

REQUEST FOR PROPOSAL (RFP)

Selection of agency for preparation of Detailed Project Report (DPR) for establishing a state of art Skills University in Assam

**Tender Ref. No. [ASDM 1219/2019/149] Dated 11/06/2020
Skill, Employment and Entrepreneurship Department**

Govt. of Assam



Issued by

Assam Skill Development Mission (ASDM)
Katabari, DPS Road, NH-37
Garchuk, Guwahati-781035

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All information contained in this document, subsequently provided/ clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. ASDM reserves the right to cancel this document, and/or invite afresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason. ASDM reserves the right to take final decision regarding award of contract.

Submission of proposal under RFP mode doesn't guarantee evaluation or allocation of work. Under no circumstances will ASDM be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to this RFP.

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1. INVITATION FOR BID

1.1 Issuer

Assam Skill Development Mission, hereinafter referred to as ASDM, invites response to this Request for Proposal (RFP) document from interested and eligible bidders for submission of their technical and commercial proposals for preparation of Detailed Project Report (DPR) for establishing a state of art Skill University in Assam in accordance with the conditions and manner prescribed in this RFP document through e-tender process at www.assamtenders.gov.in.

Any proposal received by ASDM after the deadline for submission of proposals as mentioned in section 1.3 'Bidding Data Sheet' of the document shall be summarily rejected and returned unopened to the bidder(s). No further correspondence whatsoever on the subject shall be entertained.

1.2 About the RFP Document

- a. This RFP provides information regarding the Project, Scope of Work, Technical requirements and other related information to the bidder(s).
- b. As should be clear from the Section 4 'Scope of Work' of this RFP, ASDM expects more than a standard proposal in response to this Request for Proposal. In particular, ASDM seeks a specific proposal responsive to this RFP in every respect and detail, rather than a mere compilation of materials and promotional information used in other transactions.
- c. The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the Earnest Money Deposit (EMD).

1.3 Bidding Data Sheet

S. No	Particulars	Details
1	Tender ID	[ASDM 1219/2019/149]
2	Tender date	11th June 2020
3	Selection Method	Tender will be awarded to the Bidder with the highest score based on the QCBS Evaluation Method (80:20) , subject to Bidder meeting the Qualification Criteria and Minimum Technical Qualification Score

4	Name of the Tender Inviting Authority	Mission Director Assam Skill Development Mission (ASDM) Katabari, DPS Road, NH-37 Garchuk, Guwahati-781035
5	RFP issued by	Assam Skill Development Mission (ASDM)
6	Availability of RFP	RFP can be downloaded from https://assamtenders.gov.in and www.asdm.assam.gov.in
7	Cost of RFP Document/ Bid Fee	INR 10,000 (Rupees Ten Thousand Only) Non-refundable in the form of Demand Draft in favor of 'Assam Skill Development Mission' payable at Guwahati.
8	EMD	Earnest Money Deposit of INR 5,00,000/- (Rupees Five Lakhs Only) shall be applicable. Demand Draft shall be submitted in favor of [Assam Skill Development Mission] payable at [Guwahati] from any of the nationalized scheduled commercial bank valid for entire bid validity period. The scanned copy of the EMD shall be uploaded along with the Technical Proposal at https://assamtenders.gov.in
10	Performance Guarantee(PG)	10% of the contract value signed between successful bidder and ASDM to be given in the form of Performance Guarantee in the form of Bank Guarantee in favour of 'Assam Skill Development Mission' to be submitted within 15 working days from the date of 'letter of award' issued by ASDM, valid for the entire duration of the contract.
11	Nodal Officer for correspondence and Clarification	N. Dhiraj Singha asdm.dhiraj@gmail.com Contact 7002017676 Indrajit Singha indrajit.asdm@gmail.com Contact 7578014310 Assam Skill Development Mission (ASDM) Katabari, DPS Road, NH-37 Garchuk, Guwahati-781035

12	Pre-bid Meeting	14:00 hrs, 19st June 2020 at Assam Skill Development Mission (ASDM) Katabari, DPS Road, NH-37 Garchuk, Guwahati-781035
13	Last date for Pre-bid queries	17:00 hrs, 17th June 2020 via Email or by post to Nodal Officer's correspondence address
14	Issue of addendum/clarification (if any and if required)	17:00 hrs, 24th June 2020 through https://assamtenders.gov.in
15	Last date and address of bid submission	Proposals must be submitted no later than 17:00 hrs, 1st July 2020 through https://assamtenders.gov.in
17	Date and Address for Opening of Qualification Bid and Technical bid	10:00 hrs, 3rd July 2020 at Assam Skill Development Mission (ASDM) Katabari, DPS Road, NH-37 Garchuk, Guwahati-781035
18	Opening of Commercial bid for Technically Qualified bidders	To be announced later (Only Qualified Bidders shall be notified and invited)
19	Bid Validity Period	180 days from the date of submission of bids
	Commencement of the Assignment	As per the letter of Award/Letter of Intent

1.4 Earnest Money Deposit

- a. Bidders shall submit, along with their bids, EMD for an amount of INR Five Lakhs only (INR 5,00,000 only) in the form of demand draft issued in the name of '**Assam Skill Development Mission**'.
- b. The EMD of all unsuccessful bidders would be refunded by ASDM within 30 days from the award of contract to the successful bidder.
- c. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Guarantee(PG).
- d. The EMD amount shall attract no interest whatsoever and will be refundable to the unsuccessful bidders without any accrued interest on it.
- e. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- f. The EMD may be forfeited:

- i. If a bidder withdraws the bid during the period of bid validity.
- ii. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

1.5 Procurement and Cost RFP Document

Interested Bidders may obtain complete set of RFP documents online at - <https://assamtenders.gov.in>

A non-refundable RFP Document Fee or Bid Fee of INR10,000/- (INR Ten Thousand only) shall be applicable. This fee shall be in form of demand draft in favour of Assam Skill Development Mission payable in Guwahati and shall be submitted along with the proposal.

