

**EXPRESSION OF INTEREST  
(EOI)  
EOI NO.  
PSDM/ESOW/2019-20/03  
DATE \_\_\_\_\_**

**Empanelment of Agency for  
Training of Trainers in Industry to make the Training  
efficient by Punjab Skill Development Mission**



**Punjab Skill Development Mission  
SCO No. 149-152, 2<sup>nd</sup> Floor, Sector 17 C,  
Chandigarh Tel. 0172-2720152, 2724154**

## **Table of Contents**

S. No	Particulars	Page Number
1.	Background and Rationale	3
2.	Objective	3
3.	Tender Schedule	4
4.	General Eligibility	6
5.	Scope of Work and Terms of Reference	7
6.	Criteria for Technical Evaluation and Submission Guidelines& Criteria for financial evaluation	11
7.	Key submission Guidelines	17
8.	Bid Rejection Criteria	17
9.	Schedule of Payment	18
10.	General Terms & Conditions	19
11.	Bank Guarantee	22
12.	Annexure forms and Guidelines	22-36

## 1 Background and rationale

Punjab Skill Development Mission has been constituted in line with National Skill Development Policy. The Governor of Punjab through its notification dated 2nd September, 2014 has constituted Punjab Skill Development Mission. The Mission would be a single point of contact within the Government to formulate and steer skill development schemes across the Department. PSDM acts as an integrated mission which combines the efforts of various State Departments in achieving the skill development target of the State.

The primary objective of Punjab Skill Development Mission is to enable a large number of youth to take up industry-relevant skill training that will improve their theoretical as well as practical knowledge and help them in securing a better livelihood by bringing necessary synergy, oversight and effective coordination. Punjab Skill Development Mission is bridging the gap between the skilled people required in Industry and the unemployed youth by ensuring that the right candidate with passion for a particular job chooses the right course according to his/her academic background, aptitude and skill-set. The primary objective of Punjab Skill Development Mission is to enable a large number of youth to take up industry-relevant skill training that will improve their theoretical as well as practical knowledge and help them in securing a better livelihood by bringing necessary synergy, oversight and effective coordination. Punjab Skill Development Mission is bridging the gap between the skilled people required in Industry and the unemployed youth by ensuring that the right candidate with passion for a particular job chooses the right course according to his/her academic background, aptitude and skill-set.

Punjab Skill Development Mission has been providing free skill development training to the youth across all the Districts of Punjab both in the urban and rural areas. Punjab Skill Development Mission has been providing free skill development training to the youth across all the Districts of Punjab both in the urban and rural areas.

## 2 Objectives

- To develop a comprehensive industry oriented Skill training package for trainers of PSDM that incorporates training resources and leads PSDM trainer's network to enhance the capacity of relevant stakeholders at district levels.
- Build capacity of trainers of PSDM on skill training
- Encourage and support the exchange of experience at state level on imparting skill training
- Training of the SSC Certified trainers through Industry's Master trainers so as to make them aware of the latest demands/expectations of concerned industry.

### Key dates and events

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 08.10.2020 (15:00 Hrs.). <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a>
2.	Last Date of sending Pre-Bid queries by e-mail	18.10.2020 upto 11.00 AM on Email ID rajesh.psdm@gmail.com
3.	Date, Time and Place of Pre-Bid Meeting	Response to queries received on email within 15 days from the last date of submission of application regarding bid will be published on <a href="http://www.psdm.gov.in">www.psdm.gov.in</a>
4.	Publishing of Pre-Bid queries Response	Latest 28.10.2020
5.	Last Date/Time for submission/ uploading of offer/Bid	12.11.2020 up to 15.00 Hrs. ( <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a> )
6.	Date & time for opening of Pre-qualification Bid	18.11.2020 at 15:30 Hrs ( <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a> )
7.	Contact person/Nodal Officer for queries	Name: Rajesh kumar Designation: Manager( TP) Email: <a href="mailto:rajesh.psdm@gmail.com">rajesh.psdm@gmail.com</a> Contact No: 0172-2720152
8.	Technical Bid Opening Date and Time	Date to be announced later by PSDM.
9.	Opening of financial proposal	The exact date will be intimated to successful bidder through official email/letter and web hosted in the website <a href="http://www.psdm.gov.in">www.psdm.gov.in</a> <a href="https://eproc.punjab.gov.in">eproc.punjab.gov.in</a>
10.	Tender document	fee Rs 7,500/- non refundable
11.	Tender processing fee	Rs 25,000/- non refundable

### 3. Tender Schedule/Program:

- 1) This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.
- 2) Return of EMD: The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- 3) Bids along with necessary online payments must be submitted through e-Procurement portal (<https://eproc.punjab.gov.in/>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non

Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."

