

Request for Proposals (RFP)
for
Textiles Industry/
Associations registered under Central or State
Government/Chambers of Commerce of Central or State
Government
Empanelment of Implementing Partners for
undertaking training programme
under
“समर्थ (Samarth)” Scheme for Capacity Building
in Textiles Sector (SCBTS)

User Manual



समर्थ

Scheme for Capacity Building in Textile Sector
Ministry of Textiles, Government of India

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1. Registration

The applicant is required to click on <https://samarth-textiles.gov.in/> to get registered into the Samarth Application.



- Click on **Register here** button to open the registration screen.

The image shows the registration form on the Samarth website. The form is titled '"SAMARTH" - Registration for Empanelment of Implementing Partners for undertaking training programme under "समर्थ(Samarth)" Scheme for Capacity Building in Textiles Sector (SCBTS)'. It contains several input fields: 'Organization Type' (a dropdown menu), 'Organization Name (as per Incorporation document)' (a text field), 'Organization Address (Registered address)' (a text field), 'Organization Website' (a text field), 'Authorized Person' section with 'First Name', 'Last Name', 'Designation', and 'Email' fields, and 'Contact No.' (a text field with a '+91' prefix). There is also a 'Enter Captcha' field with a captcha image. A blue 'REGISTER' button is at the bottom. A yellow bar at the very bottom of the form area contains the text: 'The Applicant are requested to go through the RFP and ensure their eligibility before filling up the application.'

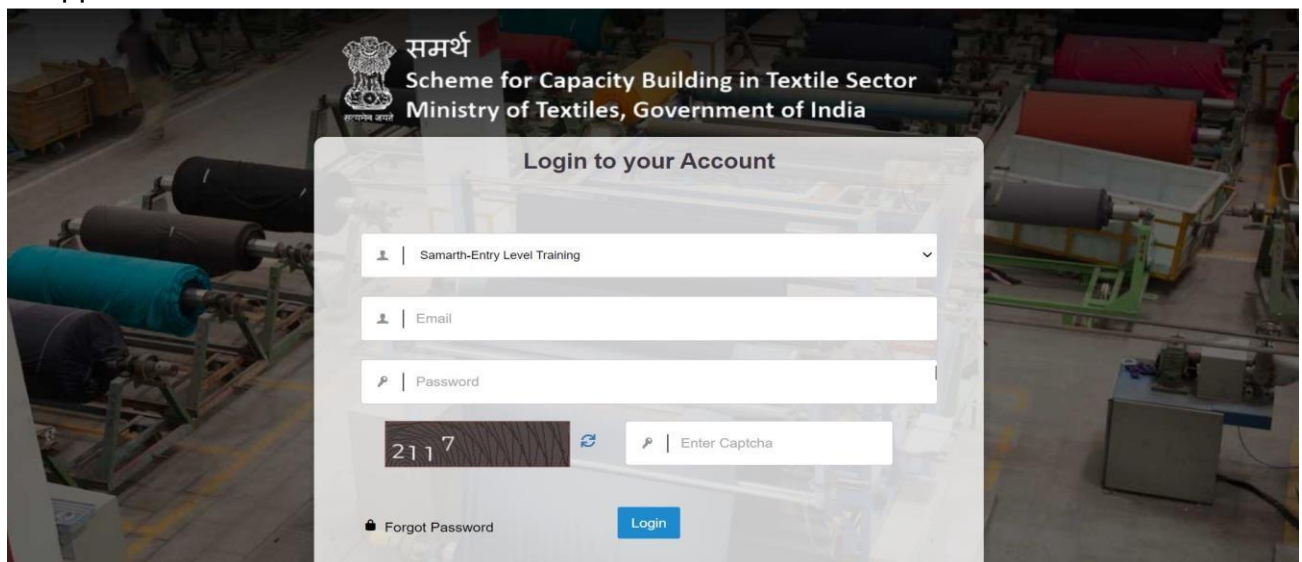
- Fill all the details in the registration screen and click on **Register** button. Email and Contact No. should be active.
- After registration, an email will be sent to your email id consisting of email verification link, username and password.
- Click on email verification link to verify the email.