2. INSTRUCTION TO BIDDERS

2.1 Procedure of Submission of Bids

1. The Proposal has to be submitted in online mode containing following cover stage-
 - A. Technical Bid Open Stage
 - B. Cost Bid Open Stage

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from <https://assamtenders.gov.in>. The RFP will be available to download from the above website from **11/06/2020 to 01/07/2020 (15:00 Hrs.)**. The last date for uploading of proposal/bid will be **01/07/2020 up to 17.00 Hrs.** Technical Bid will be opened on **03/07/2020 at 10:00 Hrs.** Please refer RFP document for complete details.

The undersigned reserves the right to issue addendum/corrigendum/modification or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned or ASDM for the same.

2. A Two (2) envelope system shall be followed for the bid. The bids submitted, shall comprise of the following 2 envelopes as provided in <https://assamtenders.gov.in>:
 - **Envelope A:** Technical Bid
 - **Envelope B:** Financial Bid

The Bid shall include the following documents:

S. No.	Document Type	Document Format
1.	Bid Fee	To be paid through Demand Draft should be submitted along with the Technical Bid.
2.	EMD	To be paid through Demand Draft should be submitted along with the Technical Bid.
3.	Technical Bid	The Technical Bid shall be prepared in accordance with the requirements specified in this document and formats provided in <i>Annexure, Section I</i> of this tender document

4.	Financial Bid	The Financial Bid shall be prepared in accordance with the requirements specified in the format prescribed in <i>Annexure, Section II</i> of this tender document.
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3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., as per the formats given in the RFP document at <https://assamtenders.gov.in> at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. ASDM shall not receive any late proposal i.e. proposal reaching after submission date for reason whatsoever and shall return the same to the bidder.
5. The bidder(s) should note that the bids will be evaluated on the basis of documents referenced against evaluation criteria of the pre-qualification, annexures, technical bid, commercial bid and compliance to technical specification only.
6. ASDM will not accept the delivery of the bids and any other supporting documents, in any manner, other than that specified in this tender document. Any bid delivered in any other manner shall be treated as defective, invalid and rejected.
7. It is required that all the bids submitted in response to this tender document should be unconditional in all respects, failing which the ASDM reserves the right to reject the bid.
8. The tender opening will be done online. Any Corrigendum/Addendum or date extension notice will be given on the e-procurement portal <https://assamtenders.gov.in> only.
9. Instruction for Hard Copy Submission: The bidders should submit the hardcopies of the bids on or before the last date of submission of bids – **01/07/2020 17:00 hrs**
 - a) Signed copy of bid document as a token of acceptance of the clauses and terms & conditions of the RFP.
 - b) Original Demand draft/ Bankers Cheque in respect of Tender document fee & EMD.
 - c) Letter of Authorisation/ Power of Attorney in original along with Board Resolution in case of a Company.
 - d) Form 1, 4, 6, 8, 12 and 13 in original

All these documents as mentioned above should be sealed in an envelope and to be submitted in the O/o The Mission Director, Assam Skill Development Mission, 5th Floor, Mukand Infrastructure Pvt. Ltd, NH-37, Bhabhananda Boro Path, Katabari, Garchuk, Guwahati-781035, Assam, within the bid no., submission time & date mentioned in the bid document. The cover thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".

Only one hard copy is required to be submitted. The soft copies of the above needs to be uploaded online also.

2.2 Bidder Qualification

- a. The "Bidder" as used in the RFP shall mean the one who has signed the Bid Forms, which are part of Technical and Commercial bids. The bidder may be either the Principal Officer or his duly Authorized Representative, in either cases he/she shall submit a Certificate of Authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative and the Principal Officer.
- b. The Bidder as used shall be a Business Entity.
- c. It is further clarified that the individual signing the RFP or other documents in connection with the bid must certify whether he/she signs as the Constituted Attorney of the Company.
- d. The authorization shall be indicated by written Power of Attorney accompanying the Qualification Bid.
- e. The bidder should be a profitable entity for the last three financial years.
- f. The bidder should have successfully completed/executing at-least one similar scope of work as part of the pre-qualification criteria for this RFP.

2.3 Instructions for Technical Bid Preparation

- a. The bidder must address their project execution strategy in details in line with section 4.3'Implementation Schedule' mentioned in this RFP.
- b. The Technical Bid should contain a detailed description of how the bidder will conduct required services as outlined in this RFP. It should articulate in detail, as to how the bidder's proposed solution meets the requirements specified in the RFP.
- c. The Technical Bid shall not contain any pricing information.
- d. Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. ASDM will evaluate bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- e. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are considered undesirable and may be construed as an indication of the bidder's lack of cost consciousness. ASDM's interest is in the quality and responsiveness of the proposal.
- f. **Manpower deployment:** Selected bidder must deploy personnel with requisite qualification and sufficient experience as per the scope mentioned under this RFP.

2.4 Instructions for Commercial Bid Preparation

- a. Unless expressly indicated, bidder shall not include any technical information regarding the services in the commercial bid.
- b. Prices shall be quoted entirely in Indian National Rupees (INR).
- c. No adjustment of the contract price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract.
- d. The price should be quoted inclusive of all taxes, duties, and charges and levies as applicable.

- e. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project.
- f. Discount, if any, must be merged with the quoted prices and not indicated separately. Any discount offered separately shall not be taken into account for evaluation purpose.