- 4) The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://eproc.punjab.gov.in/>) at the respective stage only.
- 5) The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder 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 ( <https://eproc.punjab.gov.in/>). This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.
- 6) 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.
- 7) Pre-Bid Queries and resolution: PSDM shall receive and respond to Pre Bid queries of prospective bidders as per the scheduled date and time as mentioned in the above Table of Tender Schedule. The bidders are requested to send their consolidated queries to the e-mail address, as specifically mentioned in the above table, only once and further queries sent by the bidders may not be entertained.
- 8) PSDM will host a Pre-Bid meeting as per the scheduled date and time as mentioned in the above table of Schedule. PSDM may incorporate any changes in the EOI based on acceptable suggestions received in pre-bid queries. The decision of PSDM regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments/clarifications on the websites (<https://eproc.punjab.gov.in/>) and (<http://psdm.gov.in>) and no bidders/participant would be intimated individually about the responses of PSDM.
- 9) Maximum two representative with due authorization from each prospective bidder shall be allowed to participate in the pre-bid meeting
- 10) The purpose of the pre-bid meeting is to provide the prospective bidders with information regarding the business process of PSDM, the RFP and the project requirements and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the Project. For support related to e-tendering process, bidders may contact:
- 11) For any issue(s) during the e-Payment please contact at
- 12) Sh. Ravi Maurya
- 13) Important Note - Always mention e Procurement Reference No. and Mode of Payment
- 14) (Internet Banking / NEFT / RTGS) in your e-Mail for quick rectification of the issue(s).
- 15) Tel : 0172-4184406 (On working days from 10.00 am to 05.00PM)
- 16) Mobile : 0172-4184406

- 17) E-Mail:agmgad[dot]lhocha[at]sbi[dot]co[dot]in, ravi[dot]maurya1[at]sbi[dot]co[dot]in
- 18) For any portal related technical queries please contact at Help Desk.
- 19) Important Note - Always mention Tender ID in the subject line of e-Mail for thorough screening of your queries.
- 20) 6284884511 (Only for Saturdays and Sundays from 09.00 am to 05.00 pm)
- 21) Tel :0172-2970263, 0172-2970284 (Punjab Government working days from 09.00 am to 5PM)
- 22) Mobile :0172-2970263,84
- 23) E-Mail :eproc[at]punjab[dot]gov[dot]in
- 24) Corrigendum/ Addendum/ amendments if any, will be published on the departmental website <http://psdm.gov.in>, and e-Procurement, Punjab <https://eproc.punjab.gov.in/itself>. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- 25) Validity of Bids: Minimum 120 days from Last date of Bid submission. Conditional Bids shall be summarily rejected

### 3.1 General Eligibility/Prequalification Criteria

- 1) The agency should be a legal Indian Entity (Individual Proprietorship, Partnership, Company, Society, and Trust, business association/institution) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with the Punjab Skill Development Mission to undertake the work (Relevant documents of registration to be attached along-with the proposal.)
- 2) The Agency should have tie up with more than 2000 industry members of varied businesses from private as well as public sectors, including SMEs, MNCs, National and regional sectoral industry bodies (Work orders along with financial receipts/Completion Certificates)
- 3) The Agency should have platform for networking with industry on key issues including employment generation, skilling, education, livelihood, etc. (relevant supporting documents /work orders/agreement to be submitted by agency)
- 4) The Agency should be member of various skill India programs and should have dedicated facility for skill training in state of Punjab, (Membership documents/certificate)
- 5) The agency should not be blacklisted by any of the Central/State government departments/PSUs. (FORMAT 2)
- 6) The agency must be associated with Training/Capacity Building of Trainers/Industry associations and must have strong industry network in Punjab. (certificate of Association)

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- 7) The agency must be having Training models and Assessment Platforms for the project titled "Training of Trainers in Industry to make the training efficient". Preference will be given to the agency that can develop and identify the training needs and develop training material as per the need and requirement of the project.(Detailed training model and details of platform for project)
- 8) The agency duly recognized and supported by well established national level and has received grants for the project, with innovative working in class room training and industry visits will be mandatory.( Grant allocation letter, completion certificate of industry visits)
- 9) Agency having experience in conducting ToT in related trades will be given preference.
- 10) Hand delivered application forms will not be accepted in any case. Last date for submission of online proposal ..... till \_\_\_\_\_Hrs.
- 11) Proposals received after the due date and time will not be accepted.
- 12) Application and the supporting documents should be a complete document and Must be page numbered and each page duly be signed by authorized representative.
- 13) An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
- 14) A covering letter must be attached with the proposal
- 15) The proposal found suitable technically and shortlisted based on the conditions will be considered for next round of selection procedure and same shall be intimated to them in writing/telephonically. The decision of short listing of proposals by PSDM, Chandigarh will be final and binding on all.
- 16) Earnest Money Deposit (EMD): An EMD of Rs. 50,000/- (Rupees Fifty Thousand only) shall be paid through e-payment mode on E-Proc Portal.
- 17) The Agency must have well established online platform so as to provide online training to trainers in case physical trainings do not happen due to COVID 19 ( details of platform and weblinks)

#### 4 Scope of work

- Understanding core learning needs
- Creating learning content
- Participation/Master training kits
- Master Trainer identification and booting
- Training material and logistics
- Training delivery
- Provision of Tea/Coffee and lunch
- Industry coordination and company visits
- Trainer reports and participant feedback
- Logistics of Master trainers and project executives
- Development of Training Manuals
- Develop supplementary videos to support the training curriculum
- Prepare and provide instructor materials for “Train the Trainer” session;
- Prepare participant materials for educators participating in the training
- Certification of Trainees
- The Agency will make arrangements for food and stay of trainees as and when required during the course of ToT.