2. Login

1. The applicant is required to click on <https://samarth-textiles.gov.in/> to get logged into the Samarth Application.



2. After clicking on Empanelment Login hyperlink, user will be redirected to Login page.
3. Enter valid login credentials, then click on the login button to get logged in the application.



- Select Entry Level from the drop-down menu.
- Enter the Email ID (received in the email from Samarth).
- Enter the password (received in the email from Samarth).
- Enter captcha, then click on login button (In case captcha is not readable or not understandable, user can click on refresh icon of captcha to get a new captcha code).

3. Organization Details

3.1 Organization Credentials

1. In this section, the Agency shall submit their Organization Credential details.
2. On clicking Organization Credentials, the user will be redirected to Organization Credentials page as shown.

The screenshot shows the 'Organization Credentials' page. The header includes the Ministry of Textiles logo and the text 'Scheme for Capacity Building in Textile Sector, Ministry of Textiles, Government of India'. The user 'Mnxzc' is logged in. The left sidebar lists navigation options: Organization Details, Organization Credentials (selected), Financial Strength, Training Infrastructure, Self Declaration For Placement, Payments, Documents List, IA Data Preview, and Proposal Status. The main content area has a title 'Organization Credentials' and a subtitle 'Please complete your organization details, to get eligibility in filling proposals as per RFP. All (*) field are mandatory'. The form is divided into sections: 'Organization Details' (Name: mnxzc, Type: Private Organization, Sub Type: Textiles Association-MSME), 'Document Name' (Organization PAN Card, Organization GSTIN), 'Basic Details' (First Name: jsd, Last Name: lkja, Email Address For Communication, Contact Number: +91, Incorporation Number, Incorporation Certificate Document), and 'Organization Registered Address' (Address: lksaj, State/UT: Gujarat, District: Chhotaudepur, Sub District).

This screenshot shows the 'Basic Details' section of the 'Organization Credentials' page. The form fields are pre-populated with the following information: First Name: jsd, Last Name: lkja, Email Address For Communication, Contact Number: +91, Incorporation Number: 26, Date of Incorporation: 04-02-2020, Incorporation Certificate Document: TEST_158099287024.pdf. The 'Organization Registered Address' section is also visible, showing Address: lksaj, State/UT: Gujarat, District: Chhotaudepur, and Sub District.

- The Basic details of the Organization will be pre-populated. User can edit or update all the records except “Email Address for communication”.
- Click on browse button to upload the relevant documents.
- Enter/Select valid values in all the mandatory fields marked with *.
- Enter/Select valid values in other fields.

3. Enter the Organization's registered address, where the Organization has been registered.

The screenshot shows a web form titled "Organization Registered Address". At the top, there is a blue tab labeled "Organization Credentials" and a red message: "Please complete your organization details, to get eligibility in filling proposals as per RFP." The form contains several input fields: "Address *" with the value "sector 67", "Landmark" with the placeholder "Enter Landmark", "State/UT *" with a dropdown menu showing "Bihar", "District *" with a dropdown menu showing "Kishanganj", "Pin Code *" with the value "455555", and "Website Address" with a placeholder "Enter Website Address". Red arrows point to the "Address *" field, the "State/UT *" dropdown, the "Pin Code *" field, the "Landmark" field, the "District *" dropdown, and the "Website Address" field.

- Enter/Select valid values in all the mandatory fields marked with *.
- Enter/Select valid values in other fields.

4. Click on the **Browse** button to upload the supporting document for: - Power of Attorney, PAN Card, GSTIN, Incorporation Certificate, Memorandum of Association (file type - JPEG, JPG, PNG, PDF).


The screenshot shows the same "Organization Registered Address" form, but with additional fields and a document upload section. The "Address *" field now contains "lksaj". The "State/UT *" dropdown shows "Gujarat". The "Parliamentary Constituency" field has the placeholder "Enter Parliamentary Constituency". The "Pin Code *" field contains "111111". The "Landmark" field has the placeholder "Enter Landmark". The "District *" dropdown shows "Chhotaudapur". The "Sub District" field has the placeholder "Enter Sub District". The "Website Address" field has the placeholder "Enter Website Address". Below the form, there is a section titled "Upload listed supporting documents required for empanelling". It contains a table with two columns: "Document Name" and "Click on browse button to upload corresponding documents". The first row has "Power of Attorney/Authorized Signatory *" in the first column and a "Browse" button in the second column. To the right of the "Browse" button, there is a search icon and the text "TEST_158099287119.pdf". At the bottom right of the form, there is a "Next" button.

