



Government of West Bengal

**REQUEST FOR PROPOSAL FOR
EMPANELMENT OF TRAINING PROVIDERS
FOR
IMPLEMENTING
RECOGNITION OF PRIOR LEARNING (RPL)
UNDER
UTKARSH BANGLA OR ANY OTHER SCHEME(s) AS PER THE
GUIDELINES
OF
PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT
(PBSSD)
UNDER
DEPARTMENT OF TECHNICAL EDUCATION, TRAINING AND SKILL DEVELOPMENT,
GOVERNMENT OF WEST BENGAL
KARIGARI BHAWAN, NEWTOWN, RAJARHAT, KOLKATA: 700160**

RFP No. PBSSD/UB/RPL/01/2020-21

Dated: 13/10/2020

Request for Proposals

Paschim Banga Society for Skill Development (PBSSD), DTET&SD, GoWB is the nodal agency in the State of West Bengal to co-ordinate, synergize and implement Skill Development initiatives in the state funded by Central and State Governments.

PBSSD's primary objective is to build the capacity of the youth of West Bengal and equip them with skills linked to employability and entrepreneurship through targeted skilling programmes.

This document invites online proposals from reputed Training Providers (TPs) who are interested in delivering skill development programmes in the state through RPL mode. Based on evaluation of the proposal, Training Providers (TPs) will be empanelled with PBSSD for providing training under RPL mode to youth of the state under Utkarsh Bangla or any other Scheme(s) as per the guidelines of PBSSD. **The last date for receipt of the proposals is 04/11/2020 till 5:00PM.**

Contents

List of Abbreviations.....	4
Schedule of Activities.....	5
DISCLAIMER	8
Section A – Preface	14
A. Introduction to PBSSD.....	14
B. Utkarsh Bangla Scheme	14
C. Architecture and Strategy for Scheme(s) Implementation	15
Section B – Instruction to Applicants.....	16
A. Introduction to RFP	16
B. Compliant Process/Completeness of Response.....	16
C. Language of the Proposal	16
D. Right to Terminate the Process.....	17
E. Conflict of Interest	17
F. Confidentiality.....	18
G. Late Receipt of Proposals	18
H. Disqualification	19
I. Right to Reject Any or All Proposals	19
J. Signing of Contract.....	19
Section C – Preparation and Submission of Application	21
A. Language	21
B. Downloading the Proposal	21
C. Submission of Proposal.....	21
D. Process for Submission	24
E. Pre-bid Meeting.....	24
Section D – Proposal Evaluation	25
A. Once the evaluation process starts, the Evaluation committee will	25
B. Empanelment letter issued will contain following information	25
C. All eligible applicants shall be evaluated on the various other parameters and marks shall be awarded	26
D. Eligible Organizations.....	26
E. Criteria for Evaluation	27
Section E – Training Partner Empanelment.....	29

A.	Empanelment Evaluation process	29
B.	RPL Target	29
C.	Training Cost.....	30
D.	Assessment Cost.....	31
E.	Candidate payout	31
F.	Signing of Agreement.....	31
G.	Performance Guarantee	31
H.	Process Guidelines	32
Section F – Scheme(s) Guideline.....		32
A.	Scope of Work	32
	Annexure(s).....	34
	Annexure Technical- 1: List of Sectors for which TPs may apply	35
	Annexure Technical- 2: Proposal Submission Cover Letter	36
	Annexure Technical- 3: Format for Power of Attorney for Signing of Application	38
	Annexure Technical- 4: Applicants over view and Application Parameters.....	40
	Annexure Technical- 5: Qualifying Documents/Eligibility Related Documents.....	41
	Annexure Technical- 6: Evaluation / Scoring of Proposal Related Documents	43
	Annexure Technical- 7: Technical Capability (Skill Training across India)	45
	Annexure Technical-8: Technical Capability (Skill Training in West Bengal)	46
	Annexure Technical-9: Format for details of ToT Certified Trainers.....	47
	Annexure Technical- 10: Format for providing details of training centre present in state of West Bengal.....	48
	Annexure Technical- 11: Financial Capability ‘Form-1’	49
	“On the Letter Head of CA Firm”	49
	Annexure Technical- 12: Financial Capability ‘Form-2’	50
	Annexure Technical- 13: Format for Declaration of Non-Blacklisted Organization	51
	Annexure - 14: Sector(s) for which Proposal is applied for RPL	52
	Annexure-15: Sector(s) for which Proposal is applied with Cost details for RPL and Bridge Course	53
	Annexure- 16: EMD Online Gateway Finance Department Notification	54

List of Abbreviations

Terms	Description
DoTET&SD	Department of Technical Education , Training and Skill Development
EMD	Earnest Money Deposit
MIS	Management Information System
MoU	Memorandum of Understanding
NCVET	National Council for Vocational Education & Training
NOS	National Occupational Standards
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
PBSSD	Paschim Banga Society for Skill Development
QP	Qualification Pack
RFP	Request for Proposal
RPL	Recognition of Prior Learning
SDC	Skill Development Centre
SSC	Sector Skill Council
ToR	Terms of Reference
TP	Training provider
VTP	Vocational Training Provider

Schedule of Activities

S. No	Milestones	Dates
1.	Issue of RFP (e-Tender from website www.wbtenders.gov.in)	13/10/2020
2.	Downloading of Tender Documents from 10.00 a.m.	13/10/2020
3.	Last date for receiving queries on RFP (through e-mails) by 2pm.	15/10/2020
4.	Pre – Bid Meeting at 11:30 a.m. (Due to Covid 19 Pre-bid meeting will conducted through VC / Online mode)	16/10/2020
5.	Uploading of Corrigendum	16/10/2020
6.	Closing Date for submission of Proposal (Online, up to 5:00pm)	04/11/2020
7.	Opening of the Technical part of the Bid	05/11/2020
8.	Uploading of the Technical scores of all bidders online	10/11/2020
9.	Opening of the Financial part of the bid of the Technically qualified bidders 5pm	11/11/2020

Other Key Information

A	Name of the Authority	PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT (PBSSD) under the administrative control of Department of Technical Education, Training & Skill Development
B	Brief Description	PBSSD invites online proposals from the Training Providers for implementation of Recognition of Prior Learning (RPL) training under Utkarsh Bangla or any other Scheme(s) as per the guidelines of PBSSD in the state of West Bengal. The successful Training Providers will be empanelled with PBSSD to provide RPL training to the eligible beneficiaries of the State.
C	Title	Request for Proposal to empanel Training Providers for implementation of Recognition of Prior Learning (RPL) under Utkarsh Bangla or any other Scheme(s) in West Bengal.
D	Application fee	Basic Application fees (Non-refundable) need to be paid as per the latest norms of the Finance Department of West Bengal, refer Annexure 16. INR 5000/- for applicant in one sector, INR 10,000/- for applicant in two sectors which is possible maximum up to 3 sector i.e., of INR 15000/-
E	EMD	EMD amount of INR 2,00,000 need to be paid as per the latest norms of the Finance Department of West Bengal, refer Annexure 16.
F	Performance Guarantee	The EMD amount i.e. INR2, 00,000 of a successfully empanelled Training Provider is adjusted as a Performance guarantee at the time of issuing a work order for imparting training.

