

**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 in the Technical**  
**Textiles Sector**  
**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 displays the registration form titled '"SAMARTH" - Registration for Empanelment of Implementing Partners for undertaking training programme under "समर्थ(Samarth)" Scheme for Capacity Building in Textiles Sector (SCBTS)'. The form is divided into sections for Organization details and Authorized Person details. Organization details include fields for Organization Type (a dropdown menu), Organization Name, Organization Address, and Organization Website. Authorized Person details include fields for First Name, Last Name, Designation, Email, and Contact No. (with a +91 prefix). There is also a captcha field. A blue 'REGISTER' button is at the bottom. A yellow banner at the very bottom states: 'The Applicant are requested to go through the RFP and ensure their eligibility before filling up the application.'

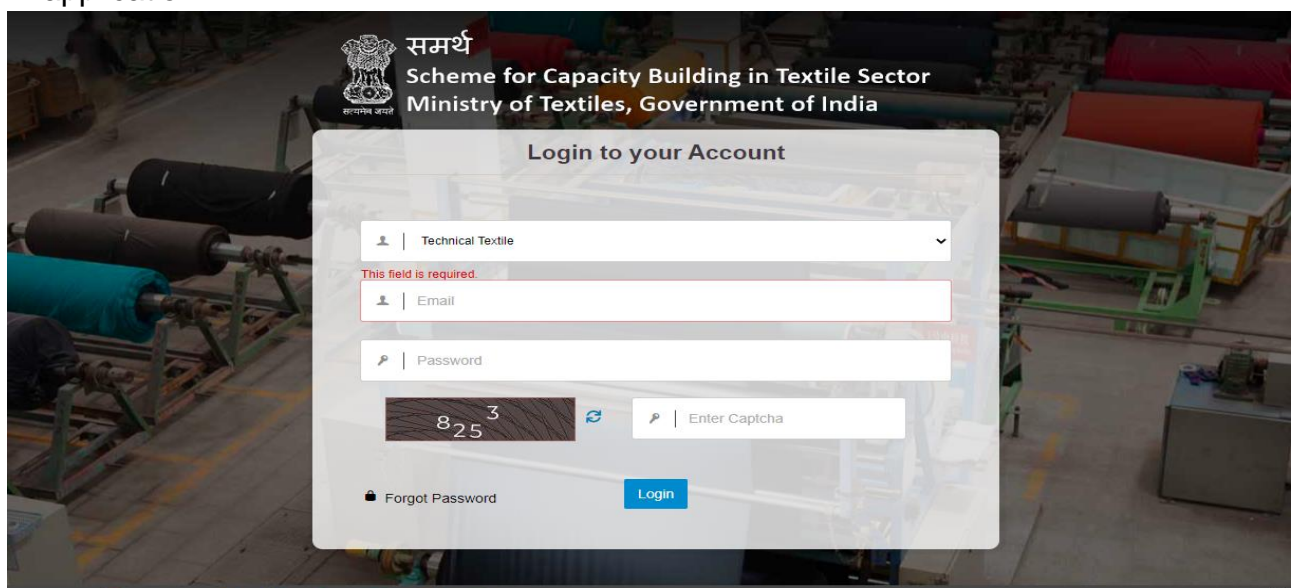
- Fill all the details in the registration screen and click on **Register** button. Email and Contact No. should be active.
- After registration, an email will be sent to your email id consisting of email verification link, username and password.
- Click on email verification link to verify the email.

## 2. Login

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



- Select Technical Textile 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. At the top, there's a header with the Ministry of Textiles logo and the text 'Scheme for Capacity Building in Textile Sector, Ministry of Textiles, Government of India'. A user profile 'Mnxzc' is visible in the top right. A sidebar on the left contains a menu with 'Organization Details' and 'Organization Credentials' (selected). The main content area has a blue header 'Organization Credentials' with a message: 'Please complete your organization details, to get eligibility in filling proposals as per RFP. All (\*) field are mandatory'. Below this, there's a table for document uploads. The table has columns: 'Document Name', 'Documents No.', and 'Click on browse button to upload corresponding documents'. Two rows are shown: 'Organization PAN Card' and 'Organization GSTIN'. Each row has a text input field for the document number and a 'Browse' button. A search icon and a file name 'TEST\_158099287018.pdf' are also visible. Below the table, there's a 'Basic Details' section with fields for 'First Name', 'Last Name', 'Email Address For Communication', 'Contact Number', 'Incorporation Number', and 'Incorporation Certificate Document'.

Document Name	Documents No.	Click on browse button to upload corresponding documents
Organization PAN Card *	<input type="text"/>	<input type="button" value="Browse"/> TEST_158099287018.pdf
Organization GSTIN	<input type="text"/>	<input type="button" value="Browse"/> *

Basic Details

First Name \*  Last Name \*

Email Address For Communication \*

Contact Number \*

Incorporation Number \*  Incorporation Certificate Document \*

The screenshot shows the 'Organization Credentials' page, specifically the 'Basic Details' and 'Organization Registered Address' sections. The 'Basic Details' section has fields for 'First Name', 'Last Name', 'Email Address For Communication', 'Contact Number', 'Incorporation Number', and 'Date of Incorporation'. The 'Organization Registered Address' section has fields for 'Address', 'Landmark', 'State/UT', 'District', 'Parliamentary Constituency', and 'Sub District'. A 'Browse' button and a file name 'TEST\_158099287024.pdf' are visible next to the 'Incorporation Certificate Document' field.