4. Financial Strength

4.1 Add Annual Turnover and Audited Financial Statement for past 3 years

Details of financial strength are to be provided. Update the Annual Turnover for the past 3 years along with the audited financial statement. In addition to this, certificate also needs to be uploaded.

- Click on Download Declaration button to download the format for the certificate
- Click on browse button to upload the signed copy of the certificate.

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Approved TC

Financial Year	Annual Turnover (in INR)	Audited Financial Statements (Yes/No)	Audited Financial statement to be uploaded
2019-2020	<input type="text"/>	Yes <input type="button" value="v"/>	<input type="button" value="Browse"/>
2018-2019	<input type="text"/>	Yes <input type="button" value="v"/>	<input type="button" value="Browse"/>
2017-2018	<input type="text"/>	Yes <input type="button" value="v"/>	<input type="button" value="Browse"/>

Certificate

Turnover of Organization*

(Please fill consolidate turnover of your organization and upload here).

Back


Save

Next

5. Training Infrastructure

5.1 Add Training Center

1. The applicant needs to click on Add new menu to add the training center detail.
2. User must fill all the sections in Training Centre Details tab.

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Training Center Details | Training Infrastructure | Courses Detail | Human Resources | Equipments

Training Center Name *	Please enter training center name
State/UT *	Select State
District *	Select District
Tehsil/Mandal/Block *	Please enter tehsil/mandal/block
Area Classification of centre, please specify from below options: *	<input type="radio"/> Urban <input type="radio"/> Rural
Address *	Please enter training center address
Pin Code *	Please enter pincode
Parliamentary Constituency	Add Parliamentary Constituency
Sub District	Please enter sub district
Landmark	Please enter Landmark
Type of Building *	<input type="radio"/> Owned <input checked="" type="radio"/> Leased

- Add the Training Center name.
- Click on browse button to upload the document.
- Enter/Select valid values in all the mandatory fields marked with *.
- Enter/Select valid values in other fields

3. Fill the details of contact person and click on the **Save and Next** button to save the record.

Training Center Details | Training Infrastructure | Courses Detail | Human Resources | Equipments

Contact Person

Name *	Please enter contact person name
Designation *	Please enter contact person designation
Mobile No. *	Please enter contact person mobile no.
Email ID *	Please enter contact person email id

Center Coordinator

Name *	Please enter center coordinator name
Email ID *	Please enter center coordinator email id
Mobile No. *	Please enter center coordinator mobile no.
Alternate No. *	Please enter alternate no.

[Back](#) [Save and Next](#)

4. In Training Infrastructure tab, user shall fill the mandatory fields and click on update to update the records.

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Add Training Center

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Training Infrastructure

Courses Detail

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Equipments

Total Area of Infrastructure (in sq. ft) *	Please enter area in sq ft
Total Training Hours (per day)	Please enter training hours per day
Working Hours in (per day)	Please enter total working hours in a day
Total No. of Classroom *	Please enter total no. of classroom
Total No. of Labs *	Please enter total no. of labroom
No. of Washrooms for Female	Please enter no. of washrooms for female
No. of Washroom for Male	Please enter no. of washrooms for male
No. of Washroom for Differently Abled *	Please enter no. of washrooms for differently abled
No. of Drinking Water Facility	Please enter no. of drinking water facility
Availability of the First Aid Kit	
Yes	
Availability of the Fire Fighting Equipment	Yes



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No. of Aadhaar Enabled Biometric Attendance System Machines

Please enter no.

Total No. of CCTV *

16

Internet Connectivity at Training Center *

Yes

Availability of Power Back-Up

Yes

Availability of Ramps, Lifts and Toilets for DIVYANG People

Yes

Reception Area / Counseling Area *

3000

Maximum No. of Batch Proposed (per day) *

2

- Enter/Select valid values in all the mandatory fields marked with *.
- Enter/Select valid values in other fields.