The Training partner/Industry will develop a theme based ToT training packages that will incorporate basic understanding of SKILL policy architecture and SKILL elements in general and in particular to Drivers of Mobilization of students ,skill gap training and placements and post placement support.

In addition to that the Agency will prepare training manual that helps local training partners to measure and record effectiveness of SKILL activities. These training manuals will be handed over to the trained trainers, and will be used for training at various levels.

#### Training of Trainers(ToT)

The Agency will conduct total 07 days training. The Training partner's key tasks will be as follows:



- (a) Carry out three days class room training in district for participants from the respective districts (participants will represent from various job roles) in Mohali, Jalandhar, Ludhiana, Patiala
- (b) Carry out four days training in corresponding Industry

#### Expected Output and Deliverables

The Agency will submit a comprehensive training report incorporating list of trainers and mapping of industries for training events. In addition, the Agency will also submit a package of final SKILL training materials developed for Sr. No.3

#### Training approach/Methodology

The Agency will first carry out extensive review of SKILL related training resources developed by national and international organizations to understand the key messages and its relevancy to training of trainers by industry context. After stock taking of training resources, the Agency will then consult with relevant stakeholders to understand their concern and priority in SKILL related awareness and capacity building issues. The Agency can use additional training experts to assist him/her in developing training materials and delivering ToT training in Districts.

#### Work plan

The Agency is expected to prepare an inception report with a detailed work plan that shall guide the process. This work plan will propose sectors/approved industries to be covered, methods to be adopted and expected timeline. Based on this work plan, a detailed plan will be discussed and finalized jointly by the Agency and the PSDM.

#### Time Frame and Work plan

The Training partner's services are scheduled for up to TWO and ONE HALF MONTHs starting from \_\_\_\_\_

#### 5 Qualification/experiences and competency of the Agency/Training partner

Services for the ToT task will be solicited from an individual Training partner/Industry /Industry Association with a proven track record in curriculum development and training delivery. The Agency is expected to have a strong background in capacity building and ToT in skill training. Training partners/Industry with previous experience in SKILL related training will have additional advantage in this task. However, the Training partner/Industry can take assistance of other relevant experts.

#### 6 **Agency will obtain approval from PSDM on the following tasks**

Project schedule;

Creative concepts and technical processes;

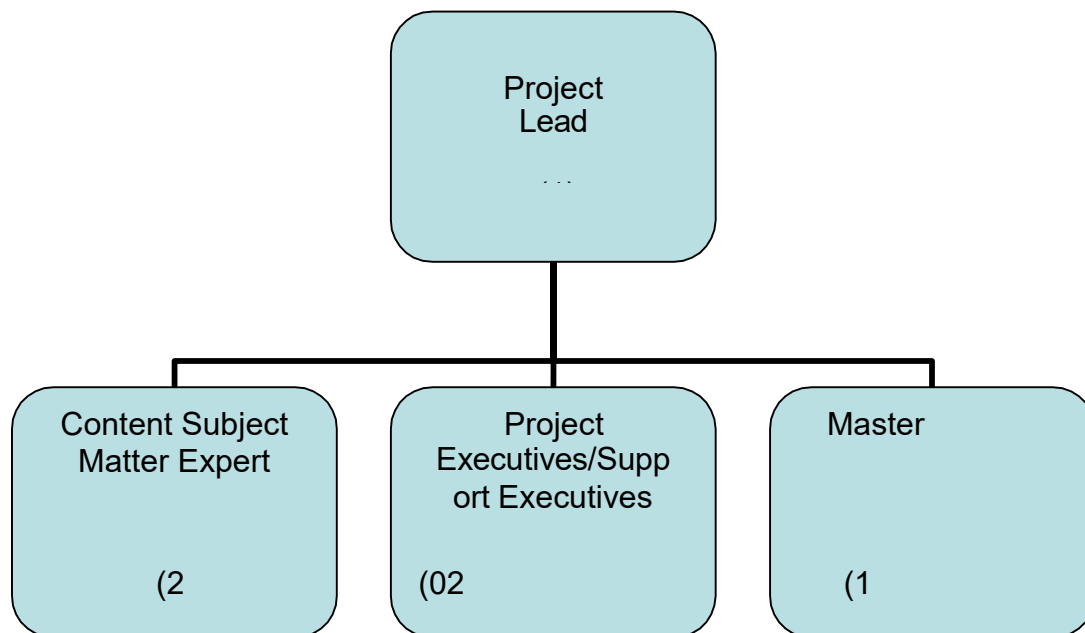
Content Outline;

curriculum and Train the Trainer Level;

curriculum for dissemination at district level;

Script drafts through final, approved script of supporting videos;

## 7 Project Team



One Team at state level will be set up for four districts. State level team will consist of 6 persons: one Project leader and five team members.

A project executive team and industries associations will be assembled.

The Project Executive Team (PET) will consist of 01 project lead,  
The project lead will be responsible for overall project implementation and reporting to PSDM. Subject Matter Experts ( SMEs ) are responsible for developing training material, teaching at the regional training, supervising training courses and leading Industry visits.  
Subject matter experts 02  
Project executives 02  
Master Trainers- 01

The target of the trainings will be an estimated 150 Trainers in Punjab of various trades list attached.