Important Notes:

1. PBSSD reserves the right to amend any or all conditions of this RFP before the last date of submission of proposals or to change the above schedule at any time, without assigning any reason(s).
2. Contact person for communication: Mr. Surojit Mondal, Joint Director & OSD, PBSSD, 2nd floor, Karigari Bhawan, B/7, Action Area-III, New Town Rajarhat, Kolkata-700160, and West Bengal. Mob: 9830657095

**In case any applicant fails to submit the Application Fee & EMD along with the application the Proposal of the applicant shall not be entertained.*

DISCLAIMER

1. The information contained in this Request for Proposal (the “RFP”) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Paschim Banga Society For Skill Development (PBSSD) (the “Authority”) or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.
3. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the program implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP.
5. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
6. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
7. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

8. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.
9. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
10. Issue of this RFP does not imply that the Authority is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the program and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever.

Definitions and Glossary

Terms	Description
Authority	PBSSD, Department of Technical Education, Training & Skill Development, GoWB
Batch Size	The number of candidates who are getting trained in a particular course / module at a time in a single class room/ workshop. The minimum batch size is 20 and maximum batch size is 50.
Biometric attendance	Attendance entered through a Biometric/Facial attendance machine that captures unique biological / physical feature such as hand or finger print or iris pattern as a record for identity verification. The Bio metric attendance, capturing the details of trainers and trainees, shall be compulsory for training under this RFP. The cost for installing the onsite hardware at the training center will be borne by the Training providers. The same will be linked / configured to the centralized server of the Government. The configuration, details etc. will be informed to the training providers by the PBSSD.
Disqualification	<p>The exclusion of the Applicant from the empanelment process or de- empanelment due to any of the following reasons:</p> <p>The Applicant has wrongly stated/manipulated the facts and figures in the proposal at any stage before/after the award of the Assignment.</p> <p>The Applicant tries to influence the evaluation process by any means.</p> <p>Violates any of the undertaking given in the format of Annexure-Technical.</p>
Faculty/Trainers	Trainers/Faculty employed by the Applicants who would impart training in the proposed project. Trainers/Faculty should have the requisite qualification (ToT certified) as spelt down elsewhere in the RFP.
Modules	Courses in which the Training Providers intends to impart training, unless otherwise mentioned, the same will be as per SSC/Developers curriculum approved by NCVET.

National Occupational Standards (NOS)	NOS specify the standard of performance an individual must achieve when carrying out a function in the workplace. Essentially NOS are benchmarks of good practice. Each NOS defines one key function in a job role. The NOS and identified Job Roles are in accordance to the standards prescribed by NSQF under NCVET.
Performance Evaluation & Review	Evaluation of the performance of the Training providers on a pre- defined set of criteria against the deliverables, timelines and targets on a six monthly basis.
Qualifications Pack (QP)	A set of NOS, aligned to a job role, called Qualification Pack, would be available for every job role in each industry sector. These drive both the creation of curriculum, and assessments.
Sector	One of the segments of economy depending on need of skilled manpower. All TPs are expected to apply only for those sectors that they specialize in and wish to impart training in.
National Skill Development Corporation (NSDC)	National Skill Development Corporation (NSDC) aims to promote skill development by catalyzing creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships.
The National Skills Qualifications Framework NSQF	NSQF organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes which the learner must possess regardless of whether they were acquired through formal, non-formal or informal learning. In that sense, the NSQF is a quality assurance framework. It is, therefore, a nationally integrated education and competency based skill framework that will provide for multiple pathways, horizontal as well as vertical, both within vocational education and vocational training and among vocational education, vocational training, general education and technical education, thus linking one level of learning to another higher level.

NCVET	<p>The NCVET will regulate the functioning of entities engaged in vocational education and training, both long & short-term, and establish minimum standards for the functioning of such entities. The major functions of NCVET would be recognition and regulation of Awarding Bodies, Assessment Agencies, and Skill related Information Providers; approval of Qualifications; monitoring and supervision of recognized entities and grievance redressal.</p> <p>The NCVET will enable integration of fragmented regulatory system and infuse quality assurance across the entire vocational training value chain, leading to better outcomes.</p>
Sector Skill Councils (SSCs)	<p>Sector Skill Councils (SSCs) are industry-led bodies, who are responsible for defining the skilling needs, concept, processes, certification, and accreditation of their respective industry sectors. The SSCs prescribed the NOSs and QPs for the various job roles relevant to their industry, classify the job roles and worked with the NCVET to ensure that these are in accordance with the National Skill Qualification Framework (NSQF).</p>
Training Provider (TP)	<p>Any entity which has submitted its proposal and may provide Services to the Client under the Contract.</p> <p>Note: SSCs/Assessment Agencies are not allowed to participate for the training.</p>
Terms of Reference (ToR)	<p>ToR means the document included in the RFP, which explains the objectives, scope of work, activities and tasks to be performed, respective responsibilities of the Client and the Training provider, and expected results and Deliverables of the Assignment/job.</p>
Sponsoring Agency	<p>For the purpose of this RFP, the sponsoring agency is defined as any State Government/Central Government / Ministry/Department/ Government Agency / any company conducting CSR activities or any accreditation body as defined in the respective eligibility criteria which has empanel the Training provider to conduct training programs and funded the training project of the Training Provider(s).</p>

Empanelment Duration	02 year from the date of MoU, additionally one year extension may be given based on performance of the training provider(s)
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Section A – Preface

A. Introduction to PBSSD

To address the requirement of skilled manpower across various sectors and to narrow the existing gap between the demand and supply of skills, Government of West Bengal has constituted the West Bengal Skill Development Mission (WBSDM) under chairmanship of the Hon'ble Chief Minister along with constitution of the Paschim Banga Society for Skill Development (PBSSD) under the chairmanship of the Chief Secretary to implement the decisions of the WBSDM. The Government of West Bengal also launched its skilling Flagship Scheme, “Utkarsh Bangla” covering the entire spectrum of institutional and non-institutional, short term Skill Development interventions to provide wage/ self-employment linked skills training to the residents of the State it also implements training under recognition of prior learning and special projects.

B. Utkarsh Bangla Scheme

PBSSD under the Department of Technical Education, Training & Skill Development; Government of West Bengal is implementing the "Utkarsh Bangla" Scheme across the state. More than 250 courses for wage/self-employment linked trainings in various sectors are being offered to the targeted beneficiaries.