5. In Courses Detail tab, add the sector and its course.

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Training Center Details Training Infrastructure **Courses Detail**

Please add your sector wise course to display in classroom and labs

Sector	Garment
Maximum No. of Batch Proposed (per day) - Batch Details added (per day)	2
Course Name *	Embroidery Machine Operator(TC GMT 01)
No. of Batch Proposed (per day) *	Enter no. of batch proposed

Add

Classroom Details

Sr.no	Class Room Name	Select Course	Width (in ft.)	Length (in ft.)	No. of Seats	Availability of any type of Projector	No. of Batch Proposed (per day)	No. of CCTV in class room	Remarks	Action
1	Class1					<input type="radio"/> YES <input type="radio"/> NO				Add
2	Class2					<input type="radio"/> YES <input type="radio"/> NO				Add



<https://samarth-textiles.gov.in/index.php>

- Select the sector, then select the course from the dropdown menu and click on add button to add the course for the particular training center.
- Click on delete button to delete the course.
- **In case** if any TC has 2 labs and want to run 2 batches for 8 hours time duration per day then fill 2 in Maximum No. of Batch Proposed (per day) in the previous Training Infrastructure page. Subsequently, 2 will be automatically populated in Courses Detail page. Now select course and fill 1 in No. of Batch Proposed (per day) then click Add. Again select different course and fill 1 in No. of Batch Proposed (per day) then click Add.
- Fill in the classroom details and click on add button.
- Fill in the lab details and click on add button

5.2 View Training Centers

1. After adding the Training center record, the record will display on view list dashboard.

The screenshot displays the 'List Training Centers' interface. At the top, the header includes the logo of the Ministry of Textiles, Government of India, and the text 'Scheme for Capacity Building in Textile Sector' and 'Eastern U.P Exporters Association'. The sidebar on the left lists various navigation options, with 'List Training Centers' highlighted. The main content area shows a table with the following data:


S.No	Training Infrastructure Name	Total Classroom	Total Labs	Action
1	ABC	2	2	 

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there are 'Back' and 'Next' buttons. A red arrow points to the 'Action' column header.

2. Click on edit icon to modify the record of Training Centre.
3. Click on delete icon to delete the record of Training Centre.

6. Self-declaration for placement

1. Fill the details of prospective employer. It may be noted that in case of Textile Industry, detail of captive requirement to be provided. However in case of associations/Councils placement tie-ups of member partners to be provided.
2. Upload placement declaration by clicking on Browse button and then click on Add button.

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Industrial Tie-up

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Name of Prospective Employer *

Please Name of prospective employer

GSTIN *

Please Enter GSTIN

State *

Select State

Sector *

Please Select a Sector

Captive requirement (No. of Trainee) *




Please enter no. of trainees

Letter of Reference/Tie-Up Confirmation for Placement Linkage *

Browse

Download Format


Add

Name of Prospective Employer	State	Sector	No. of Trainees for Which the Tie-Up has been Made	Letter of Reference/Tie-Up Confirmation for Placement Linkage	Action
ABC LLP	DELHI	Garment	1000	 dummy_technicalindustrial...	 

Save and Next

7. Payments

1. Fill in the Demand Draft number and date and upload a scanned copy of the Demand Draft.

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Payment Detail

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Demand Draft No. *

Please enter demand draft no.

Date *

Please select date

Upload Demand Draft Image *

Browse


Application should accompanied with processing fee (non-refundable) of Rs.25,000 in the form of demand draft(DD) drawn in favour of Pay and Accounts Officer, Ministry of Textiles, New Delhi. The original DD will be sent to Under Secretary, HRD, Ministry of Textiles, New Delhi.

Back

Save and Next

8. Documents List

1. Review all the documents uploaded in the previous steps.

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IA Data Preview

Proposal Status

Approved TC

List of Documents Uploaded





Applicant Registration No.

PR-1630989294


Name of Organization

Test

Organization Credential

Document Name	Show documents
Pan Card	 dummy_163099497910.pdf
GSTIN Card	No record found
Incorporation Certificate Document	 dummy_163099497925.pdf
Power of Attorney/Authorized Signatory	 dummy_163099498026.pdf
Copy of Charter document/MoA	 dummy_163099498011.pdf

2. Click on “I Agree” to all the terms and conditions mentioned and then click on “Next”.

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Demand Draft Document

 dummy_payment26328_16...

Declaration

I hereby confirm and certify that Samarth project will be implemented through our organization and we have not applied for Samarth Project through any association/council/chamber of commerce.

