MMTC LIMITED
CORE-1, SCOPE COMPLEX
7 INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

Dated: 19th February, 2020

Sub: Short Notice - Request for proposal (RFP) - From Third party Aggregators/MSDE approved Agencies for rendering assistance in implementing compliances under Apprenticeship Amendment Act, 2014 in MMTC-reg.

MMTC Limited, a Central Public Sector Enterprise (CPSE) under the administrative control of Ministry of Commerce & Industry is looking forward for the engagement of a recognized Third-Party Aggregator/MSDE approved Agencies located in NCR region, for rendering assistance to MMTC in implementing compliances of Apprenticeship Training under Apprenticeship Amendment Act, 2014.

(i)   In terms of the Apprenticeship Amendment Act, 2014, MMTC has to engage 2.5% of its workforce i.e. 24 nos. as Apprentices in different trades like Programming Assistant/Data Entry Operator, Finance/Accounting Trainees etc.

(ii) The task of sourcing, software consolidation/establishment registration and administering, engagement of apprentice contracts is to be completed on or before 15th March, 2020.

(iii) The apprentices are to be posted at any location of MMTC Regional offices or Corporate Office. Therefore, sourcing and administering contracts must be done in other cities like Mumbai, Kolkata, Chennai, Hyderabad, Vizag, Bhubaneswar apart from Delhi.

(iv) Number of apprentices to be engaged at each location shall be decided upon confirmation of the work order.

(v)   Apprentices may be engaged in either of the segments i.e. optional trades or designated trades and both under NAPS and non-NAPS category.   In case, the apprentices is engaged under NAPS category, the agency shall render all assistance to get the subsidy against each such apprenticeship contract.

(vi) The agency shall render all assistance for completing the documentation work including the assessments/examinations, if any to be carried and certifications to be organised for issue to apprentices upon completion of training.

(vii) The agency has to offer end-to-end turnkey solution for engagement of apprentices for a period of 6 months/ 1 year. The same can be extended for one more year subject to mutual agreement.

(viii) On attrition, the agency shall take responsibility to recoup the gap for inducting new apprentice in place of any engaged apprentice leaving the contractual engagement during the approved tenure.

(ix) The agency shall undertake to take up full responsibility of engaging required no. of apprentices for MMTC and shall ensure all the necessary co-ordinations with NSDC, DGT, MSDE wherever it becomes necessary towards administering smooth implementation of the apprentice compliances.

(x) The agency shall be an authorized entity either as approved third party aggregator or an approved agency by Ministry of Skill Development & Entrepreneurship.

(xi) Admissible payments/professional fee shall be released only upon successful induction of the required number of apprentices at desired locations as mandated for fulfilling statutory compliances by 15th March, 2020.

(xii) Admissible GST/service tax shall be applicable.

(xiii) The agency shall furnish the experience certificates issued by the establishments for which they have rendered similar services.

(xiv) The detailed work order shall be placed upon acceptance of RFP of shortlisted agency.

(xv) In the event of any dispute, decision of CMD, MMTC shall be final and binding.

(xvi) The jurisdiction of courts shall be New Delhi.

In this connection, interested agencies having sufficient experience in apprentice compliances located in NCR region are requested to kindly forward us the detailed commercial proposal in a sealed cover latest by **26th February, 2020**. The sealed cover should superscribe **"RFP for Engagement of Apprentices in MMTC"** and should be sent to following address:

<div align="center">

General Manager (HR)
MMTC Limited
Core-1, SCOPE Complex
7 Institutional Area, Lodhi Road
New Delhi – 110003.

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For MMTC Limited
(P&O Team)

E&OE