3. OPENING OF BIDS, EVALUATION AND AWARD OF CONTRACT

3.1 Opening of Bids

The bid shall be opened in the presence of bidder(s) representatives (only one) at bid opening sessions on the specified date, time and address as mentioned in 'Bidding Data Sheet'.

3.2 Bid Evaluation Criteria

a. Preliminary Examination

The Evaluation Committee duly appointed by ASDM shall see the following:

- a. The bids are marked as required in the RFP, i.e. Technical and Commercial Bids are enclosed in separate enveloped and marked as given in the RFP.
- b. The demand draft for bid fee as indicated in the RFP has been provided.
- c. The demand draft towards requisite EMD has been provided.
- d. Committee will examine the Technical Bids to determine whether they are complete, whether the Bid format conforms to the Bid Document requirements, whether the documents have been properly signed, and whether the Bids are generally in order.

Committee may waive any informality or nonconformity or irregularity in a bid which does not constitute a material deviation according to Committee, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

b. Evaluation Methodology

- i. The Evaluation Methodology proposed to be adopted by the Committee will be Quality cum Cost Based Selection (QCBS) method.
- ii. Technical and Commercial bid will get weightages as under:

Sl. No.	Proposal	Technical bid score weightage	Commercial bids score weightage
I.	Selection of agency for preparation of Detailed Project Report (DPR) for establishing a state of art Skill University in Assam	80%	20%

- iii. The bid that obtains the highest Total Score (TS) value will be rated as the Successful Bidder.

c. Clarification

- i. When deemed necessary, during the Bid Evaluation process, ASDM may seek clarifications or ask the bidders to make presentation on any aspect(s) from any or all the bidders. However, that would not entitle the bidder(s) to change or cause any change in the substance of the bid submitted or price quoted.
- ii. The Commercial Bids of disqualified bidders will be returned unopened on formal written request to ASDM.
- iii. Conditional bids will be rejected.

d. Evaluation Process

The evaluation process shall comprise of the following stages:

- i. **Stage 1: Technical Evaluation** comprising of Paper Based Evaluation and Presentation Evaluation
- ii. **Stage 2: Commercial Evaluation**
- iii. **Stage 3: QCBS Evaluation**

The details of evaluation procedure, under each of the above mentioned 3 stages, are given below:

Stage 1: Technical Evaluation

- Bidders who meet the minimum qualification criteria defined in Qualification Checklist, as per **Form-2(a) of Annexure Section-I** in this RFP, will be qualified and eligible for further bid evaluation.
- ASDM will evaluate qualified bidders on the basis of the Technical Bid submitted by them. Technical Presentation by the qualified bidders are proposed in the Technical Bid Evaluation. The objective of this step is to give bidders the opportunity to demonstrate their capabilities of proposed services/products to prove the idea and feasibility as envisioned in the RFP.
- The bidders who achieve the cumulative Technical Score of 70 marks shall be considered as Technically Qualified Bidders (TQB). Please note that maximum technical score is 100 and is comprising of document based evaluation for maximum 70 marks, approach and methodology for 20 marks and presentation evaluation for 10 marks. The sum of scores obtained in paper based and presentation evaluations shall be the Technical Score assigned to a bidder.

Stage 2: Commercial Evaluation of Bids

The commercial bids of only the Technically Qualified Bidders of **Stage 1** shall be opened and considered for further evaluation.

Stage 2: QCBS Evaluation

The technical and commercial scores of the shortlisted bidders shall be taken into consideration for the QCBS Evaluation.

3.3 Opening of Commercial Bids

The Commercial Bids of only Technically Qualified Bidders will be opened by the Committee appointed by ASDM in the presence of bidders' representatives (only one) who choose to attend the Commercial Bid opening on date and time to be communicated to all the Technically Qualified Bidders. The bidder's representatives who are present shall sign a register evidencing their attendance. The name of bidder, bid prices etc. shall be announced at the meeting.

3.4 Evaluation of Commercial Bids

- i. It is mandatory for the bidder to submit total quoted price inclusive of all tax, duties, charges and levies, as applicable, for the services duly filled in the format provided in **Form-14 of Annexure Section-II**.
- ii. The Commercial Bids shall be evaluated by ASDM for completeness and accuracy. Arithmetical errors will be rectified on the following basis.
 - I. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - II. If there is a discrepancy between words and figures the amount in words shall prevail.
- iii. Based on the Evaluation Criteria mentioned in the following clause, a Commercial Bid Score (S_F) in percentage shall be assigned to each Bid.
- iv. Commercial Bid Score (S_F) in percentage for each bid shall be computed as follows: $S_F = 100\% \times (FL/ F)$; Where:
 - F is the Total Bid Price quoted in the bid under consideration
 - FL is the value of lowest Commercial Bid

3.5 QCBS Evaluation

- i. As stated above, the Evaluation Methodology proposed to be adopted by ASDM will be Quality cum Cost Based System (QCBS) method of evaluation where Technical Bid Score will get a weightage of 80% (denoted by T) and Commercial Bid Score a weightage of 20% (denoted by C).
- ii. Description of variables used:
 - S_T is the Technical Score for each Bid as calculated out of 100%
 - S_F is Total Commercial Score (normalized) for each Bid
- iii. Bids will be ranked according to their combined Technical Score S_T and Financial Score S_F using the weights (T = the weight given to the Technical Bid; C = the weight given to the Commercial Bid; T + C = 100%):
- iv. **Total Score (T_S)** for each Bid shall be computed as follows:

$$T_S = S_T \times T\% + S_F \times C\%$$

The Bid, that obtains the highest Total Score (T_S) value, will be rated as the Successful Bid.