The major objectives under the Scheme are:

- To give short term skill development training to targeted beneficiaries by providing training ranging from 200 to 1500 Hours free of cost.
- Capacity Building through empanelment of Training Providers and Training Centers
- Bridging the gap of demand & supply for skilled workforce in the state

Under the Scheme(s) one of the key interventions is **Recognition of Prior Learning (RPL)**, a provision for skills up-gradation ensuring vertical and horizontal mobility. ***RPL is a formal process of recognizing previous experiential learning through a systematic assessment and certification process to award a formal qualification.*** The National Skills Qualification Framework defines the Recognition of Prior Learning (RPL) as “*the process of recognizing previous learning, often experiential, towards gaining a qualification.*”

C. Architecture and Strategy for Scheme(s) Implementation

Under RPL, it is planned that 50000 trainees would be certified/trained with engagement of Training Providers (TPs) IN FY 2020-21.

PBSSD plans to empanel TPs through this RFP who would act as the Implementing Agencies for RPL training of Utkarsh Bangla and any other Scheme(s).

The TPs will be responsible for candidate Orientation training & assessment and certification, under the overall supervision of PBSSD. PBSSD shall monitor the program performance using a robust monitoring & evaluation framework. The entire task of Programme Monitoring and Evaluation shall be completed through an online portal based MIS (Management Information System) of www.pbssd.gov.in.

Section B – Instruction to Applicants

A. Introduction to RFP

PBSSD invites online proposals from the Training providers for empanelment with PBSSD for implementing RPL training under Utkarsh Bangla & any other Scheme(s).

Applicants are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Failure to furnish all information required as mentioned in the documents or submission of a proposal not substantially responsive to RFP in every aspect will be at the Applicant risk and may lead to rejection of the proposal without assigning any reason(s).

B. Compliant Process/Completeness of Response

Applicants are advised to study all instructions, forms, terms, requirements and other information in the documents carefully. Submission of the proposal shall be deemed to have been done after careful study and examination of the document with full understanding of its implications. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. However, PBSSD may seek clarification/explanation/information from any or all applicants as per clause; I under Section B

Applicants must:

- i. Include all documentation specified in this document
- ii. Follow the format of this document and respond to each element in the order as set out in this document
- iii. Comply with all the requirements as set out within this document

C. Language of the Proposal

The proposal as well as all the supporting documents relating to the proposal exchanged by the Applicant shall be written in English language only. **Proposal(s) or any part of the proposal(s) including credentials / supporting documents received in any other language shall not be allowed / evaluated. If any document is in**

any other language other than English, the applicant needs to provide a translated copy of the same.

D. Right to Terminate the Process

PBSSD may terminate the Proposal Evaluation process at any point of time and without assigning any reason thereof. PBSSD makes no commitments, expressed or implied that this process will result in a business transaction with anyone.

This document does not constitute an offer by PBSSD. The Applications/proposals received through participation in this process may result in PBSSD selecting the proposal to engage towards execution of the contract.

E. Conflict of Interest

PBSSD requires that the empanelled Training providers provide professional, objective and impartial services and at all times hold the Client interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interest and act without any consideration for future work. Without limitation on the generality of the foregoing, the Training provider shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. **Conflicting Assignment/Job:** A Training Provider selected to provide Skill Development Training for this project shall be disqualified from providing subsequent downstream works or services resulting from or directly related to this project if the Training Provider is found to provide any other activity to the Client under the same Scheme(s) resulting in clash of interest.
- ii. **Conflicting Relationships:** A Training Provider that has a business or family relationship with a member of the Client staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract. Training providers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the norms of proposal provided herewith. If the Training provider fails to disclose said situations and if the Client comes to know

about any such situation at any time, it may lead to the disqualification of the Training provider during bidding process or the termination of its contract during execution of the assignment.

F. Confidentiality

- i. From the time, the submitted proposals are opened to the time, the Empanelment is announced, the Applicant should not contact PBSSD on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who have submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.
- ii. Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence the Client improperly in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal.
- iii. Notwithstanding the above provisions, from the time of the Proposals opening to the time of empanelment notification, if an Applicant wishes to contact PBSSD on any matter related to the selection process, it should do so only in writing.

G. Late Receipt of Proposals

- i. Proposal received after the due date and specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- ii. The Proposals submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- iii. PBSSD shall not be responsible for any delay or non-submission/ not upload of the documents. No further correspondence on the subject will be entertained.
- iv. PBSSD reserves the right to modify and amend any of the above - stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

H. Disqualification

The proposal would be disqualified at any time during the Technical Evaluation process at the sole discretion of the PBSSD, for the following reasons:

- i. Made misleading or false representations or suppressed relevant information in the proposal (including documents, forms, statements, attachments, etc.) submitted as proof of the eligibility requirements or as part of their proposal;
- ii. Incomplete proposals made online or proposals with incomplete information shall be rejected;
- iii. Failure in Submission of Application Fee & EMD with Proposal within given time line.
- iv. Failure to meet any of the eligibility criteria as mentioned in the document; and
- v. Blacklisted/De-empanelled or declared bankrupt by the Government of India (GoI), State Government or any other Government owned agency including quasi-Government sector organization or company or any bank, for corrupt, fraudulent practices or reasons related to non performance in an engagement on the date of opening of proposal.
- vi. Absence of any established centre for Skill development training in West Bengal
- vii. Absence of an established office in West Bengal with minimum of 04 nos. Staffs

I. Right to Reject Any or All Proposals

PBSSD reserves the right to accept or reject any proposal, and to annul the evaluation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected proposal or Applicants or any obligation to inform the affected proposal or Applicants of the grounds for PBSSD action.

In case, PBSSD requires any explanation / clarification / information at any point of time before the empanelment of applicants in the submitted proposal, PBSSD may seek the explanation / clarification / information from any or all the applicants. All such correspondence would be made in writing.

J. Signing of Contract

After the notification of empanelment of Training providers, PBSSD will sign an agreement with the empanelled Training provider which will have detailed guidelines, terms and conditions and other relevant details. The contract template will be shared with applicants who become eligible for empanelment after evaluation of Proposals.

Section C – Preparation and Submission of Application

A. Language

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

B. Downloading the Proposal

- i. Intending applicant may download this RFP documents from the website: www.wbtenders.gov.in
- ii. The time schedule for obtaining the proposal documents, meeting, registration with the proposal inviting authorities, the submission of proposal and other related documents etc. will be as per the schedule provided in the list of schedule of activities.