## 7.1 Structure

The training course will include in-class lectures as well as significant field work (practice/demonstration) and tests.

The course will conclude with an on-site study visit/Industry visits, with each trainee going to sites in at least two Industries to practice and demonstrate in a concrete manner the skills that he has learned, and to strengthen the inter district exchange of experience and knowledge.

## 8 .Training Expectations:

A) **Classroom Trainings:** Need to conduct Train-the-Trainer sessions for trainers for conducting the sessions in turn. Also required to pitch in for classroom trainers across states due to heavy demand during the transition phases.

B) **E-Learning Modules:** Course content in the form of text guides, presentations, animation videos followed by a questionnaire for a test and feedback to gauge the knowledge acquired and experience undergoing the process by each participant.

Batch Size : 35-40

Total Batches : 04 Batches

Training Delivery Mode: - 3 days of Classroom training each day 8 Hrs inclusive of lunch time and 4 days of Industry visit each day 8 Hrs inclusive of lunch time.

No. of Participants :- 150+

## 9. Project Appraisal Committee

A Project Appraisal Committee (PAC) will be constituted under the chair of General Manager PSDM along with other senior officials of PSDM.

The PAC will regularly review the assessment outcomes and provide feedback to improve the quality of the TOT. Structure of the committee will be as under:-

- 1.) General Manager PSDM (Chairman)
- 2.) DGM (F) PSDM
- 3.) Manager IEC PSDM
- 4.) Project Coordinator (A) PSDM
- 5.) Manager (TP) PSDM
- 6.) Manager MIS PSDM

ADC (D) of concerned district will oversee the program. The Technical and Financial evaluation will be conducted by Project Appraisal Committee PAC

## 10. Evaluation Methodology

Overall evaluation of the bids will be done in three stages namely Pre-qualification, Technical and Financial evaluation. Final evaluation will be based on Quality-cum-Cost-Based selection (QCBS) in the ratio 60:40 for technical and financial round. At the end of every stage short listed bidders may be informed of the result to have a fair and healthy competition.

- I. The evaluation for the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial evaluation.
- II. Technical and Final presentation will get weight ages as under:

SN	Proposal	Round -1 Technical score weightage	Round-2 Presentation score weightage
I.	Training of Trainers (TOT) to make the trainings efficient	70%	30%

#### Evaluation Process:

The evaluation process shall comprise of the following stages:

Stage 1: Technical Evaluation of organizations who meet the minimum qualification criteria laid down in the General Eligibility Section of this document will be qualified and eligible for further evaluation. PSDM will evaluate qualified application on the basis of the proposal submitted by them.

Stage 2: Presentation: The proposals who qualify under the minimum eligibility criteria will be asked to make a detailed presentation/Demo at PSDM Office and will be scored on the parameters as outlined separately in this document.

#### Format for Technical Evaluation:

SN	Evaluation Criteria	Maximum Score	Required Forms
	Round -1 Desk- Verification	70	
A	Business practice and past experience of the agency, (Minimum turnover of INR 30 Lakhs.)	15	( attach supporting documents under seal of CA)
	Past experience of the organization or association the bidder should have conducted =3 Training of Trainers in last 5 yrs of value >=10 Lakhs. With any Govt. agency/industry/institutions	15	I. Letter of Association on letter head of designated institute. II. Number of similar training programs

1.			<p>conducted</p> <p>III. Data on the number of candidates Trained.</p> <p>IV. MOUs /agreements of various industries</p> <p>( Summarized as per Format 6)</p>
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<b>B</b>	Training	20	
1.	Having experience of training of trainers ( TOT) of candidates across country	10	Work orders/completion certificate along with financial receipts from GOI/State/Industry
2.	Past experience or association of organization with any of National level institutes (Incubators).	5	(Attach membership certificate/certificate of association)
3.	Having minimum team of 25 human resources for handling such kind of project	5	(Declaration by HR on letter head of the organization)
<b>C</b>	Assessment	30	
1.	Having minimum 2 years of experience of conducting Training/Assessment/Industry training	10	Attach Work completion certificate from any of the Govt. Undertaking/industry/institution
2.	Working models availability for feedback to Trainers and measuring the quality of training standards.	5	( attach supporting documents)
3.	Availability of team for creating training material and assessment tools and qualified Trainers. Assessment tests full aligned with NSQF aligned job roles of various skill schemes of PSDM	5	Prescribed Performa( Format 7)

SN	Evaluation Criteria	Maximum Score	Required Forms
.	Round -2 Presentation	30	

Proposal Evaluation	<p>The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
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D.	Presentation critically evaluating the resources/Methodology and expertise of agency to complete the TOT	30	PPT & Demo
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Bidders require scoring minimum 60 % marks in technical and PPT round to qualify for financial bid evaluation