3.6 Post Qualification and Award Criteria

- i. The Best Evaluated Bidder according to QCBS evaluation will be considered first for award of contract by ASDM. The firm achieving the highest Total Score (TS) will be invited for award of work.
- ii. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in that event, ASDM will proceed to the next Best Evaluated Bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

3.7 Notification of Award

a. Notification to Bidder

Prior to the expiry of the Bid validity period, ASDM will notify the successful Bidder in writing or by fax or email, to be confirmed in writing by Letter of Intent (LOI), that

its proposal has been accepted. The notification of award will constitute the formation of the Agreement.

b. Discharge of Bid Security

Prior to signing of the Agreement, ASDM shall promptly request the Selected Bidder to provide Performance Guarantee pursuant to this RFP. On receipt of the Performance Guarantee, the Bid security of all unsuccessful Bidders will be released.

c. Signing of Agreement

The selected Bidder shall enter into agreement with ASDM by signing a contract, incorporating all the terms and conditions, deliverables, responsibilities, payment schedules, project schedule etc.

4. Terms of Reference(TOR)

In order to combat the unemployment scenario of the state and to offer the youth in the state an organized platform of skill development for sustenance of livelihood, the Assam Government has proposed to set up a Skill University. The aim of setting up the University is to offer candidates practical, hands-on training in manufacturing & services sector and also to set up industry/employer linkage as a boost to the skills development eco-system in the state.

Apart from employment opportunities formation of a Skill University will help skill development acquire an aspirational value and social acceptability in the society and the economy. Skill University is expected to provide an avenue for technical education in the Skill Development space and help harness the state's competence in the skill development space.

The objective of this project is to develop the Skill University into a model Technical and Vocational and Educational Training(TVET) institution in the Northeast region of India that offers affordable and high-quality skills training for the masses especially for the youth unable to acquire higher education in other way. It will address the below points-

- Address the gainful employment opportunities
- “Bridge the Void” between basic training and emerging needs of industry and economy, thereby create a high employability workforce
- Make vocational training “Aspirational”
- Extend world class training and facilities to disadvantaged youth
- Fill the need of a “mother institution” for institutional needs of ITIs, Skill Development Centers, polytechnics such as quality assurance, industry linkages, training of trainers, assessors, international certification, entrepreneurship development and incubation etc.
- Evolve as a one stop TVET solution for international quality training, assessment, certification, apprenticeship, incubation, entrepreneurship and placement.
- Support the transition of North East economy from a traditional based one to a skill, knowledge and innovation base.

4.1 Scope of Work

The scope of work will encompass the following for preparation of Detailed Project Report (DPR) for establishing a state of art Skills University in Assam:

Work Stream	Key Functions
<p>Propose appropriate interventions in the areas of (i) Applied R&D, Innovation, and Startups; and (ii) Industry-Training Institute Collaboration appropriate for implementation in the Assam Skill University Project</p>	<ol style="list-style-type: none"> 1. Review current practices in applied R&D, Innovation, and Startups in Assam and two advanced States in India 2. Review current practices in Industry-Training Institute collaboration in Assam and two advanced States in India 3. Document the model of practices in Applied R&D, Innovation, and Startups, and Industry-Training Institute of at least one country which could be used as a reference for Assam Skill University Project 4. Provide recommendations and suggestions to this project on the design model for (i) Applied R&D, Innovation and Startups, and (ii) Industry-Training Institute Collaboration
<p>Propose and align suitable training courses to the manpower demand and supply analysis</p>	<ol style="list-style-type: none"> 1. Review the study report on skill gap analysis so that inputs from the study can be used to aligned proposed training courses for the Assam Skill University Project 2. In addition to skill gap analysis report, based on available national curriculum and with reference to training courses from reputable overseas training institutions, the consultancy firm should propose suitable training courses to be implemented in Assam Skill University
	<ol style="list-style-type: none"> 3. In discussion with the client, the consultancy firm is required to develop the curriculum materials (curriculum standards, standard training equipment list, training facility norms, course structure, course syllabus, lesson plan, learning materials, practical job-sheets, assessment scheme, and examination databank) for the training courses that would be implemented in interim Assam Skill University interim campuses.
<p>Proposed appropriate model on- (i) Curriculum Design and Development; (ii) Remote Learning Platform and Digital Content Development; (iii) TVET Teachers' Training</p>	<ol style="list-style-type: none"> 1. Review the practices of Assam institutions in (i) Curriculum Design and Development; (ii) Remote Learning Platform and Digital Content Development; and (iii) TVET Teachers' Training 2. Provide and document relevant model in these three areas for references 3. Suggest suitable models for implementing these three areas of intervention in the Assam Skill University Project

Work Stream	Key Functions
Propose suitable governance structure for Assam Skill University	1. Propose manpower requirements and develop organization chart for Assam Skill University comprising of management staff, academic staff, administration staff, research & development staff, and any other staffing requirement.
	2. Draft ToR for all proposed positions in Assam Skill University.
	3. Propose the corporate governance structure of Assam Skill University with reference to reputable national and international institutes of similar mission.
Propose a sustainable revenue model for Assam Skill University	1. Develop various revenue streams for Assam Skill University with the aim of making it operationally self-sustaining from the fifth year of operation onwards.
	2. Propose self-sustaining strategy and revenue model with the aim of creating a self-sustaining Skill University. A five-year budgetary requirement should be developed.
	3. Identify capital outlay and operational budget required for establishing the Assam Skill University and subsequent capital outlay and operational budget required on a yearly basis and five-year basis.

4.2 Project Steering Committee:

A Project Steering Committee (PSC) with representation of key officials of Skill Employment and Entrepreneurship Department with all leading departments in the state related to proposed Skill University shall be constituted to provide high level guidance, approvals & connect the selected vendor with relevant stakeholders.

