designates Shri/ Smt. [insert name and designation] as the Client's Coordinator; for this Assignment The Coordinator will be responsible for the coordination of activities under this Agreement, for acceptance and approval of the reports and of other deliverables by the Government and for receiving and approving invoices for the payment.

B. Reports

The reports listed under Para 4 and 5 of the guidelines of the Scheme shall be submitted in the course of the Assignment, and will constitute the basis for the payments to be made under Clause 3 above.

5. Performance
Standards

The Consultant undertakes to perform the Assignment with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly but not later than 7 days replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultant shall not disclose any proprietary or confidential information relating to the Services, this Agreement or the Government's business or operations without the prior written consent of the Government.

7. Ownership
of
Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Government under the Agreement shall belong to and remain the property of the Government. The Consultant may retain a copy of such documents and software for the purpose of this Agreement.

8. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage at its own cost.

9. Re-Assignment

The Consultant shall not re-assign this Agreement or sub-contract any portion of it without the Government's prior written consent.

10. Dispute
Resolution

Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 to an arbitrator nominated by the Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Provisions of the Arbitration and Conciliation Act, 1996, as, amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.

11. Events of
Default

(i) Delay in furnishing of any report beyond the period mentioned in
Provided that there shall not be default for the period of Force Majeure and delays solely attributable to the Government.

(ii) Any report being non-acceptable to the Government for lack of professional quality.

(iii) Breach of any of the terms of this Agreement.

12. Consequences
of Default

(i) On the occurrence of any of the event of default on the part of Consultant, the Government may terminate this Agreement and claim refund of any

money paid or invoke the bank guarantee and refuse to make any more payment.

(ii) In case of default being limited to delay only not exceeding 5 weeks, the Government, may in the alternative, claim the agreed liquidated damages @ 5% of the amount of contract for every week of delay, not exceeding in any case 25% of the amount of contract.
The amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the Consultant.

13. Force
Majeure

The Parties shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the contract by an event of Force Majeure. A party claiming relief on this account shall immediately on becoming aware of Force Majeure event give notice to the other party disclosing the manner in and the period during which performance of its obligation is likely to be affected.

For the purpose of the Agreement Force Majeure means Acts of God, wars or similar action affecting India Civil Commotions or general strike (excluding by its own employees) lying beyond the reasonable control of the affected Party.

14. Notice

The address of the Parties for all communication is :

Government :

Ministry of MSME, Joint Secretary (SME), Room No. 122 B, Udyog Bhawan, New Delhi 110011.

Consultant :

All notices with the aforesaid address sent by pre-paid registered-post or speed post or sent by fax with confirmation of its delivery or email shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at the addressee's end.

Any change of address will not be valid -unless acknowledged by the other party.

IN WITNESS WHEREOF, the representatives of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this day of

**For and on behalf of the President
of India / Head of the Division / Organisation**

FOR THE CONSULTANT

Signed by _____

Signed by _____

Designation: _____

Designation: _____

In presence of _____

In presence of _____

**Application Form for Empanelment under scheme
'Surveys, Studies and Policy Research'
of Ministry of Micro, Small and Medium Enterprises.**

S.No.	Particular	
1	Name of the Applicant Organisation	
2.	Complete Address with Contact Numbers.	
3.	Detail of status (NGO, Reg. Society, Company etc.) with date of Registration.	
4.	Area(s) of Expertise along with details of Panel of Experts available.	
5	Past Experience in conducting studies, if any (last 5 years).	
6.	Past Experience related to MSME sector, if any.	
7.	Details of the members of the Governing/Management Body/Board of Directors.	
8.	Annual Report of last 3 years.	

Date :

Signature
(Authorized Signatory of the organization)

Time Schedule and Bid Evaluation criteria and selection process of the Agency

1. Time Schedule

The duration of the completion of the evaluation study is three months (90 days) from the date of commencement of the assignment.

1.1 Duration of Consultancy

The study needs to be completed and draft report should be submitted within 45 days. Revisions in draft report submitted, as suggested by agencies as deemed necessary by the Government need to be completed within one month from the date of such revisions/directions.