Criteria for financial evaluation:-

Public Opening of Financial Proposals	1. After the technical evaluation is completed, PSDM shall notify those Agency whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Agency's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be
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Financial Proposal	The Financial Proposal shall be till March 2020 using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including all components of scope of work.
a. Price adjustment	For this assignment with a duration exceeding 12 months, a price adjustment provision for inflation for remuneration rates applies if So stated in the Data Sheet.
b. Taxes	The Agency and its Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the state of punjab is provided in the Data Sheet.
c. Currency of Proposal	The Agency may express the price for its Services in the INR only
d. Currency of Payment	Payment under the Contract shall be made in INR only.
	<p>Financial bids not qualifying technical round will be returned unopened after completing the selection process and Contract signing. PSDM shall simultaneously notify in writing those Agency that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Agency sufficient time to make arrangements for attending the opening. The Agency's attendance at the opening of the Financial Proposals (in person, or through authorized representative if such option is indicated in the Data Sheet) is optional and is at the Agency's choice.</p> <p>2. The Financial Proposals shall be opened by PSDM's evaluation committee in the presence of the representatives of those Agency whose proposals have passed the minimum technical score and who choose to attend. At the opening, the names of the Agencies, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p>

Correction of Errors	Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
a. Time-Based Contracts	If a Time-Based contract form is included in the RFP, PSDM's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the PSDM's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
b. Lump-sum Contracts	If a Lump-Sum contract form is included in the RFP, the Agency is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITA below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.
Taxes	PSDM's evaluation of the Agency's Financial Proposal shall exclude GST on the price quoted by the Agency in accordance with the instructions in The Data Sheet.

Financial Evaluation-Financial bids of only those bidders would be opened who qualify the technical evaluation,

as per technical evaluation process. The proposal with lowest Financial Bid (CB) will be designated as L1 and will be awarded a Financial Score of 100. Financial Scores for other technically qualified bidders will be evaluated using the following formula -  

$$\text{Financial Score of Bidder (CS)} = (\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) \times 100$$
(rounded off to 2 decimal places).

Final Evaluation as per QCBS

Final evaluation shall be done on "Quality & Cost Based Selection" method (QCBS). A composite score shall be calculated for technically qualified bids only. The weightage for the composite evaluation shall be awarded as below:-

- i. Technical – 60%
- ii. Financial – 40%

Bidder with the highest final Score (FS1) ( $\text{Final Score} = \text{TS} \times 0.60 + \text{CS} \times 0.40$ ) will be considered as successful bidder (rounded off to 2 decimal places).



In case of a tie in the final score, the bidder having highest technical score will be considered eligible for award of contract.

No pre-tender or post-tender tender negotiation with any bidder including successful bidder shall be allowed.

The technically qualified bids scoring the minimum qualification score as in the RFP shall be ranked on the basis of least cost offered. The technically qualified agency having scored the minimum qualification score and offering least cost bid will be invited for negotiations if necessary as decided by PSDM.

#### Financial Proposal - Standard Forms

*{NotestoAgencyshowninbrackets{}}provideguidancetotheAgencytopreparethe FinancialProposals;theyshouldnotappearontheFinancialProposals to be submitted.}*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal

Submission Form FIN-2

Summary of Costs

#### Key-Submission Guidelines

The interested Bidder may submit their proposal as specified under the Scope of Work section of this RFP. The documents which will be a part of the Key submission proposal under different categories are listed below:

1. Cover Letter indicating clearly the name, Address, Telephone No, email Id of the Applicant Organization. As per format- 1
2. Self-Declaration for not being blacklisted by any State/ Central Govt Dept/ PSU as per format -2
3. Letter of Association on letter head of designated institute. - Format 3
4. Affidavit- Cum Declaration ( On a stamp paper of Value 100 )- Format 4
5. Organization Profile – Format 5
6. Data on the Relevant/ Similar assignments undertaken by the applicant organization for R&D for the assessment platforms.-Format 6
7. Supporting documents establishing industry links/association

#### 11 . Bid Rejection Criteria

Bids shall be categorically rejected if the bids received after Tender closing date and time.  
 Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period.  
 Bids with technical requirements and / or terms not acceptable to PSDM.

## 12 .Implementation Schedule:

The Training of trainers as per the state needs and requirements should come into effect adhering to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract

S No	Activity	Time line
1	Signing of Agreement	T1- Date of signing of the Agreement
3	Appointment of Project coordinator and other staff members for conducting TOT	T1+15 Days
2	Detailing out the methodology and /Training martial/course content/Video and assessmenttools /Schedule of industry visits.	T1+ 30 Days
3.	Submission of detailed Report ( including completion of work as per scope)	T1+60 Days

## 12 SCHEDULE OF PAYMENT

The Payment Milestones for conducting the Training of Trainers in Industry to make the training efficient in the State of Punjab are as indicated below:

Serial No	Project Activity	Payment
1.	On Issuance of Work Order (for Development and modification within system functionality and design)	20%
2.	On submission of detailed report of the number of candidates trained and assessed withing the scope of work.	80%

1. A payment of 20% will be released upfront to the selected agency upon issuance of the work order/signing of the agreement for Development and modification within system functionality and design as per state need and requirements.
2. Payment shall be released within 10 working days of invoice raised by the agency.

## Instructions to Applicant

### About the RFP document

- a) This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the bidder(s).
- b) 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
- c) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP next bidder with highest score will be considered

### 14. Procedure for submission of Proposals and General Terms and Conditions

The Proposal has to be submitted through online mode on <https://eproc.punjab.gov.in/>. Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://eproc.punjab.gov.in/>).

