

**Government of India  
Ministry of Tourism  
(Human Resources Development)**

7th Floor Chander Lok Building, 36 Janpath, New Delhi -110001

Program Monitoring Unit - Skill Development, Human Resource Development Division, Ministry of Tourism invites Expression of Interest (EOI) and Request for Proposal (RFP) from UGC/AICTE/State/UT Technical Board approved institutions/NCHMCT affiliated private institutions (other than Central and State Government Institutions)/NSDC accredited/ institutes/State & UT Governments approved Institutions/Sector skill council etc. with proven track record and capable of conducting skill development courses in the area of Hospitality and Tourism as per the requirements of CBSP Scheme of Ministry of Tourism. Consortium of two institutions (One Technical partner and one financial partner) may also apply against EOI. Interested applicants may download the format and other documents related to EOI from the website: <https://tourism.gov.in>.

Application in sealed cover superscribed, as "EOI for imparting Hunar Se Rozgar Tak (HSRT) training under Capacity Building for Service Providers (CBSP) Scheme" alongwith Security Deposit in the form of two Demand Drafts/ Banker's Cheques, one of Rs. 20,000/- (Rupees Twenty Thousand only) per centre (Refundable as per terms and conditions mentioned in EOI) and one of Rs. 10,000/- (Rupees Ten Thousand only)per centre (Non-refundable), drawn for each centre in favour of "Pay & Accounts Officer, Ministry of Tourism", should reach to the following address\* in offline mode by 21.07.2023:

Under Secretary (HRD)  
Ministry of Tourism  
7th Floor Chander Lok Building, 36Janpath,  
New Delhi -110001  
Email:pmuhsrt1-tour@gov.in  
Phone no. 011-23724147

  
03/07/2023

**(MANJU MAAN)**  
Under Secretary (HRD)  
Ministry of Tourism  
Tel: 011-23713521

\* For updated address, please refer to Ministry's website from time to time.

Note: Applications meeting the qualification criteria may be invited for presentation/proposal before the selection Committee of the MoT. In exceptional circumstances and at its discretion, MoT may extend the deadline for submission of proposals by issuing an amendment to be made available on the website of MoT, in which case all rights and obligations of MoT and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended. MoT reserves the right to cancel this request for EoI/RFP and/or invite afresh with or without amendments, without liability or any obligations for such request for EoI and without assigning any reason. Information provided at this stage is indicative and MOT reserves the right to amend/add further details in the EoI.

*Manju*  
03/07/2023

**(MANJU MAAN)**  
Under Secretary (HRD)

**Last Date: 21<sup>st</sup> July, 2023**

**Expression of Interest (EOI)**

**For imparting  
Hunar Se Rozgar Tak (HSRT) training under  
Capacity Building for Service Providers (CBSP) Scheme**

**from**

*UGC/AICTE/State/UT Technical Board approved  
institutions/NCHMCT affiliated private institutions/NSDC accredited  
institutes/Sector Skill council etc. in the area of hospitality*

**PROGRAM MONITORING UNIT - SKILL DEVELOPMENT  
HUMAN RESOURCE DEVELOPMENT DIVISION  
MINISTRY OF TOURISM  
GOVERNMENT OF INDIA**

**7th Floor Chander Lok Building,  
36 Janpath Road,  
New Delhi 110001**

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## EXPRESSION OF INTEREST

### 1.0 Introduction

As part of the Suo-Moto initiatives of Ministry of Tourism (MoT) under the Scheme of “Capacity Building for Service Providers” (CBSP), it has been decided to provide financial assistance to **industrial units, private entities, associations of industries and professional/skill developing agencies with proven credentials and hospitality institutes approved by UGC/AICTE/NSDC approved/NCHMCT affiliated private institutions (other than Central and State Government Institutions)/State & UT Governments approved Institutions** in the field of Tourism and Hospitality in addition to Government sponsored Hospitality Institutes, State Tourism Development Corporations (STDCs) and State Governments etc. to conduct Skill Development Programs under “Hunar Se Rozgar Tak” (HSRT) program or its verticals.

In addition, it has further been decided to extend financial assistance to similar Institutions as mentioned in the preceding para, to implement Entrepreneurship Program under CBSP Scheme in addition to Government sponsored Hospitality Institutes, State Tourism Development Corporations (STDCs) and State Governments etc.

To fulfil the aims and objectives of both the programs and to expand the out-reach and output of the program, Institutions/Organizations/Bodies/entities desirous of becoming an Implementing Agency (IA) under “HSRT” and/or EP Program of MoT are invited to implement HSRT and/or EP program. Such Institutions are required to apply only in the application as per the format given as **Annexure – A** along with the details and copies of the testimonials as per the Checklist given in **Annexure B**. Scheme Guidelines for implementing the respective programs may be seen and downloaded from the website of MoT. These guidelines are under revision and the revised guidelines will be applicable from the date of their issue.