4.3 Implementation Schedule:

Implementation schedule is not necessarily limited to the following and further detailing may be done at the time of signing of contract. The proposed Scope of Work is expected to be completed within 16 (Sixteen) weeks period, adhering to below mentioned implementation schedule:

SN.	Activity	Timelines	Deliverable
Phase-I: Commencement of Assignment			
1.	Signing of Agreement	T1–Date of signing of agreement	
Phase-II: Detailing the Skills Opportunity Landscape			

1.	Propose appropriate interventions in the areas of (i) Applied R&D, Innovation, and Startups; and (ii) Industry-Training Institute Collaboration appropriate for implementation in the Assam Skill University Project	T2 = T1 + 4 Weeks	<p>Draft report on Skill development Opportunity Landscape detailing out:</p> <ul style="list-style-type: none"> • Review current practices in applied R&D, Innovation, and Startups in Assam and two advanced States in India • Review current practices in Industry-Training Institute collaboration in Assam and two advanced States in India • Document the model of practices in Applied R&D, Innovation, and Startups, and Industry-Training Institute of at least one country which could be used as a reference for Assam Skill University Project • Provide recommendations and suggestions to this project on the design model for (i) Applied R&D, Innovation and Startups, and (ii) Industry-Training Institute Collaboration • Regulatory requirements and other challenges for setting up the Skill University
2.	Propose and align suitable training courses to the manpower demand and supply analysis	T3=T2+ 4 weeks	<ul style="list-style-type: none"> • Review the study report on skill gap analysis so that inputs from the study can be used to aligned proposed training courses for the Assam Skill University Project • In addition to skill gap analysis report, based on available national curriculum and with reference to training courses from reputable overseas training institutions, the consultancy firm should propose suitable training courses to be implemented in Assam Skill University
Phase–III: Operating model design and Business plan for proposed University			
1.	Formulation of conceptual blueprint and operating model design	T4 = T3 + 8 Weeks	Final report with:

2.	Business Plan and final Detailed Project Report (DPR)	<ul style="list-style-type: none"> • Conceptual blueprint and operating model design for Skill University • Final Report with Business plan and roll-out plan for Skill University/ Institute
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5. PAYMENT SCHEDULE

The payment milestones for preparing the DPR for Skill University in the state of Assam are indicated as below:

SN.	Project activity	Payment
1	On signing of the Agreement	NIL
	On approval of Draft report on Skill development Opportunity Landscape	10% of the project cost
2	On successful conduction of Workshop with senior management and with Skill Development Missions and submission of the findings	10%of the project cost
3	Submission of Draft DPR	20% of the project Cost
3	On approval of Final DPR	60%of the project cost

Note: The assignment is deliverable based and payments shall be made based on completion of the above mentioned milestones. The selected agency will have a fortnightly meeting with ASDM and brief on the project progress.

6. GENERAL CONDITIONS OF BID

6.1 Bid Currencies

Prices shall be quoted in Indian National Rupees (INR).

6.2 Authentication of Bids

The original and all copies of the Bid shall be typed or written in indelible ink. All copies of the bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Agreement. All pages of the Bid, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the Bid.

6.3 Amendment of RFP Document

At any time before the deadline for submission of bids, ASDM may, for any reason, at its own discretion, modify the Bid Document through an amendment notice. Any amendments made in to this document shall be communicated by means of notification and shall be published on ASDM's website <https://asdm.assam.gov.in> and on www.assamtenders.gov.in

ASDM shall not be responsible if the bidders fail to make note of such amendments. All such amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned websites on regular basis for checking necessary updates. ASDM also reserves the rights to amend the dates mentioned in this RFP for bid process.

6.4 Validation of Interlineations in Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

6.5 Cost of Bidding

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by ASDM to facilitate the evaluation process, and in negotiating a definitive Service Agreement and all such activities related to the bid process. This RFP does not commit ASDM to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of contract for implementation of project.

6.6 Language of Bids

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of ASDM and will not be returned.

6.7 Bid Prices

- a. The bidder shall indicate the price in accordance with format provided in the RFP and same will be used for the purpose of evaluation of bids by ASDM. Quoting disproportionately high and low bid prices may lead to rejection of the bid at the discretion of ASDM.

- b. The bidder shall prepare the bid based on details provided in the RFP. It must be clearly understood that the Scope of Work is intended to give the bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by ASDM.

6.8 Bid Validity Period

- a. The proposals shall be valid for a period of 180 days from the date of submission of bids. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
- b. In exceptional circumstances, at its discretion, ASDM may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing/ email.

6.9 Modifications and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the bidder on the proposal form. In case the bidder wishes to withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

6.10 Contacting ASDM

- a. No Bidder shall contact the ASDM on any matter relating to its Bid, from time of opening of bid to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to ASDM. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

6.11 Right to accept any Bid and to reject any or all Bids

ASDM reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for action so taken. In case of single bid, ASDM reserves the right to award the work to a single bidder.

6.12 Expenses for the Agreement

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

6.13 Failure to agree with the Terms & Conditions of the RFP/Contract

- a. Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event ASDM may forfeit the EMD.
- b. In the event of annulment of the award, ASDM may award the project to the subsequent bidder with highest Total Score or call for new bids.