The Consortium or Joint Venture will not be allowed in any form.

The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://eproc.punjab.gov.in/submit> their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e- procurement platform.

15. The bidders shall submit their eligibility and qualification details, Technical bid, etc., in the online standard formats given in e-Procurement web site 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.

All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

16. The Contract Period will be initially valid for a period of 6 months, which can be extended annually up to a maximum period of 3 years. However, if the agency fails to fulfill desired outcomes and objectives its contract can be terminated with one month's notice and PSDM shall be liable to pay

only for the work orders already placed and completed and no other compensation for the remaining work to the Agency.

17. PSDM reserves the right to accept or reject the bid without assigning any reasons.
18. Service Tax or any other tax as applicable shall be extra.
19. PSDM shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
  
20. The Agency shall have to execute project on time after getting confirmation/ Work Order from PSDM as per the given time limits.
21. The empanelled agency shall not assign the work, whole or in part, to any other agency, even its own subsidiary or parent agency, to perform its obligation under the work order, without prior consent of PSDM.
22. PSDM may seek for any other information from the interested bidder in the form of documents, narratives, design etc. if it deems appropriate for the purpose of Technical Evaluation.
23. All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by the PSDM will be borne entirely and exclusively by the Bidders.
24. This document shall not be legally binding.
25. Work order will be allocated to the technically qualified L 1 bidders as per the availability and as per discretion of PSDM in all respects.
26. PSDM reserves the right to accept or reject the applications without assigning any reasons.  
The Agency shall have to execute project on time after getting confirmation/ Work

Order from PSDM as per the given time limits.

27. PSDM may seek for any other information from the interested applicant in the form of documents, etc. if it deems appropriate for the purpose of Technical Evaluation.
28. Transfer and Subletting: - The bidders has no right to transfer or subletting or otherwise dispose the contract or any part thereof to any other party , as well as to assign to any third party to take advantage of contract or any other part thereof.
29. Performance Guarantee:- the bidder shall deposit bank guarantee equal to 6.25% of total value of work allocated on allocation of work.
30. Penalty clause:-A penalty will be imposed in case of any deviation from the provisions of contract by the competent authority may be either major or minor.
31. Abandonment-In case of abandonment of work at any stage during the currency of the contract by service provider at any stage ,PSDM may get the work completed at risk and cost of service provider

A detailed description of penalties that may be imposed under each category is given in the table below:-

Category	Penalty
Minor	<ol style="list-style-type: none"> <li>1. Fine up to Rs.50,000/- per occasion</li> <li>2. Delay in work submission</li> <li>3. Reduction of target</li> <li>4. Censure</li> </ol>
Major	<ol style="list-style-type: none"> <li>1. Fines higher than Rs 50,000 but not exceeding 5% of the project cost.</li> <li>2. Closure of the project</li> <li>3. Fraudulent practices such as submission of fake data</li> </ol>

32. Decision of MD PSDM will be the final and binding in the case of the Penalty.

#### Confidentiality of Information

- ☐ Agency shall not share the data of study with another agency for the sake of their own benefit etc.

#### Dispute resolution

1. In the event of any dispute or differences arising under these conditions or any special conditions of the contract in connection with this contract, the same shall be referred to MD, PSDM, Govt. of Punjab for final decision and the same shall be binding on all parties.

2. Any other terms and conditions, mutually agreed prior to finalization of the order / agreement shall be binding on the Consulting Firms.

TO BE ISSUED BY BANK IN ITS LETTER HEAD

Performance Bank Guarantee

NAME OF THE ISSUING BANK .....  
ADDRESS OF THE OFFICE / BRANCH .....  
PERFORMANCE BANK GUARANTEE NO. ....  
DATE OF ISSUANCE. ....  
AMOUNT OF GUARANTEE. ....  
PERIOD OF BANK GUARANTEE: - (42 months from the date of issue)  
DATE OF EXPIRY OF BANK GUARANTEE.....

To

Member Secretary,  
Punjab Skill Development Mission,  
SCO.149- 152, 2<sup>nd</sup> Floor, Sector 17C, Chandigarh

1. Whereas, Punjab Skill Development Mission (PSDM) (hereinafter referred to as “Beneficiary” which expression shall unless it be repugnant to the context or meaning thereof shall include its successors in Office and permitted assigns) has sanctioned a Skill Development Project(hereinafter referred as the “Project”) for implementation to <Name of the PIA> registered under Companies Act/Societies Act having its head office at ----- hereinafter referred as the “PIA”(which expression unless it be repugnant to the context or meaning thereof shall include its successors in Office and permitted assigns.) vide Sanction order no. ----- dated -----{hereinafter referred as the “Sanction order”} for providing Skill Development services for the implementation of sanctioned project under SANKALP Scheme (hereinafter referred as SANKALP) under Ministry of Skill Development and Entrepreneurship, Government of India {hereinafter referred as the MSDE} as per the Guidelines/Standard Operating Procedure(SOP)/Notifications issued by MSDE or Beneficiary from time to time & any subsequent amendment/modification thereof(herein after referred to as “Terms for Project Implementation”; and,
2. Whereas, we have been informed that in consideration of notification \_\_\_\_\_ dated \_\_\_\_\_ of MSDE & as per the issued sanction order, the PIA has to furnish a performance guarantee from a bank (“PBG”) for a minimum value of 6.25% of the total approved project cost to ensure due performance of the obligations/requirements to the satisfaction of the beneficiary as per the Terms for Project Implementation; and,
3. Whereas, furthermore, at the request of PIA (applicant), we {Name of the Bank issuing guarantee} a scheduled bank / corporate body, constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, having its Head office at (H.O. Address) and one of the Branch

offices at (Branch address) hereinafter referred to as the 'Guarantor Bank' (which expression unless it be repugnant to the context or meaning thereof shall include its successors and assigns.) hereby expressly, irrevocably and unconditionally undertake and guarantee as principal obligors on behalf of the PIA as under:

- A. That in the event that the Beneficiary submits a first demand to us in writing stating therein non-performance of the PIA in implementation of the Project as per the Terms for Project Implementation, we will pay you, without any demur and/or objection and/or without any reference to the PIA, any sum up to a maximum amount of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only). The demand of the Beneficiary shall be conclusive evidence to us that such repayment is due to the Beneficiary from the PIA under the Terms for Project Implementation.
- B. That this PBG shall not be revoked without express consent in writing of the Beneficiary and shall not be affected by granting any indulgence to the PIA by the Beneficiary, which shall include but not be limited to postponement from time to time of the exercise of any powers vested with the Beneficiary and/or any right which the Beneficiary may have against the PIA and to exercise the same in any manner at any time and either to forbear or to enforce any covenant contained or implied in the Terms for Project Implementation or any other course or remedy or security available to the Beneficiary; and we shall not be released from our obligations under this guarantee by exercising any of rights by the Beneficiary with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Beneficiary.
- C. That this guarantee shall expire, at the latest upon the receipt of the certificate from the Beneficiary indicating the satisfactory performance of the PIA in implementation of the project or on {insert date i.e 180 days after the approved duration of the project} whichever is earlier.
- D. That consequently any demand for the payment under this guarantee shall be made by us to the Beneficiary within \_\_\_\_\_ days from receipt of the first demand/request in writing from the Beneficiary making reference to this guarantee by transferring the amount under this guarantee to the bank account of the Beneficiary as mentioned in the demand/request made by Beneficiary for invoking this guarantee.
- E. Notwithstanding anything contained herein above;
- (i) The liability of the Guarantor Bank under this Performance Bank Guarantee is restricted to Rs. ----- /- (Rs. In words- ----- only).
- (ii) This Performance Bank Guarantee shall be valid up to {mention date.....}
- (F) That this guarantee shall not in any way be affected by the change in the constitution of the PIA or of Guarantor Bank nor shall be affected by the change in the constitution, amalgamation, absorption or reconstruction of the Beneficiary or otherwise, but shall ensure for and be available to and be enforceable by the absorbing amalgamated or reconstructed agency of the Beneficiary.

- (G) That the Guarantor Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the Beneficiary in writing.
- (H) That unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us, the Guarantor Bank, all the rights of the Beneficiary under this guarantee shall be proscribed and we shall be discharged from the liabilities herein.

THE authorized signatories of the said (Guarantor Bank) have signed this guarantee for and on behalf of the Guarantor Bank on the date----- hereinabove mentioned.

Place

For

Date

Authorized Signatories Seal

Financial Details -Annexure

Declaration to be submitted under the signature of Chartered Accountant on Letterhead with his/her dated Sign and Seal



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 turnover of Rs ..... from all the activities in last three financial years and average turnover of Rs ..... from skill development and placement linked programs in the past three financial years (2017-18,18-19,19-20). The details of annual turnover are mentioned below:

Sl. No.	Financial Year	Annual Turnover (For last three financial years 2017-18,18-19,19-20	Net Profit (Profit after tax) from all the activities of the agency For last three financial years 2017-18,18-19,19-20	Annual Turnover (From skill development & Placement linked Programs For last three financial years 2017-18,18-19,19-20
1	2017-18			
2	2018-19			
3	2019-20			
	Average			

*Note: Audited financial statements for the past three financial years (2017-18,18-19,19-20) should be submitted by the Applicant as a supporting document.*

Chartered Accountant:

(Authorized Representative with Signature & Seal)

Name

Registration No

Contact No.

Seal

Date:

Place:

FORM FIN-1  
FINANCIAL PROPOSAL SUBMISSION FORM

---

{Location, Date}

To:

Mission Director,  
Punjab Skill Development Mission,  
SCO No:149-152, IIInd Floor, Sector 17C, Chandigarh-160017

Dear Sir,

We, the undersigned, offer to execute the Training of Trainers Programme for Punjab Skill Development Mission (PSDM) in accordance with your RFP XXXXX dated XXXXXX and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, *excluding of GST in accordance with the ITA & Data Sheet*. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution and will complete the work as per the action plan.

We understand you are not bound to accept any Proposal you

receive. We remain,

Yours sincerely,

Authorized Signature {In full and  
initials}: Name and Title of

Signatory:

In the capacity of:

Address:

E-mail:

## FORMAT 1- COVERING LETTER

To,  
Mission Director

Punjab Skill Development Mission

2<sup>nd</sup> Floor Sector 17C, SCO 149-152, Chandigarh

Sir,

Please find enclosed Copy of our Proposal in respect of the Empanelment in Punjab in PSDM, in response to the Expression of Interest (EOI) Document issued by the Punjab Skill Development Mission (PSDM), dated for conducting Training of Trainers in Industry to make the training efficient in the State of Punjab.