### 2.0 Aims & Objectives

#### 2.1 Hunar Se Rozgar Tak (HSRT) Program:

HSRT program is aimed at targeting persons with not much means and in need to acquire skills facilitative to employment. The objective of the program is to create employable skills amongst youth specific to Tourism/Hospitality Sector and to reduce the skill gap that afflicts the sector. It further aims at working towards the dispersal of the economic benefits of growing tourism/hospitality sector to the poor.

#### 2.2 Entrepreneurship Program (EP):

EP is aimed at facilitating self-employment of the pass-outs of the Program by assisting them in obtaining loans (e.g. Mudra), licenses/registrations etc. and also by exploring their deployment at Mega Tourist Destinations/circuits.

Whereas the main objectives of HSRT Program are to provide free training, evaluation and certification in job oriented skill courses to deserving candidates, EP is aimed at enhancing their market acceptability.

### 3.0 Details of the Courses:

<b>HSRT PROGRAM</b>				
<b>Name of the Course</b>	<b>Minimum Educational Qualifications required</b>	<b>Minimum theory hours required + On-the-Job Training (OJT)</b>	<b>Minimum Pass % required for Certification</b>	<b>Job Role mapped to Qualification Pack No.</b>
<b>Multi Cuisine Cook</b>	8 <sup>th</sup> Class Pass	740 Hours (500 Hours + 240 Hours OJT)	70%	QP:THC/Q3006
<b>F&amp;B Service - Steward</b>	10 <sup>th</sup> Class Pass	540 Hours (300 Hours + 240 Hours OJT)	60%	QP:THC/Q0301
<b>Room Attendant</b>	5 <sup>th</sup> Class Pass	540 Hours (300 Hours + 240 Hours OJT)	60%	QP:THC/Q0202
<b>Front office Associate</b>	12 <sup>th</sup> Class Pass	580 Hours (340 Hours + 240 Hours OJT)	60%	QP:THC/Q0102
<b>ENTREPRENEURSHIP PROGRAM</b>				
<b>Name of the Course</b>	<b>Minimum Educational Qualifications required</b>	<b>Minimum theory hours required</b>		
<b>Cook – Tandoor</b>	8 <sup>th</sup> Class Pass	150 Hours		
<b>Baker</b>	8 <sup>th</sup> Class Pass	150 Hours		
<b>Home stay (Multi-Skilled Caretaker)</b>	8 <sup>th</sup> Class Pass	150 Hours		
<b>Halwai – Indian Sweets</b>	8 <sup>th</sup> Class Pass	150 Hours		

**Note:** i. Other training courses will be offered as and when decided by MoT. Additional filter will be done at that time.

ii. There will be a flexibility to run the course either for five days or for six days in a week. However, the Implementing Agency (IA) will have to complete the number of hours prescribed for the course.

**4.0 Fees for the candidates/trainees:** There will be no application fee for candidates under HSRT Training Program. However, the fees chargeable to the applicant/eventual trainee for EP would be Rs.100/- for general candidates, 50% fee (i.e. Rs.50/-) from women and physically handicapped and no fees from the SC/ST candidates.

**5.0 Mobilization of trainees:** All IAs will mobilize the candidates for training and maintain a personal file for each trainee containing his/her duly filled form and signed application form (sample enclosed), copy of Aadhar Card seeded with Bank A/c and account details, Certificate of educational qualifications, age proof etc. The Application Form will contain details of his/her Name, Parent's Name, Date of Birth, present Residential Address, Educational Qualifications, Category, Mobile No., Course/Trade applied for, etc.

## **6.0 Invitation for EoI**

6.1 Ministry of Tourism invites Expression of Interest (EoI) and Request for Proposal (RFP) from UGC/AICTE/State/UT Technical Board approved institutions/NCHMCT affiliated private institutions (other than Central and State Government Institutions)/NSDC accredited/ institutes/State & UT Governments approved Institutions/Sector skill council etc. with proven track record and capable of conducting skill development courses in the area of Hospitality and Tourism as per the requirements of CBSP Scheme of Ministry of Tourism. Consortium of two institutions (One Technical partner and one financial partner) is also allowed to apply against EOI.

6.2 Interested applicants may download the format and other documents related to EoI from the website: <https://tourism.gov.in>.

6.3 In exceptional circumstances and at its discretion, MoT may extend the deadline for submission of proposals by issuing an amendment to be made available on the website of MoT, in which case all rights and obligations of MoT and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **7.0 Essential Qualifications: -**

7.1 Applicants must submit applications complete in all respect along with supporting documents and security deposit as mentioned in para 12 of this EOI document.

7.2 Applicants must fulfill the Evaluation Criteria and methodology given in para 11 of this document.

7.3 The Institution must be three years old, i.e., it should have completed at least three years after its registration on 1<sup>st</sup> July 2023.

7.4 The Institution must be financially sound. For this purpose, the minimum average turnover of the Institution for three years should not be less than Rs.2.0 Crore. However, keeping in view the COVID-hit years (2020-2022), as a special dispensation, the Institute can take into consideration the minimum average turnover of any three years during the past five years.