C. Submission of Proposal

- i. All proposals must be submitted online at the web portal www.wbtenders.gov.in directly with the help of a Digital Signature Certificate.
- ii. Proposals will be opened in presence of members of selection/ evaluation committee and / or applicants or their authorized representatives who chooses to be present at time of opening.
- iii. The online submission of proposal by the TP(s) in response to this RFP shall be in Double Cover System consisting of two Parts (**Part ‘1’ & Part ‘2’**):

Part ‘1’ consists of a Folder Part 1 with two Sub-Folders i.e,

Sub-Folder A with ‘Pre-Qualification documents’

Sub-Folder B with ‘Non Statutory Document’

Folder (Part 1)	Sr. No	Pre-Qualification Document
Sub-Folder A	1.	Format for Undertaking submission (signed and rubber stamped) as per Annexure Technical- 2
	2.	Power of Attorney (POA) (signed and stamped) to be executed on a non-judicial stamp paper of INR 100 as per Annexure Technical 3 . Not required in case of a Proprietorship Firm, Trade License in the name of Proprietorship Firm will be submitted in its lieu.
	3.	Details of candidates trained shall be submitted in the specified format as per Annexure Technical– 8&9 in an editable MS Excel which shall be enclosed along with the duly attested copy of the same in PDF format.
	4.	Number of Sector and Sector Name for which Proposal is applied (declaration on letter-head) as per Annexure 14

Folder (Part 1)	Category	Sub Category	Sub Category Description
Sub-Folder B	1. CERTIFICATES	CERTIFICATES	Certificates of Incorporation / Registration or other similar document proving the existence of the applicant
	2. COMPANY DETAILS	COMPANY DETAILS-1	TRADE License/ Enlistment/ current registration as SSI/ Registration with the registrar of companies proving engagement of the applicant in training activities. NSDC partner shall submit a copy of Loan Agreement with NSDC.
	3. FINANCIAL INFORMATION	AUDITED FINANCIAL STATEMENTS P/L AND BAL SHEET- 18-19 P/L AND BAL SHEET- 19-20	Audited Financial Statements: FY 18-19 & FY 19-20 or CA certificate in Annexure 12 Format.
		a. COMPANY DETAILS-2 Firm Overview	Detail as per Annexure Technical- 4 (PDF Format)
		b. DECLARATION 1 Eligibility related information	Detail as Annexure Technical- 5 (PDF Format)

	4. TECHNICAL INFORMATION	c. DECLARATION 2 Training Details	Detail as Annexure Technical-8 (PDF format)
		d. DECLARATION 3 Training Details	Detail as Annexure Technical- 9 (PDF format)
		e. DECLARATION 4 Trainer Details	Detail as Annexure Technical- 9 (PDF format)
		f. DECLARATION 5 Training Centre presence in West Bengal	Detail as Annexure Technical- 10 (in PDF format)

Part “2” i.e., / These Document List will comprise of “Financial Document/Bid-Quote

Folder Part (2)	Financial Document/Bid Quote	Format Description
Folder Part 2	Financial Document/Bid Quote	As Per Annexure- 14
		As Per Annexure- 15(on wbtenders.gov.in)

Notes:

- i. All the documents in a sub-folder should be in .pdf file with the name format as <applicant name>_<sub-folder name _serial no> and the documents would be scanned in Grayscale/Color at 100 – 150 dpi. E.g. For applicant “ABCD” the documents mentioned as DECLARATION 4 under TECHNICAL INFORMATION section of Sub-Folder B would be uploaded in as a merged .pdf file and be named as

“ABCD_Sub-Folder B_4e”
- ii. **Part “2” shall be submitted after successfully submission of application Fees and EMD amount in the pooling account of**

wbenders.gov.in. The document uploaded herein may be verified at the time inspection for accuracy and correctness. **Error found during the verification may result in cancellation of the applicant proposal.**

- iii. The Training and Trainer details as per Annexure: Technical-8, Technical-9 & Technical-10 can be given in excel format online.
- iv. An authorized representative of the Applicant shall sign the original submission letter in the require format Annexure Technical-2 for the Proposal. The authorization shall be in the form of a written power of attorney attached to the Proposal in format Annexure Technical-3. The power of attorney shall be given by the highest decision making authority of the Organization to the authorized signatory.
- v. All pages of the proposal and wherever corrections or alteration or amendments have been made shall be signed by the authorized signatory except where the attestation by Chartered Accountant is required. In case of detection of any forgery at the proposal stage, the proposal shall be summarily rejected while the empanelment shall be cancelled if the detection is after the same, without prejudice to other rights of PBSSD as spelt out elsewhere in the RFP. PBSSD also reserves the right to resort to legal action against the Applicant and/ or summarily black list the TP preventing it from any further participation in any Government Scheme(s)/ Programs.

D. Process for Submission

Scanned copy of the documents shall be submitted in two parts namely Part“1” & Part“2”. Documents of Part “1” need to be uploaded before submission of Application fees and EMD whereas TP able to upload the Documents belongs to Part “2” post submission of both the payments at www.wbtenders.gov.in.

E. Pre-bid Meeting

- i. In view of Covid 19 outbreak Pre-bid meeting of all the interested bidders may be held at the scheduled date and time in virtual mode.
- ii. The purpose of the Pre-bid meeting is to address bidders’ concerns, if any and provide clarifications in relation to the bid document, which you may

raise in the meeting. We would appreciate if your concerns/ relevant issues regarding the bid documents are communicated to us early as possible or at the latest by 15/10/2020

iii. Date of Pre-bid Meeting: 16/10/2020

Time: 02:00PM to 11:30 AM

Venue: Online through Google Meet

Meeting URL: meet.google.com/bnm-mawr-cdx

iv. For any queries regarding joining the online meeting, please contact:
9830657095/ 7682841403/7033698844

v. Maximum of 2 (two) representatives of each potential bidder will be permitted to participate.

vi. The potential bidders may send their request for participation with details of Company (with Company's Name & Address, Name of the Person, Mobile number) to the following email id on or before 15/10/2020

pbssd.rpl@gmail.com

vii. Such bidders may send their queries on the email address mentioned above. The e-mail address should clearly bear the subject, "RFP-RPL: Prebid Meeting Participants".

viii. Record of discussion of the Pre-bid meeting shall be prepared and uploaded on e-procurement portal of Govt. of West Bengal.

Section D – Proposal Evaluation

A. Once the evaluation process starts, the Evaluation committee will

- i. First verify the content of Part "1".
- ii. Finding the same in order, it will proceed to open Part "2". The information contained in Part "2" will be evaluated as per the given parameter.
- iii. The applicants qualifying in the evaluation Parameter will be informed.

B. Empanelment letter issued will contain following information

- i. Name and address of TPs with details of its West Bengal Training Center (1st)
- ii. Address and Sector / modules for which approval received.