6.14 Performance Guarantee

- a. The successful bidder shall at his own expense may deposit with ASDM, within 15 (fifteen) days after the receipt of notification of Award of the Contract (Letter of Intent) from ASDM, an unconditional and Irrevocable Performance Guarantee (PG) in the form of Bank Guarantee payable at Guwahati for the due performance and fulfillment of the Agreement by the bidder.
- b. This PG shall be for an amount equivalent to 10% of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the PG shall be borne by the bidder. The PG shall be valid for six months' post completion of the Project. Subject to the terms and conditions in the Performance Guarantee, at the end of project final acceptance sign off the Performance Guarantee may be discharged/ returned by ASDM upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

6.15 Rejection on grounds of malpractices

- a. Bidders may specifically note that while evaluating the proposals, if it comes to ASDM knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the tenders floated by the ASDM.
- b. ASDM will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents or, Vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract in question;

For the purposes of this provision, the terms are set forth as follows:

- i. "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- iii. "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. "Obstructive practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to ASDM in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

6.16 Concessions permissible under statutes and Income Tax Liability

Bidder, while quoting against this RFP, must take cognizance of all concessions permissible under the statutes including the benefit under Goods and Services Act, 2017, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. ASDM will not take any responsibility towards this. However, ASDM may provide necessary assistance, wherever possible, in this regard.

The Bidder and Personnel shall pay such direct and indirect taxes, duties including import duties, fees and other impositions levied under the Applicable Laws in India.

6.17 Force Majeure

6.17.1 Definition of Force Majeure

. Definition:

- For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder
- Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

6.17.2 Force Majeure events

- a. A Force Majeure event means any event or circumstance or a combination of events and circumstances which:
- b. is beyond the reasonable control of the affected Party;
- c. such Party could not have prevented or reasonably overcome with the exercise of reasonable skill and care;
- d. does not result from the negligence of such Party or the failure of such Party to perform its obligations under this Agreement;
- e. is of an incapacitating nature / unforeseeable circumstances and prevents or causes a delay or impediment in performance.

Notification procedure for Force Majeure: -The Affected Party shall notify the other Party of a Force Majeure event within seven (7) days of occurrence of such event. If the other Party disputes the claim for relief under Force Majeure it shall give the claiming Party written notice of such dispute within thirty (30) days of such notice. Upon cessation of the situation which led the Party claiming Force Majeure, the claiming Party shall within seven (7) days thereof notify the other Party in writing of the cessation and the Parties shall as soon as practicable thereafter continue performance of all obligations under this Agreement.

6.17.3 Consultation and duty to mitigate

- a. The affected Party shall, at its own cost, take all steps reasonably required to remedy and mitigate the effects of the Force Majeure event and restore its ability to perform its obligations under this Agreement as soon as reasonably practicable. The Parties shall consult with each other to determine the reasonable measures to be implemented to minimize the losses of each Party resulting from the Force Majeure event. The affected Party shall keep the other Parties informed of its efforts to remedy the effect of the Force Majeure event and shall make reasonable efforts to mitigate such event on a continuous basis and shall provide written notice of the resumption of performance hereunder.

Extension of time

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

**Sd/-
Mission Director
Assam Skill Development Mission**

7. ANNEXURES

Section I – Format for Qualification and Technical Bid Form 1 – Bid Main Cover Letter

To,
Mission Director,
Assam Skill Development Mission (ASDM)
Katabari, DPS Road, NH-37, Garchuk, Guwahati-781035

Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the RFP for **“Selection of agency for preparation of Detailed Project Report (DPR) for establishing a state of art Skills University in Assam”** for Assam Skill Development Mission.

1. Each page of the Technical and Commercial Bid has been signed by the Authorized Signatory.
2. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the incidental services.
3. We agree to abide by our offer for a period of 180 days from date of submission of bid.
4. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
5. Payment of INR10,000.00 (INR Ten Thousand Only) for the cost of RFP document/ bid fee in the form of a Demand Draft is enclosed in a separate sealed Cover details of which are given below:
DD Number.....
Bank.....
6. EMD for an amount equal to INR5,00,000 (INR Five Lakh only) in the form of a Demand Draft is enclosed in a separate sealed Cover details of which are given below:
DD Number.....
Bank.....
7. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to ASDM, is true, accurate, and complete.
8. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

(Signature) (In the capacity of)

Date:

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

Form 2(a): Pre-qualification Criteria checklist-

Criteria No.	Criteria Description	Documents Required	Document Ref Page No.
1.	a. The bidder must be a legal entity b. The bidder should be in business for at-least five years as on bid submission date	Copy of certificate of incorporation commencement of business for the bidder	
2.	The bidder must have minimum average annual turnover of INR 50 crores from last three financial years i.e. FY 2016-17, 2017-18, and 2018-19 from the Indian operations for consulting/similar services.	As per Form-12	
3.	The bidder must have positive net worth during the past 3 financial years i.e. FY 2016-17, 2017-18, and 2018-19	Audited Balance Sheet and Profit & Loss statement	
4.	The bidder must have prepared a detailed project report on University in at least one state or must have experience in preparing DPR of a large size institution of higher education in India or other countries.	Work orders/agreement/ Lol / completion certificate	
5.	The bidder must have at least 200 people related to consulting/ advisory/ research activities on its payroll as on date of submission of the bid.	Certificate by the HR on company's letter head with the bidder's seal and stamp as per the Form-8	
6.	The bidder must have valid PAN, GST and TAN certificate (valid for Indian organizations only)	Copy of the PAN, GST and TAN certificate	

Name & Signature

Authorized Signatory Company Seal

Form 2(b): Marking Criteria

The evaluation will be measured on whether the bidder's proposed solution meets ASDM need as outlined in the RFP. The evaluation criteria and corresponding maximum score are as below:

SN	Evaluation Criteria	Maximum Score	Required Forms
(1) Marking Criteria for Paper Based Evaluation			
A	PAST EXPERIENCE	45	
A. 1	Experience of completing a detailed project report for development of a University in at least one state in India or any international university > 6 states or 2 international: 15 Marks, > 4 states or 1 international; ≤ 6 states or 1 international: 10 Marks ≥ 1 state; ≤ 4 states : 5 Marks Else 0	15	Form-5 along with supporting work orders/agreement/Lol/ completion certificate. All supporting documents to clearly state DPR for a University
A. 2	Experience of having worked/working on at-least 2 Skill Development Project (SDP) during the last 5 years, each of with Central Govt and State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency/Doner Agencies, in India or must have experience in working in international projects related to TVET education or higher education. No. of SDP having minimum project value >= INR 5 Cr (SDP) SDP>05 : 20 marks 02 ≤ SDP ≤ 05 : 10 marks 2 SDP : 5 marks, else 0	20	Form-5 along with supporting work orders/ agreement/ Lol/ completion certificate. All supporting documents to clearly state skill development project.
A. 3	Experience of working with Sector Skills Councils in India helping them create develop National Occupational Standards for identified job roles or experience in developing TVET curriculum for any international university > 6 SSCs or 2 international: 10 Marks 4-6 SSCs or 1 international: 5 Marks 1-3 SSCs: 2 Marks	10	Form-5 along with supporting work orders/ agreement/ Lol/ completion certificate

B	RESOURCEASSESSMENT	25	
B. 1	<p>Project Manager:</p> <p>Project Manager with Post Graduate degree in MSW / MA in Sociology / Anthropology with MBA or Post Graduate Diploma in Social Sciences/ Economics/Management or MBA in Finance/HRM/Business Management/Rural Management/Operations having overall 20 years of senior management experience in operating a large scale TVET / Skill Training institute or university or similar assignments with experience in preparing DPR's of a Skill University</p> <p>1. 20 years of total experience and >5 years of experience of working on DPR preparation of Skill University: 15 Marks</p> <p>2. 15 years of total experience and 3 years of experience of working on DPR preparation of Skill University: 10 Marks</p> <p>Reference Check. NIRF top 30 institutes-</p> <p>Resources would necessarily need to be from the top 30 NIRF ranked institutes</p>	15	Form-8&9
	<p>Consultants -2 nos</p> <p>Consultants having Post Graduate degree in MSW / MA in Sociology / Anthropology with MBA or Post Graduate Diploma in Social Sciences/ Economics/Management or MBA in Finance/HRM/Business Management/Rural Management/Operations and at least 8 years of work experience in R&D and Industry-institute collaboration, experience in developing digital content and experience in developing curriculum materials (curriculum standards, standard training equipment list, training facility norms, course structure, course syllabus, lesson plan,</p>	10	

	learning materials, practical job-sheets, assessment scheme, and examination databank)		
(2) Marking Criteria for Presentation Based Evaluation			
C	APPROACH, METHODOLOGY, WORK/EXECUTION PLAN, IT TOOL & INNOVATION	30	
C.1	Proposed Approach & Methodology by the bidder highlighting their understanding of the project, Approach & Methodology based on scope of work, work plan including staff deployment plan etc.	20	
C.2	Presentation by the bidder highlighting their understanding of the project, Approach & Methodology based on scope of work, work plan including staff deployment plan etc.	10	
A+B +C	Total	100	

** Supporting documents/ documentary proof/ Self-declared certificate to be submitted by bidder for point A and B wherever applicable.

All supporting documents related to technical scoring should be submitted with the proposal. ASDM reserves the right to award zero marks in case sufficient supporting documents are not provided without asking for any clarifications.

Form 4: General Information about the Bidder

Details of the Bidder/Prime Bidder(Company)		
1.	a) Name of the bidder	
2.	Address of the bidder	
3.	a) Legal status of bidder	
4.	a) Details of incorporation of the sole/prime bidder	Date: Ref.#
5.	a) Details of Commencement of Business of sole/prime bidder	Date: Ref.#
6.	a) Valid Goods & Services Tax(GST) registration no. of sole/prime bidder	
7.	a) Permanent Account Number(PAN)of sole/prime bidder	
8.	Name & Designation of the contact person to whom all reference shall be made regarding this RFP	
9.	Telephone No.(with STD Code)	
10.	E-Mail of the contact person:	
11.	Fax No. (with STDCode)	
12.	Website	

Form 5: Organization Project Experience

Bidders to use this format for demonstrating, their related experience, in carrying out, similar assignments. Use separate formats for individual experience.

Reference Page Numbers in the Bid	From Page:	To Page:
Assignment Name:		
Name of the Client:		
Approx Value of the Contract:		
Total number of staff-months of the Assignment:	Location & Address:	
Start Date(Month/Year):	Duration of Assignment(months):	
Completion Date(Month/Year):		
Narrative description of Project:		
<ol style="list-style-type: none"> 1. Description of actual services provided by you within the assignment 2. Details about the primary research methods used: <ol style="list-style-type: none"> i. Approach & Methodology including primary and secondary research methods ii. No of people and institutions surveyed through following primary research methods <p>People</p> <ol style="list-style-type: none"> a. Surveys: b. Interviews: c. Focus group discussions: d. Observations: e. Any other <p>Institutions</p> <ol style="list-style-type: none"> f. Surveys: g. Interviews: h. Focus group discussions: i. Observations: j. Any Other: <p>Provide representative questionnaires used in each type of research method</p> <ol style="list-style-type: none"> 3. Description about secondary research method used 4. Any innovative approach used in the project 		

Note: For each experience, bidder has to attach the supporting work orders / agreements / Lols / completion certificates.