7.5 Institute must be in the hospitality sector/hospitality skill training business for the last two years.

7.6 The Institute must have a record of at least 50% placement of the certified trainees.



7.7 The Institute desirous of getting more than one centre empaneled will have to fulfill all the essential qualifications individually for all the centres. Ministry may consider empanelment of more centers only after assessing the outcome of the training program done during the first year of empanelment.

**8.0 Procedure of Empanelment:** Applicants fulfilling the Evaluation Criteria and methodology given in para 11 of this document will be called for making a short (approximately 10-15 minutes) presentation before a Screening Committee constituted by HRD Division of Ministry of Tourism for assessing the suitability of each institute. The Committee will recommend the Institutes found suitable for empanelment as IA. The IA will finally be empaneled and annual targets corresponding to the available infrastructure trades and centres will be communicated to the aspiring and eligible training partner. Empaneled IA will be required to open/give the details of a Savings Bank account dedicated to HSRT program (separate for each center); and to submit the Mandate Form to this Ministry in the Performa prescribed in **Annexure-C**.

**9.0 Disqualification criteria:**

9.1 Applications found incomplete or not accompanied with desired documents/fees, will be summarily rejected. Applicants who do not meet the requisite criteria as mentioned in para 7 above (7.1 to 7.6) will be considered as disqualified for applying for EOI.

9.2 The Training providers blacklisted by Ministry of Skill Development & Entrepreneurship or National Skill Development Council/Agency or Ministry of Tourism or any other Ministry/Department of Central of State Government will not be eligible to apply for HSRT or Entrepreneurship program.

10. **Address:** Application in sealed cover superscribed, as “EOI For imparting Hunar Se Rozgar Tak (HSRT) training under Capacity Building for Service Providers (CBSP) Scheme” should reach to the following address\* by 21.07.2023.

**Under Secretary (HRD)**  
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Contact details: Email: [pmuhsrt1-tour@gov.in](mailto:pmuhsrt1-tour@gov.in), Phone no. 011-23724147

**\* For updated address, please refer to Ministry’s website from time to time.**

**11.0 Evaluation Criteria and methodology** for the evaluation of the proposals –

<b>S.N.</b>	<b>Evaluation Criteria</b>	<b>Max. Marks</b>	<b>Benchmarks</b>	<b>Documentary Proof</b>
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1.	Organization Age- Since organization has been registered (Min 3 Years)	10	a. Between 3-5 years - 5 marks b. Above 5 years- 10 marks	Incorporation certificate / Firm's Society Registration Certificate/ etc.
2.	Financial capability of the organization: Min Average turnover for the last <b>3</b> years must be Min 2 crore. (Any 3 years during the last 5 years)	15	a. 2-3 crore- 5 marks b. 3 crore to 5 crore- 10 marks c. Above 5 crore- 15 marks	CA certificate with UDIN Along with <b>3</b> years audit report and financial statements
3.	Organization has been in the skill training business (preferably in hospitality sector)	10	a. Between 2-5 yrs- 5 marks b. Between 5-10 yrs- 8- marks c. 10 yrs & above-10 marks	<b>Work orders copy from various Govt. department</b>
4.	Tie-ups with Industry partners for placement of trainees	10	a. Upto 50% of the proposed target commensurate with the available infrastructure - 5 marks b. between 51%- 70% -8 marks c. 70% and above - 10 marks	Relevant Letter of Intent
5.	Cumulative Placement of candidates performance of the organization during the past 5 years/ Self employed*  *(Only upto 25% will be considered against -employed with supporting permit letter, mudra loan or proof of start-up)	15	a. Between 50% certified trainees placed - 5 marks b. Between 51% to 70% - 10 marks c. Above 70% - 15 marks	Relevant evidences such as proof of certified trainees against target/work order alongwith employers' certificate/self - employed (permit letter from authorities/start up etc.)
6.	Master Trainers/Instructors engaged by the Institutes during the last 3 years		One for each Trade -10 marks	Attach resume and CVs of trainers with relevant educational and experience certificates.

11.1 All the applications will be scrutinized on the above-mentioned 6 evaluation criteria in the Division in the Ministry. Applicant will have to secure a minimum of 60%

marks collectively on the above-mentioned six points. Only those applicants who secure 60% or more marks will be called for presentation on the points given in table at para 11.2.