C. All eligible applicants shall be evaluated on the various other parameters and marks shall be awarded

D. Eligible Organizations

i. Organizational Capability

- A) A company/partnership/society/trust/firm/any legal entity with a minimum of three years of existence as on 31.03.2020 (i.e. organizations registered on or before 31.03.2017 are eligible to apply). Organizations must not be black-listed or bankrupt from any government/semi-government/other entities.
Consortiums are not allowed under the Scheme(s).

- B) A company/partnership/society/trust/firm/any legal entity organization must have established office in the state of West Bengal with the minimum 04 (Four) no. of office Staff.

Certificate of Incorporation/registration under relevant Act, PAN Card, TAN No. , Rent Agreement of office, Appointment letters of the staffs.

ii. Financial Capability

Any organization (Company/Society/Trust/Firm etc)

- A) Should have atleast average annual turnover of INR 2 Crores from conducting training programs during the two financial years (FY 2018-19 and FY 2019-20).

**Audited P&L/Income statements for FY 2018-19 and FY 2019-20 needs to be submitted.
CA Certificate as per Annexure Technical-12 needs to be submitted.*

- B) Should have a positive net worth as on 31.03.2020 from conducting Skill Development Programs from last two financial years.

** Audited Balance Sheet for FY 2018-19 and FY 19-20 needs to be submitted and CA Certificate as per Annexure Technical- 11 & 12 need to be submitted.*

iii. Technical Capability

- A) Valid affiliation with NSDC/SSC or any accreditation body of Central or West Bengal Government (wherever applicable) related to Technical and Vocational Education Training in NSQF aligned courses at least in the sector applied.

- B) The training provider must have trained and certified at least 1000 candidates in the relevant sector for NSQF aligned courses for which application has been submitted in last two years (April 2018 to March 2020).

****1000 candidates trained in each sector if the applicant is applying in more than 1/one sector. (Application allowed maximum up to 3 Sectors)***

- C) Minimum candidate trained & certified under Government/CSR sponsored skill development training program in West Bengal for the period April 2019 to March 2020 must be **100** in each sector to which proposal is submitted.
- D) Minimum **10** ToT certified trainers for the relevant sector and out of that at least **1** ToT certified trainer must be available in the state of West Bengal for each sectoral proposal application.
- E) The training provider must have 1 operational training centre as on March, 2020.

***“Trained”** means successfully trained in vocational training or certified under RPL/short term training or specifically mentioned in the criteria, in the sectors or modules pertaining to:

- Modules or job roles notified by Sector Skill Councils or any Training programmes sponsored by any state or central government department/ministry/CSR initiatives.

****Self attested (by authorized signatory) Project completion certificates from sponsoring agency / work order / sanction order / agreement / MoU / contract / any other document mentioning the sector-wise no. of trainees trained or signed copy of portal generated report from any flagship Scheme(s) of central government or state government mentioning the sector-wise no. of trainees trained from sponsoring agency needs to be submitted for all the above criterions. *Documentary evidence of number of candidates trained needs to be provided as per Annexure Technical- 7 and 8.***

E. Criteria for Evaluation

A Project Appraisal Committee constituted by PBSSD will carry out evaluation of the Proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal. In order to reach such a determination, the committee will examine the information furnished by the Applicants, and shall evaluate the same as per the evaluation criteria specified in this proposal.

The technical evaluation shall involve:

- Document based evaluation of the Financial and Technical Capability

Final score will be assigned to the Applicants after assessing all the parameters. Marking criteria for document based evaluation will include the following parameters and will be evaluated based on credentials of training capabilities submitted by the TPs:

Sr. No	Marking Dimensions	Marking Criteria		
		4 Marks	7 Marks	10 Marks
1.	Organizational Capability – 30 marks			
1.a	Age of the organization	3 Year as on 31 st March 2020	4 Year as on 31 st March 2020	5 year and above as on 31 st March 2020
1.b	Average Annual Turn Over of last 2 Financial year(2018-19 & 2019-20) in Skill training programme	2Cr- 3 Cr	Above 3 Cr – 5Cr	Above 5 Cr
1.c	Net Worth in Skill training programme	Positive net worth up to 10 Lac	Above 10 Lac up to 25 Lac	Above 25 Lac
2.	Technical Capability			
2.a	Candidate Trained and Certified in the sector from 1 st April 2018 to March 2020	1000	1001 - 5000	Above 5000
2.b	Candidate Trained and Certified in the applied sector from 1April 2019 to March 2020.	100	101 - 200	Above 500
2.c	Candidate trained in Government/CSR sponsored skill training program in West-Bengal between 1April 2019 to March 2020	250	250 - 500	Above 500
2.d	ToT certified trainers for the sector nationally	10	11-20	Above 20
2.e	Established centre for Skill development training in West bengal.	1-4	5-9	10 & Above
Maximum Marks				80

The Project Appraisal Committee of the PBSSD shall evaluate all eligible proposals, based on the criteria of this RFP

Section E – Training Partner Empanelment

A. Empanelment Evaluation process

The PBSSD will follow the process of empanelment for TPs as below -

- i. The applicants would be ranked in accordance with the technical score obtained by them as per technical evaluation scoring criteria mentioned in **Section D above**.
- ii. For each applied sector, the Training provider will attain a score which will be the score of the Training provider for that particular sector. Sector-wise ranking of score of all TPs would be done.
- iii. **TP scoring 40 or more marks** in applied sector would be eligible for Lowest Price Quotation/Bidding.
- iv. Method of selection is Lowest 1 or L1
- v. TP having the lowest bid and fulfilling other criteria under Point E of Section D successfully may get / be eligible for maximum 20% of the target in the respective sector, in which they have applied.
- vi. The percentage of allocation of target could vary in between minimum 10% to maximum 20% in respective sectors as per the discretion of PBSSD without giving any reasons thereof.

B. RPL Target

The training targets would be allocated to TPs based on their proposal and score-ranking in the sector. Preferences would be given to TPs as per the ranking described in Point E of Section D as above while allocation of target.

- i. Maximum up to 20% of the target in respective sectors applied may be first allocated to the TP(s) having met all the qualification criteria laid as per the Point E of Section D above and also fulfilling the Price Quotation / Bidding criteria for having quoted L1 and finalized by Project Appraisal Committee of the PBSSD.
- ii. Remaining target with maximum up to 20% of the target in respective sectors could then may be allocated to next TP (s) having met next eligibility of Lowest 2 or L2 in the ranking as per financial quote/ bid submitted, provided that they are willing to work at the finalized L1 rates quoted and finalized by the Project Appraisal Committee of the PBSSD for the project in addition to meeting all other evaluation criteria as laid under Point E of Section D.

- iii. Same process would be repeated by PBSSD till 100% of the available target gets allocated.