Basic Details

First Name \*  Last Name \*

Email Address For Communication \*

Contact Number \*

Incorporation Number \*  Incorporation Certificate Document \*

Date of Incorporation \*

Organization Registered Address

Address \*  Landmark

State/UT \*  District \*

Parliamentary Constituency  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", "Landmark", "State/UT", "District", and "Pin Code" fields, indicating they are mandatory.

- 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 a sidebar on the left and a document upload section at the bottom. The sidebar contains a menu with items: "Organization Details", "Organization Credentials", "Financial Strength", "Training Infrastructure", "Self Declaration For Placement", "Payments", "Documents List", "IA Data Preview", and "Proposal Status". The "Organization Credentials" item is selected. The form fields are filled with: "Address" as "Iksaj", "Landmark" as "Enter Landmark", "State/UT" as "Gujarat", "District" as "Chhotaudepur", "Parliamentary Constituency" as "Enter Parliamentary Constituency", "Sub District" as "Enter Sub District", and "Pin Code" as "111111". The "Website Address" field is still empty. 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, CA certificate also needs to be uploaded.

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

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Financial Strength

Financial Year	Annual Turnover	Audited Financial Statements (Yes/No)	Audited Financial statement to be uploaded
2019-2020	<input type="text" value="20"/>	<div>Yes</div>	<div>Browse</div> TEST_CADocs... <div>Q</div>
2018-2019	<input type="text" value="20"/>	<div>Yes</div>	<div>Browse</div> TEST_CADocs... <div>Q</div>
2017-2018	<input type="text" value="30"/>	<div>Yes</div>	<div>Browse</div> TEST_CADocs... <div>Q</div>
2016-2017	<input type="text"/>	<div>Yes</div>	<div>Browse</div>
2015-2016	<input type="text"/>	<div>Yes</div>	<div>Browse</div>

CA Certificate of Statutory Auditor / Annual Auditor 

Download Declaration

Turnover of Organization\*  
(Please fill consolidate turnover of your organization and upload here). 

Browse


Q

TEST\_1580993...

## 5. Training Infrastructure

### 5.1 Add Training Center

1. An **Implementation Agency** need to click on Add new menu to add the training centre detail.
2. User must fill all the sections in Training Centre Details tab.

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<b>Training Center Details</b>	Training Infrastructure	Courses Detail	Human Resources	Equipments
--------------------------------	-------------------------	----------------	-----------------	------------

<b>Training Center Name *</b>	Please enter training center name
<b>State/UT *</b>	Select State ▼
<b>District *</b>	Select District ▼
<b>Tehsil/Mandal/Block *</b>	Please enter tehsil/mandal/block
<b>Area Classification of centre, please specify from below options: *</b>	<input type="radio"/> Urban <input type="radio"/> Rural
<b>Address *</b>	Please enter training center address
<b>Pin Code *</b>	Please enter pincode
<b>Parliamentary Constituency</b>	Add Parliamentary Constituency
<b>Sub District</b>	Please enter sub district
<b>Landmark</b>	Please enter Landmark
<b>Type of Building *</b>	<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 details and click on the **Save and Next** button to save the record.

<b>Training Center Details</b>	Training Infrastructure	Courses Detail	Human Resources	Equipments
--------------------------------	-------------------------	----------------	-----------------	------------

<b>Contact Person</b>	
<b>Name *</b>	Please enter contact person name
<b>Designation *</b>	Please enter contact person designation
<b>Mobile No. *</b>	Please enter contact person mobile no.
<b>Email ID *</b>	Please enter contact person email id
<b>Center Coordinator</b>	
<b>Name *</b>	Please enter center coordinator name
<b>Email ID *</b>	Please enter center coordinator email id
<b>Mobile No. *</b>	Please enter center coordinator mobile no.
<b>Alternate No. *</b>	Please enter alternate no.

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



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

Training Center Details	Training Infrastructure	Courses Detail	Human Resources	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		<input type="text"/>		
Yes		<input type="text"/>		
Availability of the Fire Fighting Equipment		Yes		

Training Center Details	Training Infrastructure	Courses Detail	Human Resources	Equipments
Trainers Meets Minimum Education Qualification As Well As Minimum Experience As Prescribed By RSA		Yes		
Availability of Ramps, Lifts and Toilets for DIVYANG People		Yes		
Reception Area / Counseling Area *		Please enter your reception area		
Maximum No. of Batch Proposed (per day) *		Please enter total no. of batch proposed		
Total No. of Batch Proposed (per annum) *		Please enter total no. of batch proposed (per annum)		
Batch Size *		Please enter batch size		
If already participated in any other skilling scheme(PMKVY,DDUGKY,Seekho Aur Kamao, SANKALP ETC.) *		Please enter other skilling scheme		
Availability of a Dedicated Housekeeping Staff, please specify *		Please enter availability of a dedicated housekeeping staff, please specify		
Contact of Fire Brigade , Ambulance, Hospital, Emergency Numbers displayed in the Reception Area, please specify *		Please Enter contact of fire brigade , ambulance, hospital, emergency numbers displayed in the reception area, ple		
Is TC currently ready for imparting training under samarth, please specify YES/No.If "NO" please specify the date upto which the center will be ready. *		Please Enter Enter imparting training under samarth		

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

- 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.