**11.2 Evaluation Criteria for Presentation:**

S.N.	Evaluation Criteria	Max. Marks	Benchmark	Documentary Proof
1.	Mobilization plan	30	05 marks	Applicant will be required to bring power point presentation in pen drive on the day of presentation before the Screening Committee.
2.	Training Plan		05 marks	
3.	Placement plan		10 marks	
4.	Digital Preparedness (portal/website)		05 marks	
5.	Innovative ideas used for conducting training		05 marks	

**The applicant will have to secure a minimum of 62% (60% of 70 marks (42 marks) in table 1 above and 66.6% (20 out of 30 marks) in table 2 above for getting empaneled with the Ministry.**

**12. Security Deposit:** The application must be submitted in offline mode along Security Deposit in the form of two Demand Drafts/ Banker's Cheques drawn for each centre in favour of "Pay & Accounts Officer, Ministry of Tourism", one of Rs. 20,000/- (Rupees Twenty Thousand only) per centre and one of Rs. 10,000/- (Rupees Ten Thousand only). These Demand Drafts/ Banker's Cheques must be valid for a minimum of 3 (three) months from the date of issue. If required, the applicant will get such Demand Drafts/ Bankers Cheques revalidated and extended by another three months upon request by Ministry of Tourism to accommodate for any procedural delays. Demand Draft/ Banker's Cheque of Rs. 10,000/- (Rupees Ten Thousand only) is non-refundable. Demand Drafts/ Banker's Cheques of Rs. 20,000/- (Rupees Twenty Thousand only) will be refunded only if the applicant's organization gets empaneled as IA by the Ministry for conducting HSRT training Program and/or EP. The same will be forfeited in case the IA is not found fit for conducting HSRT training program and/or EP.

**13. Important Dates:**

S. No	Stages	Date
1.	Issue of EOI	03-07-2023 (Monday)
2.	Last date for the submission of queries	17-07-2023 ((by 4 pm on Monday)
3.	Last Date of Submission of EOI (offline)	21-07-2023 (by 05:30 pm on Friday)
4.	Date of Presentation by Applicants before Screening Committee	31 <sup>st</sup> July 2023 (Presentation may be done on more than one day depending on receipt of number of applications). These dates are tentative and may change subject to the availability of the Chairperson of the Screening Committee.

5.	Announcement of Successful Applicants	Tentatively by 2 <sup>nd</sup> week of August 2023
6.	Training of Trainers by NCHMCT (Hybrid Mode)	Any 1 or 2 days after announcement of Successful Applicants
7.	Adjustment of Refundable DD/Banker's cheque of applicants found unsuccessful	Tentatively by 21 <sup>st</sup> August 2023
8.	Date of start of first batch	Within ten days from the date of empanelment and issue of targets
9.	Enrolment of trainees on THIMS Portal	On the first day of start of the batch
10.	Placement of order for Uniforms	Preferably within one week from start of the batch
11.	Review of targets based on performance	After completion of one cycle of batch in each trade

#### 14. Conduct of training:

- a. All Training Providers will conduct regular teaching/practical classes for at least six (6) hours daily (excluding lunch period) for five/six days in a week (except holidays). IA will prepare time table for each course indicating separately the hours to be devoted to classroom training and practical lab training.
- b. Training Providers shall maintain Biometric Attendance for each trainee and trainer for marking daily attendance. Maintaining attendance on loose sheets will not be permitted.
- c. The students and trainers to be enrolled must be linked to Aadhar in the Implementing Agency's records as well as the individual's Bank account. The amount paid as Stipend to the successful trainee shall be transferred only to the individual beneficiary's Aadhar linked bank account in Direct Benefit Transfer (DBT) mode through PFMS.
- d. For release of funds from time to time, the IA will submit its request strictly in the Performa prescribed by the Ministry of Tourism.
- e. The Training Provider will also submit Monthly Progress Reports to the Ministry in the prescribed Performa within one week of the succeeding month.
- f. If any irregularity comes to the notice of Ministry of Tourism in the conduct of any course under HSRT program by a Training Provider, the Ministry will get an unscheduled/sudden inspection conducted by a two or three member team designated by HRD Division for this purpose on case to case basis.
- g. If it is proved, on the basis of documents, records and physical inspection, that a IA is indulging in fraudulent/irregular practices not conforming to the Scheme guidelines, all releases to the concerned Training Provider will be immediately stopped and the IA will be debarred from conducting any further training courses/batches of the HSRT program. In the event of funds already been released for the batch in question, the defaulting Training Provider shall refund the entire amount released along with a penal interest of 12% (twelve percent) per annum on the amount released.

**15. Trainers:** Trainers to be deployed for the HSRT courses must possess the minimum Degree/Diploma in Hotel Management or hospitality trade. The training provider will maintain a personal file of each teaching faculty containing his/her application form for employment, copy of Aadhar Card and Certificate of educational qualifications. The Application form will specify personal details like Name, Father's Name, Date of Birth,

Present Residential Address, Educational Qualifications, Mobile No., Aadhar Card No., Bank Details (Name of Bank, Account No. and IFS Code) (being brought into THIMS software).

**16. Periodic review:** Periodic review will be done to assess the performance of the IA. Non-achievers will be de-empaneled.

**17. Support for Uniforms:** Uniform has to be purchased/ supplied from authorized vendor at the rate fixed by the Ministry from time to time.

**18. Stipend:** IA will have to disburse the stipend to the trainees on being successfully certified at the rate prescribed by Common Norms Committee under costing norms. Stipend will be paid strictly through DBT mode through PFMS portal. Payment through no other mode (like cheque, cash, RTGS, NEFT, IMPS, UPI etc.) will be allowed.