Note - In case, a TP is not able to complete the allotted RPL target in stipulated time period (as mutually agreed between PBSSD & TPs), PBSSD may transfer the allocated target to any other empanelled TP. **Sector wise list for RPL under this RFP mentioned on Annexure Technical-1.**

C. Training Cost

- i. **FOR RPL,**

TPs shall be funded for the implementation of RPL training as per the Lowest Price quotation / bid submitted by the training Providers (TPs) and those who already qualify in the Point E of Section D for Organizational & Technical Capability.

Sector Payout to Training provider per candidate will be on the basis of L1 bid submitted for the sector(s). Bids submitted for training cost above the following limits will not be considered.

Maximum Price for Manufacturing Sector: Rs.1700

Maximum Price for Service Sector: Rs.1400

Payouts will be directly transferred to the TPs bank account on completion of training & certification against the certified candidates.

- ii. **FOR RPL & BRIDGE COURSE,**

TPs shall be funded for the implementation of RPL & BRIDGE Training as per the Lowest Price quotation / bid submitted by the training Providers (TPs) and those who already qualify in the Point E of Section D for Organizational & Technical Capability.

Sector Payout to Training provider per candidate will be on the basis of L1 bid submitted for the sector(s). Bids submitted for training cost above the following limits will not be considered.

Maximum Price for Manufacturing Sector: Price discovered as per the latest common cost norms (CNN)

Maximum Price for Service Sector: Price discovered as per the latest common cost norms (CNN)

Payouts will be directly transferred to the TPs bank account on completion of training & certification against the certified candidates.

D. Assessment Cost

Assessment Agency shall be funded for the assessment & certification of RPL training as per guidelines issued by the PBSSD and it may change from time to time.

E. Candidate payout

Every candidate under RPL training is entitled for Refreshment Cost of INR 50 & Conveyance Cost of INR 50 per day, which will be credited directly to candidate's bank account post verification as per PBSSD guidelines.

F. Signing of Agreement

After the notification of selection to successful applicants, the Training provider is required to sign the agreement. PBSSD will then issue the letter of empanelment and publish the names of empanelled TPs on its website.

The empanelled TPs are expected to submit the proposal as per the instruction issued in the result of evaluation process of empanelment of TP for RPL. This would include:

- Mobilization of manpower for RPL
- Submission of work plan for the districts for which the RPL is conducted

G. Performance Guarantee

After the notification of selected TPs is issued, EMD of INR 2, 00,000 is adjusted against the performance guarantee of the training Partner. The performance guarantee should be valid up to project completion.

Return of performance guarantee: The performance guarantee shall be returned after 6 months from the date of completion of project after adjustment for any deductions.

Forfeiture of performance guarantee: Performance guarantee shall be forfeited in the following cases unless decided otherwise by PBSSD:

When any terms and conditions of the Agreement are breached

- When the TP fails to provide the services as specified in the RFP & work order within the time frame provided
- If the TP is found to be indulged in any fraudulent or corrupt practices, the

performance guarantee will be forfeited

No interest will be paid by PBSSD on the performance guarantee amount. Notice will be given to the TPs before forfeiting the performance guarantee. Forfeiture of performance guarantee shall be without prejudice to any other right of PBSSD to claim any damages as admissible under the law as well as to take such action against the TP such as severing future business relation or black listing, etc.

H. Process Guidelines

The TP will need to follow the Guidelines issued by PBSSD from time to time for conduct any of the activities. The changes made to the guidelines will be done as addendum to the agreement and will be binding on all the applicants for any/all future activities with respect to the program.

Section F – Scheme(s) Guideline

The scope of work to be undertaken by the empanelled Training provider will be as per the PBSSD RPL guidelines and changes in the same from time to time.

A. Scope of Work

- i. TP needs to mobilize (if required, as per the scheme(s)) and register candidates under RPL training module of the pbssd.gov.in portal or any other portal as per the requirement of the Scheme(s).
- ii. TP to ensure the necessary orientation of the candidates about the project, Scheme(s) under which training held & its benefits, the assessment process, and certification.
- iii. TP to ensure conducting RPL training of minimum 12 hours (Domain training of 6 hours with respect to the job role including the topic of Health & Safety, Soft Skills & Entrepreneurship training of 4 hours specific to the job role where financial & digital literacy are mandatory and Familiarization to the Assessment Process of 2 hours) per candidate.
- iv. TP to ensure conducting RPL training of minimum 80 hours (Domain training of 6 hours with respect to the job role including the topic of Health & Safety, Soft Skills & Entrepreneurship training of 4 hours specific to the job role where financial & digital literacy are mandatory and Familiarization to the Assessment Process of 2 hours along with 68 hours of bridge course as per the relevant sector and job-roles) per candidate whenever and wherever notified to do so and accordingly the price for conducting the same may change for the

total number of hours included.

- v. Any equipment required for training and lab to be borne by the TP and district administration will help in any support regarding infrastructure.
- vi. TP to ensure the online attendance of the trainees and trainers for stipulated training hours through a biometric or any facial recognition device which is integrated with the pbssd.gov.in portal as per the PBSSD guidelines issued from time to time.
- vii. TP to ensure following up with the respective SSCs for assessment and certification.
- viii. TP to ensure delivery of RPL certificates to the concerned beneficiaries through the District Nodal Officers of PBSSD.
- ix. TP to provide a welcome kit to the candidates on the first day of the training itself. Apron and Cap for the job role of Housekeeper cum cook and T-shirt and cap for any other job role. Apron/ T-shirt and cap should have the logo of Utkarsh Bangla.
- x. TP will be responsible to get their morpho devices, portable scanners and all necessary devices during the registration
- xi. The training will be of 3 days. TP is to ensure that the registration may be done 2 days prior to the batch commencement without fail.
- xii. Post completion of the training for each phase the TP will be sharing the bank account details of the candidates in the format given below. The format should be duly signed by the concerned nodal officers of the district.

Name of the candidates	PBSSD candidate Id	Bank Account Number	IFSC Code	Bank Branch Name	Result	Certificate Generated -Yes/No
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Annexure(s)

Annexure Technical- 1: List of Sectors for which TPs may apply

Sl. No.	Industry/Sectors
1	Apparel, Made-ups & Home Furnishing
2	Automotive
3	Beauty & Wellness
4	Domestic Worker
5	Electronics & Hardware
6	Food Processing
7	Health Care
8	Security
9	Tourism and Hospitality
10	Plumbing
11	Handicrafts & Carpets
12	Green Jobs
13	Construction
14	Gems & Jewellery
15	Furniture & Fittings
16	Agriculture
17	IT/ITES
18	Retail
19	Leather
20	Textile
21	Paints & Coatings
22	Capital Goods

Annexure Technical- 2: Proposal Submission Cover Letter

(On the Company's letterhead)

No.:

{Location,Date}

To:

Project Director,
Paschim Banga Society for Skill Development,
Karigari Bhawan, Newtown, Rajarhat, Kolkata:700160

Subject: - Submission of Proposal for empanelment as a Training provider in RPL Program under the Utkarsh Bangla or any other Scheme(s) as per the guidelines of PBSSD.