- Select the sector, then select the course Technical Textiles and click on add button to add the course for the particular training center.
- Click on delete button to delete the course.
- If any TC has 2 labs and needs to run 1 batch for different course in each lab then fill 2 in Maximum No. of Batch Proposed (per day) at Training Infrastructure page. Now 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

## 6. In Human Resources tab, add details of master trainer.

7. In Equipments tab, add details of machines available in training center.

Training Center Details Training Infrastructure Courses Detail Human Resources Equipments

Job Name \* Select Job Name

Equipment Name \* Select Equipment Name

No. of machine \* Please enter No. of machines

Remark \* Please enter remarks

Back Save

- Select course name as Job Role, machine for the selected job role, number of machines and remarks. Click on **Save** button to add the machine.

Training Center Details Training Infrastructure Courses Detail Human Resources Equipments

Job Name \* Select Job Name

Equipment Name \* Select Equipment Name

No. of machine \* Please enter No. of machines

Remark \* Please enter remarks

Back Save

Equipments listing


Sl. No	Course Name	Machine Name	No. of Machine	Remarks	Action
1	Needle Punch Nonwoven Machine Operator	Needle Punch Nonwoven Machine with complete line of operation in working condition opening and mixing unit, carding unit, lapping unit, needle punching unit and calender unit	1	ok	

Back Next

- Now click on **Next** button to submit the training center.

## 5.2 View Training Centers

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



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Eastern U.P Exporters Association

**Training Infrastructure**

**List Training Centers** [Add Training Infrastructure](#)

Copy Excel PDF Print Search:

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Back Next

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.
2. Upload tie-up declaration by clicking on Browse button and then click on Add button.

Organization Details

Organization Credentials

Financial Strength

Training Infrastructure

Add Training Center

List Training Centers

**Self Declaration For Placement**

Payments

Documents List

IA Data Preview

Proposal Status

Industrial Tie-up

Name of Prospective Employer *	Please Name of prospective employer
GSTIN *	Please Enter GSTIN
State *	Select State ▼
Sector *	Please Select a Sector ▼
No. of Trainees for Which the Tie-Up has been Made *	Please enter no. of trainees
Letter of Reference/Tie-Up Confirmation for Placement Linkage *	<div>Browse</div>
<div>Add</div>	

## 7. Payments

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

Organization Details

Organization Credentials

Financial Strength

Training Infrastructure

Self Declaration For Placement

**Payments**

Documents List

IA Data Preview


Proposal Status

Payment Detail

Demand Draft No. *	Please enter demand draft no.
Date *	Please select date
Upload Demand Draft Image *	<div>Browse</div>
Application should accompanied with processing fee (non-refundable) of Rs.25,000 in the form of demand draft(DD) drawn in favour of <u>Pay and Accounts Officer, Ministry of Textiles, New Delhi</u> . The original DD will be sent to <u>Under Secretary, HRD, Ministry of Textiles, New Delhi</u> .	
<div>Back</div> <div>Save and Next</div>	

## 8. Documents List

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

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Organization Details

Organization Credentials

Financial Strength

Training Infrastructure

Self Declaration For Placement

Payments

**Documents List**

IA Data Preview

Proposal Status

**List of Documents Uploaded**

Applicant Registration No. PR-1580972904

Name of Organization mnxyzc

**Organization Credential**

Document Name	Show documents
Pan Card	TEST_158099287018.pdf
GSTIN Card	No record found
Incorporation Certificate Document	TEST_158099287024.pdf
Power of Attorney/Authorized Signatory	TEST_158099287119.pdf

**Financial Strength**

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

☰

Organization Details

Organization Credentials

Financial Strength

Training Infrastructure

Self Declaration For Placement

Payments

**Documents List**

IA Data Preview

Proposal Status

**Payments**

Document Name	Show documents
Demand Draft Document	Website Security Guideline...

- 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 as on date of the application.  
☒ 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 "Declaration" and "Acknowledgment". The "Declaration" section contains five rows of text, each followed by an "I agree" button. The "Acknowledgment" section contains three rows of text, each followed by an "I agree" button. Below the "Acknowledgment" section, there is a table with the following details:

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

Below the table, there is a red arrow pointing to the "Name of Organization" field and another red arrow pointing to the "JAR file" link. The text below the table reads: "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." 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** and **eps2003csp11.sig**. If these files are not available, then DSC is not installed properly.
- l. If **eps2003csp11\_v2.dll** and **eps2003csp11\_v2.sig** 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 **SaveasPDF** button will appear on the top of the page.