**19. Course material:** IAs will download the course curriculum for trades under HSRT program as per the Qualification Package from the site of National Qualification Register as per QP number of that course. It will be the responsibility of the IA to provide the candidates with learning material, study material, raw material required to learn and acquire relevant skills. For trades under EP program, the course curriculum designed by NCHMCT will be followed.

**20. Training of trainers:** Ministry of Tourism will organize Training of trainers of the implementing agency on empanelment. One to two days' training will be conducted for new trainers at a place decided by the Ministry from time to time. This needs to be done before the commencement of first batch. It will be the sole responsibility of project implementing agency to get their trainers trained strictly during one-two days' session organized by the Ministry.

**21. Schedule of Reimbursement of claims:**

**21.1 HSRT Claims**

<b>Instalment</b>	<b>Instalment comprises</b>	<b>Output parameter</b>
1st instalment: 80%	80% of total Base Cost + 100% cost for other components like assessment fee, certification charges, stipend, uniform cost, accommodation charges (if applicable) for <b>assessed candidates</b>	On completion of training batch, assessment of validated candidates and on submission of proof of disbursement of stipend to the students through DBT mode of PFMS.
2nd Instalment: 20%	20% of the total Base Cost	On production of one month's salary certificate /pay slips in case of HSRT Program.

**Note:** IAs can submit their claims as per the above table. However, there will be no bar if the IAs wishes to directly claim 100% after submitting the proofs of achievements in the form of one month's salary slips.

IAs will be rewarded for keeping track of employment/enhancement in wages of the trainees as per the costing norms under the scheme.

## 21.2 EP Claims:

IAs will be required to submit their claims after completion of the course on 100% reimbursement basis. Costing norms in respect of EP may be downloaded from the website of the Ministry.

**22. Cost and Payment Norms:** Costing Norms will be as per Program Guidelines adopted as per Common Norms and revised from time to time.

Performa for Pre-Submission Queries and Clarification:

(Please email your queries latest by 17-07-2023 ((by 4 pm) to [pmuhsrt1-tour@gov.in](mailto:pmuhsrt1-tour@gov.in)

SN	Name of the Organization	Contact Mobile No.	email	Query	Paragraph/Points requiring clarification	Page No. of EOI
1.						

**23. Conflict of Interest:** Where there is any indication that a \*conflict of interest exists or may arise, it shall be the responsibility of the IA to inform the Ministry, detailing the conflict in writing as an attachment to this document. The Ministry will be the final arbiter in cases of potential conflicts of interest. Failure to notify the Ministry of any potential conflict of interest will invalidate any verbal or written agreement.

*\*Conflict of Interest is where a person who is involved in the process has or may be perceived to have a personal interest in ensuring that a particular IA is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.*

**24. Condition under which EOI is issued:** The EOI is not an offer and is issued with no commitment. The Ministry reserves the right to withdraw EOI and or vary any part thereof at any stage. The Ministry further reserves the right to disqualify any IA, should it be so necessary at any stage.

**Application/Covering letter**

**To  
The Under Secretary  
Program Monitoring Unit (Skill development)  
HRD Division, Ministry of Tourism  
7th floor, Chanderlok building,  
Janpath New Delhi**

**Sub - EOI ..... dated .....**

Dear Sir /Madam

I, the undersigned, would like to apply for the Skill Training Services for EoI number ... dated ..... I am here by submitting this proposal sealed under a separate envelope. I hereby declare that I have read the Instructions as given in the EOI. I hereby declare that all the information and statements made in this proposal are true to the best of my knowledge and belief, and accept that any misleading information contained in it may lead to our disqualification.

I hereby declare and solemnly affirm that we as an organization or in any respect have not been debarred or blacklisted by any central or state government agency.

I hereby also declare that at no point of our association with the project, subletting or training work in-franchise mode will be attempted at by us and in case we are found guilty, necessary action may be taken against us by you as demand appropriate.

**Thanking you**

**Signatures of Authorized signatory**

**Name**

**Designation**

**Name of Organization/**

**Date:**

**Details for Empanelment of Institutes / Organizations for conducting  
“HUNAR SE ROZGAR TAK” Program  
and Entrepreneurship program**

Please tick mark the following

Application for HSRT  Application for EP  for Both

A. Basic Details of the Applying Organization		
SN	Particulars	Details
1.	Name of the Organization	
2.	Address of registered office with pin code	
3.	Address of Head/ Corporate Office with pin code (in case Head/corporate office is different from registered office)	
4.	Numbers of centres proposed with Address of the proposed centres where HSRT program is to be conducted and details of demand draft for each	1. Centre location with complete address and DD details 2. 3
5.	Name and contact details of the Single point of contact of applicant	
6.	Phone/ mobile no.	
7.	Organization's email ID	
8.	Organization's website	
9.	Name of authorized representative/ <u>Signature</u>	
10.	Designation	
11.	Mobile No	
12.	Email Id	