☒ I agree

I hereby confirm and certify that we or any of our promoters/directors/organization are not barred by Central Government/State Government or any other entity of Local Government/Municipal Body/Public Agency in India or abroad either individually or as a member of a Consortium.

☒ I agree

I hereby confirm and certify that we are aware that our application for the captioned project would be liable for rejection in case any material misrepresentation in made or discovered with regard to the requirement of this proposal at any stage of the selection process or thereafter during the engagement period.

☒ I agree

I hereby accept and declare that all the information provided by me while filling the details is valid and correct as per my knowledge and belief.

☒ I agree

I hereby certify and confirm that existing employees will not be trained under the scheme.

☒ I agree

Back

Next

9. IA Data Preview

1. Check all the details in IA data preview section. If all the details are correct, go to bottom of the page and click on hyperlink “**JAR file**”. It will download the **client.jar** file.

The screenshot displays a web form titled "IA Data Preview". It is divided into two main sections: "Declaration" and "Acknowledgment".

Declaration Section: This section contains five rows, each with a statement and an "I agree" checkbox. The statements are:

- I hereby confirm and certify that Samarth project will be implemented through our organization and we have not applied for Samarth Project through any association/council/chamber of commerce.
- I hereby confirm and certify that we or any of our promoters/directors/organization are not barred by Central Government/State Government or any other entity of Local Government/Municipal Body/Public Agency in India or abroad either individually or as a member of a Consortium as on date of the application.
- I hereby confirm and certify that we are aware that our application for the captioned project would be liable for rejection in case any material misrepresentation in made or discovered with regard to the requirement of this proposal at any stage of the selection process or thereafter during the engagement period.
- I hereby accept and declare that all the information provided by me while filling the details is valid and correct as per my knowledge and belief.
- I hereby certify and confirm that existing employees will not be trained under the scheme.

Acknowledgment Section: This section contains three rows of information:

- Applicant Registration No: PR-1580285151
- Submitted on: 10 February 2020 10:12:08
- Name of Organization: <https://samarth-textiles.gov.in/> (Samarth-Scheme for Capacity Building in Textile Sector)

Below the Acknowledgment section, there is a text instruction: "Kindly click here to download the JAR file and attach the DSC. Post this execute the downloaded JAR file and then click to submit in order to digitally sign the entire application." Two red arrows point to the "JAR file" link and the "Submit" button.

At the bottom of the form, there are two buttons: "Back" and "Submit".

- a. Please ensure that your system is not connected to any domain controller.
- b. Please ensure that your system has 64-bit Windows operating system.
- c. Remove Java software from the system, if already installed.
- d. Download Java software by clicking on URL: <http://samarth-textiles.gov.in/proposal/jdk-8u221-windows-x64.exe>
- e. Install the Java software by double clicking on it.
- f. Insert DSC (Digital Signature Certificate) device into USB port of the system.
- g. DSC should be of type ePass 2003 or ePass 2003 Auto.
- h. Install the driver software of DSC contained in the DSC device.
- i. Open the DSC window and click on login. Enter DSC password and click OK.
- j. DSC should contain single certificate of your identity only. If multiple certificates are available in DSC then select other certificate, export them into your system and delete them. Exported certificate can be imported into DSC later.
- k. Go to Local Disk (C:) drive of the system, click on Windows folder then click on System32 folder. Search for the file **eps2003csp11.dll**, **eps2003csp11_s.dll** and **eps2003csp11.sig**. If these files are not available, then DSC is not installed properly.
- l. If **eps2003csp11v2_s.dll**, **eps2003csp11v2.sig** and **eps2003csp11v2.dll** files are available, then rename the files and remove 'v2' from the files.

- m.** Now double click on downloaded **client.jar** file. It will not open any window.
 - n.** Now run url <http://localhost:8000/sysinfo/> to check that jar file is successfully compiled. It will show your system's information.
-
- 2.** Now click on Submit button to submit the proposal. It will open a pop-up window for DSC password. Enter DSC password and click Validate. Please wait for some time, page will be automatically reloaded to submit the proposal successfully.
 - 3.** After successful submission of proposal, **Submit** button will disappear and **Save as PDF** button will appear on the top of the page.