Form 6: Affirmative Statement for Conflict of Interest

[On the letter head of the organization]

Self-Certificate

To
Mission Director,
Assam Skill Development Mission (ASDM)
Katabari, DPS Road, NH-37, Garchuk, Guwahati-781035

Sir,

Bidder shall furnish on its Letterhead an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the bidder due to prior, current, or proposed contracts, engagements, or affiliations with ASDM.

Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the bidder to complete the requirements as given in the RFP.

Yours sincerely,

Dated this Day of 2019

(Signature) (In the capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

Form 8: Self-Certificate for number and details of qualified Manpower/Employees

[On the letterhead of the organization]

Self-Certificate

To
Mission Director,
Assam Skill Development Mission (ASDM)
Katabari, DPS Road, NH-37, Garchuk, Guwahati-781035

In response to the RFP No. dated _____ for quoting against the RFP as an Authorized Representative(s) of M/s. _____, I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ consultants for preparation of Detailed Project Report (DPR) for establishing a state of art Skills University in Assam.

A. Staff engaged in Research Activities

Name of Staff	Designation	Years of Experience	Years of Relevant Experience	Area of Expertise

B. Civil Engineer/ Architect* engaged for the preparation of DPR for Skills University/ Skill City

Name	Education	Current Organization & Designation	Years of Experience	Years of Relevant Experience	Brief about experience relevant to study

**Can be hired as a sub consultant/sub-contractor*

C. Staff engaged in other activities relevant to the Scope of Work

Name of Staff	Designation	Years of Experience	Years of Relevant Experience	Area of Expertise

Signature:
Name of the Authorized Signatory:
Designation:

** Self-Certificate on the letterhead of the bidder signed by Authorized signatory with the bidder's seal and stamp and submit profiles of the team along with Self Certificate.

Form 9: Profiles of the proposed core team members & experts to be deployed for the project

Using the format provided below, please provide profile of the proposed core team including the profile of labour economist proposed to be engaged.

Photo	Name				
	Position:				
	Date of Birth				
	Education:				
Employment Record	From	To	Company	PositionHeld	
Brief Profile					
Countries of Work Experience		India			
Languages	Language	Read	Write	Speak	
Work Undertaken that Best Illustrates Capability to Handle the Task Assigned					
Nature of Work:Year: Location: Company: Position Held:Main features:					

Certification

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described here in may lead to my disqualification or dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract.

Signature of staff member

Day/Month/Year

Form 10: Description of the approach and methodology for the project

Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.

Form 11: Detailed Work plan for performing the assignment

Bidder to provide detailed activity and resource schedule for the entire work plan for the project

In case bidders wish to provide any additional documentation, brochures etc. of above, they may do so by attaching the same as clearly referenced supplemental information.

Form 12: Financial Information

The applicant should give declaration by chartered accountant on their letter head duly signed and sealed in following format.

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rupees _____ in the past three consecutive financial years (2016-2017, 2017-18, 2018-19). The details of annual turnover are mentioned below:

Sl. No.	Financial Year	Annual Turnover (INR)	Net Profit (INR)	Net Worth (INR)
1	2016-17			
2	2017-18			
3	2018-19			
	Average Turnover			

Note: Audited financial statements for the past three years (2016-2017, 2017-18, 2018-19) should be submitted by the Applicant.

(Chartered Accountant):

Signature

Name

Registration No.

Contact No.

Seal:

Date:

Place:

Form 13: Indicative list of Disciplines as part of Skill University

Sl. No.	Sector
1	School of Agriculture & Allied Activities
2	School of Automotive Engineering
3	School of Beauty & Wellness
4	School of Construction
5	School of Electronics
6	School of Healthcare
7	School of Hospitality
8	School of Petrochemicals
9	School of Power
10	School of Retail
11	School of Textile & Apparel
12	School of Transport & Logistics
13	School of Tourism
14	School of International Languages & Culture

Note: The above list is indicative only and not exhaustive. Bidder may include other sectors as per the existing/potential demand in the state/ region.

Form 14: Performance Bank Guarantee Format

PERFORMANCE SECURITY:

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email Id.>

Whereas, <<name of the supplier and address>>(hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to Purchaser (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office>have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of INR<Insert Value>(Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of INR <Insert Value>(Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed INR<Insert Value>(Rupees <Insert Value in Words> only).
- II. This bank guarantee shall be valid up to <Insert Expiry Date>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Section II: Format for Commercial Bid
Form 14: Commercial Bid Cover Letter

<To be placed in Commercial Bid envelope>

To
Mission Director,
Assam Skill Development Mission (ASDM)
Katabari, DPS Road, NH-37, Garchuk, Guwahati-781035

Having examined the RFP document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide the services as required and outlined in the RFP for **“Selection of agency for preparation of Detailed Project Report (DPR) for establishing a state of art Skills University in Assam”** for Assam Skill Development Mission (ASDM).

1. I/ We have carefully read and understood the terms and conditions of the RFP and we do hereby undertake to provide the services as per terms and conditions mentioned in RFP.
2. We are hereby submitting our complete commercial Bid as per the prescribed format.
3. The Commercial Bid is for the sum of INR [Amount in words and figures] for the complete project, inclusive of all taxes, duties, and charges and levies as applicable.

Particulars	Amount in INR
A. DPR Formulation Cost	
B. Taxes	
Total Cost inclusive of Taxes (A+B)	

4. Our Commercial Bid shall be binding upon us.
5. The Commercial Bid has been signed by the Authorized Signatory.
6. We understand and hereby accept that ASDM will evaluate our Bid on the basis of Total Contract Value quoted by us.
7. It is hereby confirmed that I/We are entitled to act on behalf of our corporation / company / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,
Dated:
(Signature) (In the capacity of)
Duly authorized to sign the RFP Response for and on behalf of: (Name and Address of Company) Seal/Stamp of bidder