B. Recognition / Empanelment by: (Please tick)		
SN	Approving Body	Tick



1.	<ul style="list-style-type: none"> <li>a. AICTE</li> <li>b. NSDC/National Skill Development Authority authorized Institute or Partner</li> <li>c. State Govt. / UT Administration</li> <li>d. UGC approved</li> <li>e. NCHMCT affiliated</li> </ul>	
<b>Status of Registration (Copy of certificate to be enclosed as proof)</b>		
2.	<ul style="list-style-type: none"> <li>a. AICTE/NSDC/NSDA/Registration No.:</li> <li>b. Registration Valid upto (Date):</li> </ul>	

C. Details of Regular Courses conducted in Hospitality trades- with intake capacity		
1.	Details of hospitality related vocational training program conducted during previous year(s) with intake. (Details to be enclosed) for previous 3 years	
2.	No. of trained faculty engaged on regular and short-term basis or proposed to be engaged for vocational / HSR training.	
3.	Details of financial assistance applied / received from any other Ministry / Deptt. of Govt. of India for conducting Skill Development Courses in Hospitality Sector. for previous 3 years	
D. Legal status		
SN	Name of Document	Details
1.	Organization Type ( )	
2.	Nature of legal entity (Private/ Public Limited Company / Society / Trust)	
3.	Registration/ Incorporation Number	
4.	Act under which organization is registered	
5.	Date of registration/ incorporation	
6.	Place of registration/ incorporation	
7.	Permanent Account Number (PAN)	
8.	Goods and Services Tax (GST) registration details	
9.	DARPAN ID	

10.	NSDC Affiliation certificate and/ or MOU details	
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<b>E. Financial Status</b>		
SN	Financial Year	Turnover (In lakh)
		<b>Total</b>
1.		
2.		
3.		
4.		
5.		
<b>Total</b>		
<b>Average of any 3 years during the past five years</b>		
<i>Note:</i> to be submitted with a certificate of a CA. Please refer to <b>Annexure-D</b>		

<b>F. Technical Capability</b>							
<b>(i) No. of Candidates trained during last 5 FY years (2018-19 to 2022-23)</b>							
Year	Name of the Project	Name of the Department	Start Date	Completion Date/Ongoing	Approx. Project value	Name of Sector	No. of trainees trained
<i>Note:</i> To be submitted along with copy of Work Order/Contract/Agreement/any other relevant document.							
<b>(ii) No. of Candidates placed during last 5 FY years</b>							
Year of project	Name of Project	Name of employer/s	Year of Placement	Name of Sector	No. of trainees placed	Remarks	


**Note:** Certificates from Employers or other relevant documents

**G. Operational Capability**

SN	Particular	Details
1.	Number of years the organization has been in the skilling business	
2.	Number of running training <i>centres</i>	
3.	Number of domain Trainers	
4.	Placement tie-up with employing industries – for number of candidates	

1.

**H. Preference of training centre applied for Districts/States and Courses (Strictly as per the List given in EOI)**

SN	Name of the Preferred District	State	Name of course/s	Mentioned if existing setup is available for Tourism sector
1.				
2.				
3.				
4.				
5.				

**I. Checklist for Documents/ Attachments**

SN	Particulars/Details of documents	From Page no.	To Page No.
1.	Covering Letter		
2.	Application form		
3.	Certificate of Registration of the Organization		
4.	Articles of Incorporation/ Memorandum of Association/ Trust Deed		

<b>5.</b>	Permanent Account Number (PAN)		
<b>6.</b>	Goods and Services Tax (GST) Registration		
<b>7.</b>	NGO DARPAN id Rregistration on NITI Ayog portal		
<b>8.</b>	Photocopy of NSDC/AICTE Affiliation Certificate		
<b>9.</b>	Self-affidavit for non-blacklisting on non-judicial stamp paper of Rs.100/-		
<b>10.</b>	Turnover certificate from CA with UDIN		
<b>11.</b>	Audited account statement/P&L/Income statement/balance sheet signed by an independent financial auditor for FY -		
<b>12.</b>	Self-certified letter mentioning location wise centre details -the area of office, classrooms, IT support, nos. of centres and capacity, etc.		
<b>13.</b>	Work Order/ Contract/ Agreement/ any other relevant document (Technical Capability- number of candidates trained)		
<b>14.</b>	Candidates' placement details/ employer certificate any other relevant document (Technical Capability- number of candidates placed)		
<b>15.</b>	Letters of placement tie-up with employing industries/ Proposed employer /s (LOI)		
<b>16.</b>	Any other documents		

**Format for Self-certified letter mentioning location wise center details -the area of office, classrooms, IT support, nos. of centers and capacity, etc.**

Name of the organization:

SNO	Location-Address	Theory Rooms-area	Practical lab-area	IT lab-area	Capacity of centre for 8 hours shift	Total Area of centre SQFT	Remarks
1							
2							
3							

**MANDATE FORM**  
**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENT**

**A. DETAILS OF ACCOUNT HOLDER: -**

NAME OF THE ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/ FAX/ EMAIL	

**B. BANK ACCOUNT DETAILS: -**

NAME OF THE BANK	
NAME OF THE BRANCH WITH COMPLETE ADDRESS,  Branch TELEPHONE NUMBER Branch EMAIL id	
COMPLETE SAVINGS BANK ACCOUNT NUMBER	
MICR CODE OF BANK	
IFSC code	

DATE OF EFFECT: -

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold Institution responsible. I have read the Invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

(.....)

