



सत्यमेव जयते

Government of India

Ministry of Minority Affairs

Upgrading the Skills and Training in Traditional Arts/Crafts for Development

“USTTAD”

Notice Inviting Proposals for Empanelment of Project Implementing Agencies (PIAs) During 2017-18

Important Instructions

1. Ministry of Minority Affairs invites proposals in the prescribed format from eligible organizations for empanelment for Capacity Building of Master Craftsmen and providing training to minority youths in Traditional Arts/Crafts under the scheme “Upgrading the Skills and Training in Traditional Arts/Craft for Development” (USTTAD) during the year 2017-18.
2. Application form in the prescribed format should be completely filled and duly signed by President/Secretary/CEO/Head of Institution/Registrar of the organization.
3. **Those PIAs who have empanelled under the scheme during 2016-17, may also submit a fresh proposal.**
4. **The Index and page numbering should be properly done by the organization. Without Indexing and page numbering the proposal will not be examined.**
5. **Information for Mandatory criteria should be given clearly and specifically.** The enclosures should be attached as per prescribed format. The application form is available on Ministry's website www.minorityaffairs.gov.in
6. It is mandatory to give complete information in the format. Incomplete forms will be rejected without notice. No supplementary document will be entertained after the submission of proposal.
7. The Ministry shall not be responsible for any loss of the proposals and postal delays. Such cases will be deemed rejected. Proposal will not be sent through courier.
8. The PIAs should be enrolled with Niti Aayog NGO Darpan Portal.
9. Ministry of Minority Affairs reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons thereof.
10. The Ministry may seek any additional information as per the requirement of the scheme USTTAD.
11. The proposals may be sent to the **Under Secretary (USTTAD), Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.** As NGO Portal of MoMA for USTTAD scheme is under construction, eligible organisations may send Hard Copy and the same may be sent through NGO Portal once it will become operational.
12. **The last date of submission of completed duly signed Application forms to the Ministry, is 9th January, 2018 by 5:00 p.m.**
13. For any information in this regard, the organizations may contact on the Helpline of the Ministry - 1800-11-2001 (Toll Free) between 9:00 a.m. to 5:00 p.m on all working days.

Under Secretary (USTTAD)



मदद हमारी - मंज़िल आपकी



सत्यमेव जयते

अल्पसंख्यक कार्य मंत्रालय भारत सरकार

पारम्परिक कलाओं/शिल्पों के विकास हेतु कौशल एवं प्रशिक्षण को उन्नत बनाना

“उस्ताद”

वर्ष 2017-18 के दौरान परियोजना कार्यान्वयनकर्ता एजेंसियों (पीआईए)
को पैनाल में शामिल करने हेतु प्रस्ताव आमंत्रण सूचना

महत्वपूर्ण अनुदेश:

1. अल्पसंख्यक कार्य मंत्रालय “पारम्परिक कलाओं/शिल्पों के विकास हेतु कौशल एवं प्रशिक्षण को उन्नत बनाना (उस्ताद)” योजना के अंतर्गत सिद्धहस्त शिल्पकारों की क्षमता का निर्माण तथा अल्पसंख्यक युवाओं को पारंपरिक कलाओं/शिल्पों में प्रशिक्षण प्रदान करने के लिए वर्ष 2017-18 के दौरान पैनाल में शामिल किए जाने के लिए पात्र संगठनों से निर्धारित प्रपत्र में प्रस्ताव आमंत्रित करता है।
2. आवेदन फार्म निर्धारित प्रपत्र में पूरी तरह से भरा जाना चाहिए तथा संगठन के अध्यक्ष/सचिव/सीईओ/संस्थान के प्रमुख/पंजीयक द्वारा विधिवत हस्ताक्षरित होना चाहिए।
3. वे पीआईए जिन्हें 2016-17 के दौरान योजना के अंतर्गत पैनाल में शामिल किया गया है, भी नया प्रस्ताव प्रस्तुत कर सकते हैं।
4. संगठन द्वारा अनुक्रमणिका और पृष्ठ संख्या समुचित रूप से दर्शायी गई हो। बिना अनुक्रमणिका तथा पृष्ठ संख्या दर्शाए गए प्रस्तावों की जांच नहीं की जाएगी।
5. अनिवार्य मापदंड हेतु सूचना स्पष्ट रूप से तथा विशेष तौर पर दी जाए। निर्धारित प्रपत्र के अनुसार संलग्नक नत्थी किए गए हों। आवेदन फार्म मंत्रालय की वेबसाइट www.minorityaffairs.gov.in पर उपलब्ध है।
6. प्रपत्र में संपूर्ण जानकारी दी जानी अनिवार्य है। अधूरे फार्म बिना सूचना के अस्वीकार कर दिए जाएंगे। प्रस्ताव प्रस्तुत करने के उपरांत किसी अनुपूरक दस्तावेज पर विचार नहीं किया जाएगा।
7. मंत्रालय प्रस्तावों की किसी क्षति अथवा डाक में हुई देरी के लिए उत्तरदायी नहीं होगा। ऐसे मामलों को अस्वीकृत किया हुआ माना जाएगा। कोरियर के माध्यम से प्रस्ताव नहीं भेजे जाएंगे।
8. पीआईए नीति आयोग के दर्पण पोर्टल पर नामांकित होने चाहिए।
9. अल्पसंख्यक कार्य मंत्रालय के पास बिना कोई कारण बताए, बिना किसी बाधयता अथवा दायित्व के किसी अथवा सभी प्रस्तावों को प्रक्रिया के किसी चरण पर स्वीकार अथवा अस्वीकार करने, प्रक्रिया अथवा उसके किसी भाग को किसी भी समय रद्द करने अथवा संशोधित करने अथवा किसी नियम और शर्त को बदलने का अधिकार सुरक्षित है।
10. मंत्रालय उस्ताद योजना की अपेक्षा के अनुसार कोई भी अतिरिक्त जानकारी मांग सकता है।
11. प्रस्ताव अवर सचिव (उस्ताद), अल्पसंख्यक कार्य मंत्रालय, 11वां तल, पंडित दीनदयाल अंत्योदय भवन, सीजीओ परिसर, लोधी रोड, नई दिल्ली-110003 को भेजे जाएं। चूंकि, अल्पसंख्यक कार्य मंत्रालय का एनजीओ पोर्टल निर्माणाधीन है, अतः पात्र संगठन हार्ड कॉपी भेज सकते हैं और यह एनजीओ पोर्टल के चालू होने पर इसके माध्यम से भेजी जा सकती है।
12. मंत्रालय को संपूर्ण विधिवत रूप से हस्ताक्षरित आवेदन फार्म भेजने की अंतिम तारीख 09 जनवरी, 2018 सांय 5:00 बजे तक है।
13. इस संबंध में किसी सूचना के लिए, संगठन मंत्रालय की हेल्पलाइन -1800-11-2001 (टोल फ्री) पर सभी कार्य दिवसों पर प्रातः 9:00 बजे से सांय 5:00 बजे के बीच संपर्क कर सकते हैं।

अवर सचिव (उस्ताद)



मदद हमारी - मंज़िल आपकी

Government of India
Ministry of Minority Affairs

I. Proposal for Empanelment of Project Implementing Agencies under “USTTAD” during 2017-18

Section A: Details of Project Implementing Agencies (hereinafter Organization):

Sl. No.	Particulars	Information to be filled by project Implementing Agencies
1	Name of Organization	
2	Address of Organization (in case of Address of registered Headquarter is different than Address of Correspondence, please give both Addresses Separately)	Registered Address: Address for Correspondence:
3	Whether Society/Trust/Company/Others, please indicate	
4	Date of Registration with valid Registration Number (Please enclose a legible copy of valid Registration Certificate. If it is in other language, it should be translated in Hindi or English and attested by notary)	
5	Unique ID Registration Number of NGO provided by NGO DARPAN Portal of NITI Aayog (Mandatory)	
6	PAN number of the organization	
7	Name of President/Chairman/CEO/Head of Institution	
8	Name of Secretary/ Registrar	
9	Telephone/Mobile*	
10	Email*	

**To be communicated in case of change.*

II: Mandatory criteria for selection:

Note: The minimum qualifying points for a project Implementing Agency (PIA) to fall in zone of consideration for next level of screening under the scheme, would be 60 out of 100. Securing 60 points would not make the PIA eligible for awarding a project.