2. Deliverables

Final Report of Evaluation Study (25 bound Copies of size 8.3 x 11.7 inches) to the satisfaction of competent authority along with soft copy in formats as prescribed by competent authority.

3. BID EVALUATION CRITERIA AND SELECTION PROCESS OF THE AGENCY:-

(a) Bidding process

- (i) The Bidding will be based on the Quality cum Cost Based Selection. The Ministry invites two part bids from invited institutions/consultants for the scope of work mentioned in the document. The two Part bid shall consist of Part-I- Technical bid and Part-II-Financial bid. Technical Bid Comprises of 70% weightage and the Financial Bid Comprises of 30% weightage.
- (ii) Technical Bid and Financial bid should be submitted in two separate envelopes superscribed "**Technical Bid**" and "**Financial Bid**" respectively. The Technical Bid would be opened first. The Financial Bid (**to be provided in a separate sealed cover**) would be opened only in the case of those tenderers /bidders who qualify the technical evaluation and meet the requisite parameters laid down by the Ministry of MSME.

Following **supporting documents** should be enclosed with the technical bid, failing which the bid will be liable for rejection: -

1. Certificate/work order supporting the work done under National Evaluation Study clearly giving details of name of the States covered for each study.
 2. Certificate of registration of the organization.
 3. Details of experts at National Level and Zonal Level with their biodata clearly giving designation, qualification, relevant experience, work done, address, phone number etc.
 4. Details of offices of the agency / associates in the Country with full address and phone number.
 5. Chartered Accountant certified balance sheet of last 3 years (2017-18, 2018-19 and 2019-20) to indicate the turnover of the organization.
- (iii) The Ministry of MSME may waive any minor infirmity, nonconformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.

- (iv) Prior to the detailed evaluation, the Ministry of MSME will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that confirms to all the terms, conditions, scope of work and specifications of the Bid Documents without material deviations, objections, conditions or reservations.

A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and/or is inconsistent with the Bid Documents or the Ministry of MSME's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.

- (v) If a Bid is not substantially responsive, it will be rejected by Ministry of MSME, and may not subsequently be made responsive by the Bidder by correction of the non- conformity.

(b) Score Card for Technical Evaluation

The bids will be evaluated by Ministry of MSME to ascertain the technically and commercially responsive bid for the complete scope of work, as detailed below:

I. The marks for technical evaluation of the bids are as under: -

Sr.No.	Particulars	Marks
1.	Marks for Technical Evaluation	Total 100 Marks
1.1	Experience & Quality of the team on similar studies.	30 Marks
1.2	Experience & Quality of Past studies conducted by the Institute.	30 Marks
1.3	Marks for Presentation	40 Marks

II. Marks for Presentation- 40 Marks

A	Understanding of the context	20
i.	Understanding of the scheme	10
ii.	Understanding of the scope of work	10
B	Approach & Methodology	10
i.	Approach to the study	05
ii.	Methodology	05
C	Team Deployment & Timelines	10
i.	Composition of team, planning and deployment	5
ii.	Adhering to timelines	5

For qualifying in the technical bid minimum combined score (I+II) will be 60 marks out of 100 marks for opening of financial bid.

After the technical evaluation is completed, Ministry of MSME shall notify those bidders, who qualify in the technical evaluation meeting the minimum score requirement of 60 marks out of 100 as detailed above and their financial bid will be opened. The financial bid shall be opened in the presence of the qualified bidders or their authorized representatives, who may choose to attend the bid opening.

Contd..

(c) **Financial proposal**

The Evaluation Committee of the Ministry of MSME will assess the financial bids of the bidders. A Final score would be generated by giving 70% weightage to the score of technical evaluation and 30% weightage to the Financial Bids and **accordingly the work will be awarded to the bidder with highest Final Score according to the following formula:-**

$$\text{Final Score} = [W(t) \times S(t)] + [W(f) \times S(f)]$$

Where: -

W(t)= Weightage to the Technical Score (70%)

S(t)= Technical Score

W(f)= Weightage to Financial Quote (30%)

S(f)= Financial Score = (Lowest Quote/Consultant's Financial Quote)x100.

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