Date:

Name and Signatures of customer

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)

Date:

Name and Signatures of Bank staff

*(Please attach a photocopy of cancelled cheque along with the verification obtained from the bank.*

**Annexure-D**

Turnover Certificate  
(On the letter head of Chartered Accountant)

We/I have verified the Audited Financial Statements and other relevant records of

M/s .....and certify the following:

<b>SN</b>	<b>Financial Year</b>	<b>Turnover (In lakh)</b>
<b>1.</b>	202.....	
<b>2.</b>	202.....	
<b>3.</b>	202.....	
<b>4.</b>	202.....	
<b>5.</b>	202.....	
<b>Total</b>		
<b>Average of any 3 years during the past five years</b>		

M/s..... have a positive net worth of Rs ..... in Lakh as on 31<sup>st</sup> March, 20...

**(Signature and Seal)**  
**Certified by CA**  
**Membership No.-**  
**UDIN No.-**



**(INFRASTRUCTURE DETAILS (TRADEWISE) TO BE FILLED BY THE APPLICANT ORGANISATION & SENT WITH THE APPLICATION (INDICATIVE))****2. CLASS ROOMS: (Photos to be attached)****Multi Cuisine Cook Course**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	25- 30	
2.	White Board	01	
3.	Portable overhead Projector as and when required	Optional	

**Food & Beverage Service Steward Course**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	25-30	
2.	White Board	01	
3.	Portable over head Projector asand when required	Optional	

**Room Attendant Course**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	25-30	
2.	White Board	01	
3.	Portable over head Projector asand when required	Optional	

**Front Office Associate Course**

<b>S.No</b>	<b>Item</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
1.	Students Chairs with writing board	25-30	
2.	White Board	01	
3.	Portable over head Projector as andwhen required		

### 3. LABORATORIES: (Geo-tagged Photos to be attached)

#### Multi Cuisine Cook Course (Kitchen)

Equipment	Required Quantity (Number)	Available Quantity(Number)
S. S. Work Table (01 table/02 trainees) 4ft x 2ft x 34 inches	Minimum 10 tables	
S. S. Cooking Range (02 low pressure burners/ 02 trainees) (Gas operated) OR Induction Plate	Min 10 pairs of low pressure burners <b>OR</b> Induction Plates	
S. S. Sink with Drain Board with hot & coldwater	01/ 04 trainees (Min 03 units)	
Stock Pot Stove	01	
S. S. Portable Tandoor	01	
S. S. Salamander 24"x 14"	01	
Griller with Hotplate 24" x 24"	01	
Food Processor (Semi Commercial)	01	
S. S. Two door vertical refrigerator	01 (500 ltrs.)	
H. Pressure 2 burner Cooking Range	02 (low height 26")	
H. P Single burner Cooking Range	01 (low height 26")	
Hot plate with chapati puffer	01	

- Each working table to have one set of the following:

Equipment	RequiredQuantity (Number)	AvailableQuantity (Number)
S. S. double bottom vessels	04(different sizes)	
Sauce pans with handle	01	
Frying pans ( 1 each for shallow and deep frying)	02	
Strainer S. S	01	
S. S. Thali	01	
Pie dish	01	
Cutting Boards (Polypropylene)	01	
Pudding moulds, aluminum basins, bowls, measuring cup, cooking spoons (flat, round, perforated.), ladles, etc. in appropriate quantities.		

- Items like kitchen knives, peeler, scoop, table spoon, tea spoon, fork, wooden spoon, spatula, check dusters, lighter, and sanitizer etc. can be provided as part of tool kit to the trainees who shall bring these to each practical session in a tool kit bag.

## F & B Service Steward Course (Training Restaurant and Pantry)

<b>Equipment</b>	<b>Required Quantity (Number)</b>	<b>Available Quantity (Number)</b>
Table – wooden top (3' x 3' x2 ½' H)	06	
Chairs (dining) upholstered	24	
Side Boards (4' x 1.5' x 42")	02	
Cutlery S.S. (various types and sizes)	As per training requirement	
Crockery (various types and sizes)	As per training requirement	
Hollowware and Flatware S. S.	As per training requirement	
Glassware	As per training requirement	
Chafing dishes/ display platters	Min 04	
Linen	Sufficient to lay all tables and Buffet Display	
Bar Counter OR Table for Cocktail/ Mocktail preparation	01 with display of mock bottles, glassware, bar measures, shakers, mixers, and other items required for training purpose	
Microwave	01	
Water cooler	01	

- Tool kit for the trainees would include a bag containing cutlery items for laying one cover, service spoon and fork, serviette, waiter's cloth, scribbling pad, pen, bottle opener and sanitizer.