Dear Sir / Madam,

We, the undersigned, wish to be empanelled as Training Provider with Paschim Banga Society for Skill Development as per Section D, iii-A, _____ in accordance with your request for proposal no. 01/PBSSD/UB/RPL/2020-21 dated; we are here by submitting our proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by PBSSD.
- b. We have no conflict of interest as stated in this document.
- c. We meet the eligibility requirements as stated in this document.
- d. In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- e. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

- f. We undertake, if our Proposal is accepted, we will be entered into an Agreement to initiate the Training no later than the date specified by PBSSD.
- g. We understand that PBSSD is not bound to accept any Proposal that PBSSD receives.
- h. We understand that PBSSD can reject our proposal without giving any reason, whatsoever.

Yours sincerely,

Authorized Signature
{In full and initials}

Name and Designation of Signatory:

Name of Organization:

Address:

Contact information (phone and e-mail)

Annexure Technical- 3: Format for Power of Attorney for Signing of Application

(To be submitted along with Covering Letter)

Know all men by these present that We (Name of the firm and address of the Registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name) son/daughter/wife of and presently residing at..... who is presently employed with us and holding the position ofas our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the “Empanelment as a Training Provider for RPL training under “Utkarsh Bangla or any other Scheme(s) as per the guidelines of PBSSD”. The attorney is fully authorized for providing information/ responses to the PBSSD, representing us in all matters before the PBSSD including negotiations with the PBSSD, signing and execution of all agreements and undertakings consequent to acceptance of our proposal, and generally dealing with the PBSSD in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....(Name of Organization) THE ABOVE NAMED PRINCIPAL (Name & Designation of Executants) HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF..... IN.....;

(Signature, name, designation and address)

Accepted

..... (Signature)

(Name, Title, Seal and Address of the Attorney)

..... (Signature)

Name and Signatures of Two Witnesses:

2.

1. To be executed on Rs100/- non-judicial stamp paper
2. The mode of execution of the Power of Attorney should be notarized with signatures of Executants and the Attorney as well as two witnesses. The relevant documentary evidence of executants exercising the authorization need to be attached with the Power of Attorney

Annexure Technical- 4: Applicants over view and Application Parameters

Name and details of the Applicant and Authorized representative	
Name of Organization/Institution	
Type	Whether Industry/Industry associate or training , Education, Learning and Skill Development service partner/Others (please specify)
Registered address	
Corporate Head Office address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted or bankrupt by any Govt./semi Govt. organization/any bank	
Name of authorized representative	
Designation	
Mobile	
Email	

(Signature with Seal)

Annexure Technical- 5: Qualifying Documents/Eligibility Related Documents

Sl. No.	Crite ria	Mandatory Documents	Page No.
1	Past Experience <ul style="list-style-type: none"> Organization Type: Company/Partnership/Society /Trust Must have a established office in West Bengal with 04 nos. Staffs'. Number of years in operations of firm as on 31.03.2020. 	<ul style="list-style-type: none"> Certificate of Incorporation under relevant Act. PAN card TAN number MoU signed with NSDC (wherever applicable) MoU / Sanction Order from NSDC MoU from SSDM or PMKVY under RPL (wherever applicable) Self-Certificate for non-blacklisting (Annexure Technical-13) Rent Agreement/any other document of established office and appointment letters of staffs. 	
2	Financial Capability <ul style="list-style-type: none"> Average Annual Turnover from conducting training programs as per section (D-3.ii.A) Net Worth as on 31.03.2019 or 31.03.2020 as per Section (D-3.ii.B) 	<ul style="list-style-type: none"> Audited P&L / Income Statements for two FYs 2018-19 and FY 19-20. CA Certificate in required format. Audited balance sheet as on 31.03.2019 and 31.03.2020 for FY2018-19 & 2019-20. CA Certificate in required format. 	
3	Technical Capability <ul style="list-style-type: none"> NSDC/SSC or accreditation from any state authority in the applied sector. Successfully trained & certified at least minimum no. of candidates {as per Section (D-3.iii.B) On a consolidated basis during FY 2018-19 & FY 2019-20. Successfully trained and certified at least minimum no. of candidates as per Section (D-3.iii.C) in the state of West Bengal. TOT certificate of trainers minimum as per Section (D-3.iii.D) Existing Training centre in West Bengal 	<ul style="list-style-type: none"> Affiliation from NSDC/SSC or any accreditation body of Central or West Bengal Government (wherever applicable) related to Technical and Vocational Education Training. Project completion certificates from sponsoring agency / work order / sanction order / agreement / MoU / contract / any other document mentioning the sector-wise no. of trainees trained or signed copy of portal generated report from any flagship Scheme(s) of central government or state government mentioning the sector-wise no. of trainees trained from sponsoring agency, in case of completed projects. Result Sheet provided by the competent authority in this case SSCs. 	

		<ul style="list-style-type: none"> • Copy of work orders from sponsoring agency clearly highlighting the number of trainees to be trained and certificate from sponsoring agency specifying number of trainees trained till 31.03.2020, in case of ongoing projects. • Appointment letter, CV & ToT certificate in relevant sector for trainers. • Any existing centre approval from competent authority which in this case may be/certificate issued by SSDM, NSDC etc. 	
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Annexure Technical- 6: Evaluation / Scoring of Proposal Related Documents

Sr. No.	Criteria	Mandatory Documents	Supporting Documents	Page No.
<u>1</u>	<ul style="list-style-type: none"> • Training conducted in the sector in last two years • Candidate trained in Government/CSR sponsored skill training program in West-Bengal from 1 April 2019 to March 2020 	<ul style="list-style-type: none"> • Project completion certificates from sponsoring agency / work order / sanction order / agreement / MoU / contract / any other document mentioning the sector-wise no. of trainees trained / to be trained or signed copy of portal generated-report from any flagship Scheme(s) of central government or state government mentioning the sector-wise no. of trainees trained from sponsoring agency, in case of completed projects. • Certificate from sponsoring agency clearly highlighting the number of trainees in the respective sector till 31.03.2020 in case of ongoing projects. 	Details of candidates trained in soft copy as per Annexure Technical- 7	
<u>2</u>	<p>Training Capability (Sector wise) in short term skilling</p> <ul style="list-style-type: none"> • Training conducted in the sector in last two years 	<ul style="list-style-type: none"> • Project completion certificates from sponsoring agency / work order / sanction order / agreement / MoU / contract / any other document mentioning the sector-wise no. of trainees trained / to be trained or signed copy of portal generated report from any flagship Scheme(s) of central government or state government mentioning the sector-wise no. of trainees trained from sponsoring agency, in case of completed projects • Certificate from sponsoring agency clearly highlighting the number of trainees in the respective sector till 31.03.2020, in case of ongoing projects. 	Details of candidates trained in soft copy as per Annexure Technical – 8	
<u>3</u>	ToT Certified Trainers Details (Sector-Wise)	<ul style="list-style-type: none"> • Details of trainers in place with the training provider with details of trainer ID, trainer name, trainer number and email ID, complete CV, date of appointment with TP & ToT certificate 	Details of Trainers available in Soft Copy as per Annexure Technical- 9	

4	Training Centre Present in the state of West Bengal for skill Development Training.	Number of centre present in different districts of west bengal for skill development trainings.	Annexure Technical-10	
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Annexure Technical- 7: Technical Capability (Skill Training across India)

(“On the Letter Head of the Organization” Ref. No.: Date)

Self-Certificate

This is to certify that we have trained..... candidates over the last two years as specified

in the document.