Evaluation Matrix:

1. Entity Strength

SNo.	Criteria	Documents required	Details	Page numbers to be indicated where the information has been provided
1a	No. of years of existence and operation of the PIA beyond the minimum requirement of three years.: <3 years: 3-6 years: 7-10 years: >10 years:	Copy of Registration certificate		

2. Past Experience

SNo.	Criteria	Document required	Details	Page numbers to be indicated where the information has been provided
2a.	The number of Skill Development Projects funded by Central Government Ministries / Departments in Traditional Arts/Crafts skills exclusively in the last three years. Single Sanction order (even with various locations) will be considered as one project. <5 projects: 5-10 projects: 11-15 projects: >15 projects:	Attach list of projects along with copies of sanction orders for last three years		
2b.	The number of Skill Development Projects funded by State Government Ministries / Departments in Traditional Arts/Crafts skills exclusively in the last three years. Single Sanction order (even with various locations) will be considered as one project. <2 projects: 2-5 projects : 6-10 projects: >10 projects:	Attach list of projects along with copies of sanction order for the last three years		
2c.	The number of minority youths trained for traditional trades exclusively by the PIA during last three years in projects funded by the Central/State Government. : <1000 youths: 1000-2000 youths : 2001-4000 youths : >4000 youths:	List of trainees trained for traditional trades attached		
2d.	The number of Traditional Arts/Crafts practiced by Minorities particularly for which the organization has the master craftsmen	List of names of crafts practiced by minorities,		

SNo.	Criteria	Document required	Details	Page numbers to be indicated where the information has been provided
	(Preferably awardee): 2-5 Crafts 6-10 Crafts More than 10 Crafts	region and Master Craftsmen attached		
2e.	The number of trainees (trained in arts/crafts) becomes entrepreneurs. <100 trainees 100-300 trainees 300-500 trainees >500 trainees	Details to be attached		
2f.	The number of trainees (trained in arts/crafts) participated in marketing event organized by different Ministries: <100 trainees 100-300 trainees 300-500 trainees >500 trainees	Details to be attached with name of the marketing event		
2g.	Financial viability of the organization: Quantum of funds operated by the organization in last three years. The average of the last 3 years by the organization would be taken up to assess the viability. The audited accounts with Auditors Report for past three years to be provided. Rs.20.00 lakh to Rs. 50.00 lakh Rs.50.00 lakh to Rs. 100.00 lakh More than Rs. 100.00 lakh	Attach audited accounts with Auditors Report for past three years.		
2h.	The number of Graduate/Post graduate Professionals in the Traditional Arts/Crafts sector and design development, qualified from reputed institution like National Institute of Fashion Technology (NIFT), National Institute of Design (NID) etc. and engaged by the organization for the projects for traditional arts/crafts. 1-3: 4-6: Over 6:	Attach list of professionals		
2i.	Number of Successfully Self Help Groups (SHGs) formed by the organization in traditional arts/crafts sector in the last three years. 25-50: 51-75: Over 75:	List of SHGs formed to be attached.		
2j.	The experience of the organization in business/entrepreneurship development in the craft sector, establishing market linkages and promoting livelihood generation (this will be assessed by the authentic document to be submitted by the organization which indicates the year in which the first successful Self-Help Groups was formed by the organization. 1-5 Years:	Attach documents		