## Room Attendant Course

Equipment	Required Quantity(No.)	Available Quantity (No.)
Vacuum Cleaner (straight suction dry pickup industrial model)	01	
Wringer trolley with mops	01	
Ladder Aluminum A- type with platform	01	
Cleaning Equipment (Mops, Buckets, Basins, Bins, Mugs, Brooms & Brushes, Pans, Dusters, polishing/ glass cloths, Wipers, etc.	Various types / sizes	
H. K. Attendant's Trolley	01	
Room Maid's box	01	
First aid box with all first aid materials	01	
Linen storage trolley	01	

Guest Rooms/ Mock-up Rooms with attached bathrooms.	Required Quantity(No.)	Available Quantity (No.)
Twin Room - 02 single beds (with mattresses)with wall fixed head board and 02 bed side tables	01	
Double Room - 01 double bed (with mattresses) with wall fixed head board and 02bed side tables	01	
<b>Items common to twin room and double room set up.</b>		
Tea / Coffee table - Glass top	01	
Easy Chairs	01	
Study Table	01	
Study Chair	01	
Mirror with dressing table and drawers	01	
Wardrobe	01	
Luggage Rack	01	
Fridge/ Mini bar	01	
Light fittings- fixed general/ indirect and spotlighting and bed side reading lights.	As required	
<b>Linen Items:</b>		
Single bed sheets/ double bed sheets, mattressprotectors,blankets, quilts, pillows, pillowcovers, crinkle sheets (night sheet), bedspreads, bath towels, bath sheets, hand towels,face patch/towels, bath mats, and bath gowns. Curtains ( heavy and light/ sheer curtains)	Sufficient quantity for practical and practice sessions.  Two sets each.	

Guest Supplies ( stationery folder, room supplies and bath room supplies)	Sufficient quantity for practical and practical sessions	
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- Tool kit for trainees would include a bag containing check dusters, mops, polishing cloths, triangular slings/ bandages, scribbling pad and pen.

**Note:** Receiving, pre-wash and storage of perishable and non-perishable items as per requirement.

### Front Office Associate Course

Equipment	Required Quantity (Number)	Available Quantity (Number)
Reception Counter	01	
Bell Desk	01	
Currency Exchange Board	01	
Key Rack / Message Rack	01	
Sofa, Table, Chair for lobby set up	01 Set	
Multimedia System / LCD / White board /smart board in the Classroom	01 each	
Functioning Computer Lab	15	
Functioning Printer	01	
Property Management Software / Hotel Reservation System <b>(software must be installed and running on all computers during inspection) (e.g. OPERA/IDS)</b>	01	
Newspaper / Magazine stand	01	
Front Office Consumables – registration card; maintenance work order; courier form; tourist maps; tent card; luggage tags; vouchers; function sheets; signage's (fire exit, washroom, smoking, valet, DND, courier form) etc.		

**NOTE:** Installation of CCTV Camera in the institute, provision of Bio Metric attendance and geo-tagging of photographs is mandatory.

# Affidavit on Rs. 100 stamp Paper

KNOW ALL MEN BY THESE PRESENTS THAT I, .....[*Name of Authorized person*], on behalf of .....[*Name of the Institute.... Under Name of The Society / trust...*] having its office at .....[*Address of the institute (hereinafter called the obligor)*] declare as under:-

I have read and understood the provisions contained in the 'Hunar Se Rozgar Tak' program/EP and empanelment guidelines of Ministry of Tourism effective from July 2023, as amended from time to time, and shall abide by them in full.

The decision of the Secretary, Ministry of Tourism, Government of India or the administrative head of Ministry of Tourism, Government of India, administratively concerned with the terms and conditions mentioned in the letter of sanction shall be final and binding on the obligor.

The obligor shall, in the event of breach or violation of any of the terms and conditions mentioned in the letter of sanction, refund to the government on demand and without demur the entire advance/released amount or such part thereof as may be mentioned in the notice of demand issued by the Government along with the penal interest of 12%(twelve percent) per annum on the amount released from the date of receipt of the said amount by the obligor up to the date of refund thereof to the Government. If it is proved, on the basis of documents, records and physical inspection, that I am indulging in fraudulent/irregular practices not conforming to the Scheme/Empanelment guidelines, all fund releases to the concerned Training Provider will be immediately stopped and my institute/organization will be debarred from conducting any further training courses/batches of the HSRT program/EP.

I also declare that the obligor has not applied for / receipt grants from any other Ministry / Department of Government of India / State Govt. for the conduct of courses similar to that of "Hunar Se Rozgar Tak" program/EP of Ministry of Tourism.

Name of the Authorized Signatory\_\_\_\_\_

Signatures\_\_\_\_\_

Date\_\_\_\_\_

Place\_\_\_\_\_