



## **Process to be followed for Procuring Trainee Handbooks**

NSDC has empaneled four publishers who will be responsible for supplying trainee handbooks for the PMKVY candidates under the assigned sectors.

**Excel Books Pvt. Ltd.** is assigned as the publisher for **Retailers Association's Skill Council of India (RASCI)**.

Training Providers (TPs) need to place an order for Trainee handbooks for 3 retail job roles under PMKVY 2.0 viz. **Retail Sales Associate, Retail Trainee Associate and Distributor Salesman** with Excel Books Pvt. Ltd. only.

### **Co-ordinates of the Publisher:**

<b>Sector</b>	<b>Publisher's Name and Contact Point</b>
<b>Retail</b>	<b>Excel Books Private Limited</b> Office: 81, Shyamlal Marg, Daryaganj, New Delhi – 110002  <b>Contact Person:</b> Mr. Rahul Chawla (Mob No: 8295529977)  <b>Email ID for order placement and communication:</b> <a href="mailto:orders@excelbooks.net">orders@excelbooks.net</a>

**TPs need to ensure that all enrolled trainee should get trainee handbooks. Please**

### **follow below-mentioned Points for ordering Trainee Handbooks:**

1. TPs need to place the order by filling the details in the **work order format only** (As per **Annexure A**). Work order should be raised separately for each center.
2. Training Provider can place the order for all its centers by providing an annexure of center list (with TC ID, TC Address on SDMS and other relevant details) with quantity ordered (job role wise) along with work order.
3. TPs need to sign and seal the filled work order after getting a printout, scan it and then email to Excel Books Pvt. Ltd. ([orders@excelbooks.net](mailto:orders@excelbooks.net)).
4. After mailing work order, TPs will be contacted by the publisher with the details of charges/amounts that they need to pay for this work order. **Price/Rate per page is INR 0.49 which is inclusive of all applicable taxes, trainee hand-book cover print cost, logistics or distribution of the final printed book.**
5. TPs need to do the advance payment to the publisher's bank account (Account Details given below) as per the invoice shared by publisher against work order. Only after that, the publisher will deliver books to their training center.

#### **Excel Books Private Limited**

**Bank Name** - Axis Bank

**Bank A/c Name** - Excel books pvt ltd

**Account No** - 917020039833500 **IFSC Code** - UTIB0000895

**BRANCH** - AZADPUR

6. TPs also need to share the training center address for the delivery of Trainee handbooks with the Publisher. The delivery address should match with the address provided on the SDMS.
7. For disbursement and other important things related to trainee handbooks, please check **Annexure B**.

**Annexure-A**

**WORK ORDER**

**TO:**  
**Name and Address of Printer**

**DATE:** \_\_\_/\_\_\_/2017

**From: Training Partner Name**

**Training Center Name**  
**TC Id on SDMS**

**DESCRIPTION:**

Work Order for the Supply of \_\_\_\_\_ Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Trainee handbooks (as per below table) to our Training Centers as per your quotation in connection with specification shared by NSDC.

S. No	Sector	Name of the Job role	QP Code	Language	No. of copies to be printed
1					
2					
3					

All the Books need to be delivered at the below mentioned training center address:

**Contact & Address of Training center**

**For Training Partner/Training Center Name**

**Authorized Signatory**

## Annexure- B

### Important Points to be noted by Training Providers:

- a. TPs will procure the number of booklets from the publisher as per their quarterly demand. Also, TPs can place an additional order for at least 1 future batch for each job role.
- b. Considering the time of placing the order and logistics, TPs to ensure planning and order placement should be done in advance to ensure handbook gets distributed along with induction kit.
- c. NSDC will get the data from the respective publisher to cross verify the number of booklets delivered to the TPs.
- d. TPs must ensure that all booklets should be given to the enrolled candidates during induction. **A register to be maintained with signature of the candidate confirming the receipt of the Trainee Handbook and the Induction kit.**
- e. NSDC has the right to verify with the publishers and candidates about the delivery of booklets.
- f. At any point of time, if any information given by the TPs found to be forged or manipulated, the TPs liable to be penalized, including but not limited to suspension or blacklisting from the PMKVY scheme. Also, TPs may also be asked to return all the advances to the NSDC.
- g. In case of less enrolment and non-distribution of books, NSDC has the right to adjust advance payment of trainee handbooks with any of tranche payment under PMKVY.
- h. TPs will be eligible to receive advance for next round of booklets only if sixty percent (60%) of booklet has been procured and delivered to the enrolled candidates of the current batch.

### Following process must be followed by TPs after Procurement of Trainee Handbooks:

TPs must send an email with subject line “**Supporting Documents against Purchase of Trainee handbooks \_\_\_\_\_ (TP Name)**” along with soft copies of all documents to [pmkv-y-handbooks@nsdcindia.org](mailto:pmkv-y-handbooks@nsdcindia.org) with a copy marked to [PMUPMKVY2@nsdcindia.org](mailto:PMUPMKVY2@nsdcindia.org)

TPs must courier hard copies of below mentioned documents (**All documents should be self- attested by competent authorities of the TP/TC**) to NSDC office address with super scribed “**Supporting Documents against Purchase of Trainee handbook under PMKVY (2016-2020) for \_\_\_\_\_ (name of TP)**” over the envelope.

#### **NSDC office Address:**

To,  
PMKVY Finance Team (Ms. Ekta Khurana)  
**National Skill Development Corporation**  
301, West Wing | Worldmark -1 | Aerocity | New Delhi-110037

### Following are list of supporting documents that need to be submitted by the Training Partners:

1. Valid original Invoice/Bill of Supply issued by publishers
2. Valid Challan copy issued by publishers
3. Undertaking / Self-declaration by training Partner on receipt of handbook
4. Self-certified proof of payment made by Training Partner to Publishers – Online Bank Transfer/Cheque/Cash deposit receipt/ Bank statement copy showing this transaction, etc.

**NOTE: Submission of Supporting document should be done on monthly basis. TPs are allowed to submit all supporting documents pertaining to a month by the 15<sup>th</sup> date of subsequent month. For ex- TPs need to submit supporting documents by 15<sup>th</sup> February for the trainee Handbooks procured during the Month of January.**

Trainee Handbooks procured in the month of	Supporting Documents to be submitted by
AUG	15 <sup>th</sup> SEP
SEP	15 <sup>th</sup> OCT
OCT	15 <sup>th</sup> NOV
And so on.....	.....