SNo.	Criteria	Document required	Details	Page numbers to be indicated where the information has been provided
	6-10 Years: More than 10 years:			
2k.	Any experience of the organization in organizing exhibition or buyer-seller meet for traditional artisans/master craftsmen to promote their sale. If so, the number of such events organized by the organization. 1-5: 6-10: Over 10:	Attach documents		
2l	Number of Retailers and e-commerce portals with whom the organization has signed the Memorandum of Understanding (MoU) to be established market linkages. 1-5 numbers: 6-10 numbers: Over 10 numbers:	Attach documents		

III. Own Branches /Centres of the Project Implementing Agencies (PIAs)

Sl. No	State	District	Name of Branch Head	Address and Phone Number of the Branch

IV. Details about Skill Development Projects by Central Ministries /Departments in last three years :

Sl. No	Year	Name of the Sponsoring Ministry /Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of Trainees			Number of Minority Trainees out of the total	Cost of the project	Type and names of skill	Name or Certificate agency
				Boys	Girls	Total				
									Traditional arts/crafts	

V. Details about Skill Development Projects for Traditional Arts/Crafts exclusively funded by State Government/UT Administration in last three years:

S. No.	Year	Name of the Sponsoring State Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of trainees			Number of Minority Trainees out of the total	Cost of the project	Name of traditional arts/crafts for which the training has been imparted	Name of Certifying agency
				Boys	Girls	Total				

(Note: Once Sanction order will be considered as one project)

VI. Branch or Centre-wise list of Master Craftsmen engaged by the organization
(Please give separate Tables for each Centre):

S. No.	Name of Master Craftsman	Male/Female	Fields of arts/Crafts	Whether belongs to minority community (yes/No) if yes, indicate name of community	Experience in traditional skills (in years)	Name of clusters and district where he/she belongs	Whether National or State Awardee and name and year of award

VII. Details of experience in formation of Self-Help Groups (SHGs) in the last three years:

S. No.	Name of the State	Name of the district	Name of SHG formed by the organization	Year of formation	Traditional arts/crafts being practiced by the SHG	Community involved in the SHG	Whether function at present (Yes/No)	Bank name of the SHG	Account no. of SHG	Annual net income of the SHG (in Rs.)

VIII. Whether the organization has ever organized promotional exhibitions or marketing event for traditional arts/crafts:

S. No.	Year	Name of the event	Sponsoring agency	Cost of the project	Names of the arts/crafts covered	Number of artisans/craftsmen involved	Location of the event (district and State)

- IX. Branch or Centre wise list of Graduate/Post Graduate Professionals in Traditional Arts/Crafts and design development and qualified from reputed institutions like National Institute of Fashion Technology (NIFT), National Institute of Design (NID) etc. engaged by the organization:

S. No.	Name of Professionals	Male/Female	Educational Qualification	Name of institution from where passed out	Expert in which field of arts/crafts	Experience (in Years)	Regular or Part time

- X. Number of Retailers or e-Commerce Portals with whom the PIA has signed the MoU to establish market linkages:

S. No.	Name of Retailers/ E-Commerce Portal	Address of Head Office Retailers/ E-Commerce Portal	Date of signing and validity period of MoU	Purpose of MoU

- XI. Whether Audited Accounts (With Auditor's Report) for Last three years attached:

Yes/No

- XII. Whether organization has its own website:

Yes/No

If Yes, please give address of the website and attach a copy of the Home page.

- XIII. Whether organization has ever been suspended / blacklisted from any Govt. scheme, if so, please indicate:

- (I) Name of Blacklisting / suspension Authority:
- (II) Date of Blacklisting / suspension:
- (III) Reason from blacklisting / suspension:
- (IV) Date of deletion of name from Suspend / Blacklist:

XIV. Declaration by President/Secretary/CEO of the Organization /Head of the Institution

I,President/Secretary/CEO/Head of , son / daughter / wife of resident of (Address).....hereby declare that the information given above is true to the best of my knowledge.

Signature of President/Secretary/CEO/Head of Institution

(Give Full Name Signing Authority)

Official Stamp

XV . Additional Lists/Documents to be enclosed:

- (I) Managing Committee of Organization.
- (II) (ii) Memorandum of Association/Bye Laws