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for “Training of Trainers in Industry to make the training efficient” for Punjab Skill Development Mission We hereby confirm that:

1. Each page of the Technical documentation has been signed by the Authorized Signatory.
2. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the proposal and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
3. We acknowledge the right of PSDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the EOI.
5. We have not directly or indirectly or through an agent engaged or indulged in any

corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

6. 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,

For and on behalf of:

Signature: Seal/Stamp of bidder

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

.

---

FORMAT- 2

(Self Declaration for not being blacklisted by any State/ Central Govt. Dept/ PSU)

(On Rs. 100 Non-Judicial Stamp Paper – Submit separate declaration

[Date]

To

Member Secretary

Punjab Skill Development Mission

2<sup>nd</sup> Floor Sector 17C, SCO 149-152, Chandigarh

In response to the RFP No. \_\_\_\_\_  
dated \_\_\_\_\_

quoting against the RFP as an representative(s) of M/s \_\_\_\_\_ I/

We hereby declare that our Company / Firm \_\_\_\_\_ is  
having unblemished past record and was not declared blacklisted or ineligible to participate  
for bidding due to breach of general or specific instructions, corrupt / fraudulent or any  
other unethical business practices.

Yours faithfully,

Authorized Signatory

FORMAT- 3

Letter of Association (on letter head of designated institute)

To  
Applicant Organization

Sub: Letter of association of m/s with .....

Sir,

This is to be certified that m/s .....

Signature:

Name of the Authorized Signatory:

Designation:

FORMAT- 4

AFFIDAVIT-CUM-DECLARATION (On a Stamp paper of value Rs. 100/-)

I, ----- son/Daughter of Shri -----aged about -----years, resident of ---  
-----, do hereby solemnly declare and affirm as under:

1. That I am the Director/ proprietor of M/s. -----
2. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by Punjab Skill Development Mission. And I hereby submit the proposal for-----category/ categories.
3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.
4. No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.
5. I/We accept all the terms and conditions set out in the RFP dated .....issued by Punjab Skill Development Mission. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, PSDM shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at ..... on this ----- day of----- that the contents given above in the affidavit are true and correct to the best of my knowledge.

(DEPONENT)

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FORMAT-5

ORGANIZATION PROFILE

1	Name of Agency& Address	
2.	District/ s for which the Agency is interested to Bid	
2	Type of Agency-Individual Proprietorship, Partnership, Company, Society, and Trust	
3	Name of Contact Person Mobile Tel. No. Email PAN No.	
4	GST No. (If applicable) If any other tax no (If applicable)	
5	Date	
6	Signature and Seal	

Signature\_\_\_\_\_Name of Authorized signatory\_\_\_\_\_

Seal of the agency\_\_\_\_\_

FORMAT-6

DETAILS OF THE RELEVANT / SIMILAR ASSIGNMENT TAKEN BY APPLICANT ORGANISATION FOR R&D OF THE ASSESSMENT TOOL.

SN	Date	Data (link)

Signature:

Name of the Authorized Signatory:

Designation:

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#### 8.8 FORMAT NO: 8 FORMAT FOR FINANCIAL BID

Name of the project	Quoted Price for ToT of 150 candidates inclusive of all deliverables (Exclusive of Taxes)

Signature:

Name of the Authorized Signatory

Designation:

## FORMAT

### INDICATIVE LIST OF SECTORS TO BE COVERED

- |    |   |
|----|---|
| 1  | Aerospace & Aviation  |
| 2  | Agriculture   |
| 3  | Apparel, Made-Ups & Home Furnishing                         |
| 4  | Automotive  |
| 5  | Beauty & Wellness   |
| 6  | Banking, Financial Services and Insurance                   |
| 7  | Capital Goods   |
| 8  | Construction  |
| 9  | Domestic Worker   |
| 10 | Electronics & Hardware                                      |
| 11 | Food Processing   |
| 12 | Furniture & Fittings  |
| 13 | Gems & Jewellery  |
| 14 | Green Jobs  |
| 15 | Handicrafts & Carpets                                       |
| 16 | Healthcare  |
| 17 | Hydrocarbon   |
| 18 | Infrastructure Equipment                                    |
| 19 | Instrumentation, Automation, Surveillance and Communication |
| 20 | Iron & Steel  |
| 21 | IT-ITES   |
| 22 | Leather   |
| 23 | Life Sciences   |
| 24 | Logistics   |
| 25 | Management and Entrepreneurship & Professional              |
| 26 | Media & Entertainment                                       |
| 27 | Mining  |
| 28 | Paints and Coatings   |
| 29 | Plumbing  |
| 30 | Power   |
| 31 | Retail  |
| 32 | Rubber  |
| 33 | Sports  |
| 34 | Strategic Manufacturing                                     |
| 35 | Telecom   |
| 36 | Textile & Handlooms   |
| 37 | Tourism & Hospitality                                       |
| 38 | People with Disability*                                     |