The skill development training provided to the candidates as mentioned above relates to vocational training under RPL or any short term training under applied sector or modules per tainting to one or more of the following courses or modules or job roles notified by SSC sponsored by any state or central government department/ministry or CSR initiatives.

Training details (mandatory):

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year (2018-19/2019-2020)	Name of the Sector	Name of Course /QP Code	Number of Trainees trained & Certified

(Authorized signatory)

Stamped and signed

Notes – This self-attested document should be enclosed with –

- *Project completion certificates from sponsoring agency / work order / sanction order / agreement / MoU / contract / any other document mentioning the sector-wise no. of trainees trained / to be trained or signed copy of portal generated report from any flagship Scheme(s) of central government or state government mentioning the sector-wise no. of trainees trained from sponsoring agency as on 31.03.2020*
- Trainee details of training conducted for the applied sector in last two years

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year(2018-19/2019-2020)	Name of the Sector	Course name/ QP Code	Name of trainee	Mobile No.

Annexure Technical-8: Technical Capability (Skill Training in West Bengal)

(“On the Letter Head of the Organization” Ref. No.: Date)

Self-Certificate

This is to certify that we have trained..... candidates over the last one year as specified in the document.

The skill development training provided to the candidates as mentioned above relates to vocational training in the applied sectors or modules pertaining to one or more of the following courses or modules or job roles notified by SSC sponsored by state or central government department/ministry or CSR initiatives.

Training details (mandatory):

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year (2019-2020)	Name of the Sector	Name of Course/ QP Code	Number of Trainees trained & certified

(Authorized signatory)

Stamped and signed

Notes – This self-attested document should be enclosed with –

- *Project completion certificates from sponsoring agency / work order / sanction order / agreement / MoU / contract / any other document mentioning the sector-wise no. of trainees trained / to be trained or signed copy of portal generated report from any flagship Scheme(s) of central government or state government mentioning the sector-wise no. of trainees trained from sponsoring agency as on 31.03.2020*
- Trainee Details*

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year(2018-19/2019-20)	Name of Sector	Name of trainee	Mobil e No.

Annexure Technical-9: Format for details of ToT Certified Trainers

Sr. no	Trainer ID	Trainer Name	Trainer Mobile Number	Trainer E-Mail ID	Sector Name	ToT certification Validity	State Working in	Employee Since	
								Year	Month
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

*Attach the employment Proof Document of the trainers (Appointment letter along with salary slip or bank assessment highlighting salary credited details.

Annexure Technical- 10: Format for providing details of training centre present in state of West Bengal

Sr. No	Centre Name	Centre District	Centre Manager Name	Centre Manager Contact Details	Scheme (s)/Project Name	Operational Since(year)	Centre registration No.	Registering Authority
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Annexure Technical- 11: Financial Capability ‘Form-1’

“On the Letter Head of CA Firm”

Ref. No.:

Date:

Certificate

With reference to the **Section D 3.(ii). (A)** (Financial Capability) of the RFP No. 01/PBSSD, this is to certify the below:

Sl. No.	Financial Year*	Turnover (in Rs. Lakhs)	
		Total	From Skill Development Training Programs
1	2018-19		
2	201920		

(Signature and Seal)

Certified by CA

Name of CA

Name of Firm

Membership No.

UDIN No.:

Annexure Technical- 12: Financial Capability ‘Form-2’

CA Certificate
“On the Letter Head of CA Firm”

This is to certify that the below details for the company

Sl. No.	Financial Year*	Net Worth (in Rs. Lakhs)	
		Total	From Skill Development Training Programs
1	2018-19		
2	2019-20		

Net Worth as on 31.03.2020 IN Skill Development Training Programs (in Rs.):

(Signature and Seal)

Certified by CA

Name of CA

Name of Firm

Membership No.

UDIN No.:

Annexure Technical- 13: Format for Declaration of Non-Blacklisted Organization

(On the letter head of the TP)

TO WHOMSOEVER THIS MAY CONCERN

This is to certify that we_____ (Name of the TP) registered under_____ (Name of the Act) vide registration no. _____ do hereby declare and confirm that we have neither been black-listed/de-empanelled nor bankrupt by any Ministry/ Department/ Board/Corporation / Any other entity of the Central or State Government or by any quasi-government or any Public Sector Undertaking or any bank or any Other Entity till date.

(Authorized signatory)

Stamped and signed

Annexure - 14: Sector(s) for which Proposal for RPL is applied

(On the letterhead of the TP)

Total number of sectors applied for (maximum up to 3):

Sl no	Sector Applied for	Job-Role Type(Service/Manufacturing/Both)
01		
02		
03		

(Authorized signatory)

Stamped and signed

Annexure-15: Sector(s) for which Proposal is applied with Cost details for RPL and Bridge Course

Total number of sectors applied for (maximum up to 3):

Item Description	Item Code / Make	Quantity / (No. of candidates	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Rs. P	TOTAL AMOUNT In Words
Sectorwise (Manufacturing/Service) Training Cost per Trainee						
Training Cost per Trainee for Manufacturing Sector Job Roles for RPL	item1	1.000	Nos			
Training Cost per Trainee for Service Sector Job Roles for RPL	item2	1.000	Nos			
Training Cost per Trainee for Manufacturing Sector Job Roles for RPL+ Bridge	item3	1.000	Nos			
Training Cost per Trainee for Service Sector Job Roles for RPL+ Bridge	item4	1.000	Nos			

*To be submitted online on wbttenders.gov.in following the above format (BOQ)

Annexure- 16: EMD Online Gateway Finance Department Notification

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e- procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e- procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.


- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
 - a) EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L₁ bidder.
 - b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders’ accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

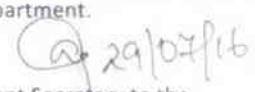

 (P A Siddiqui)
 Secretary to the
 Government of West Bengal
 Finance Department

No. 3975/1(500)-F(Y)

Dated, 28th July, 2016

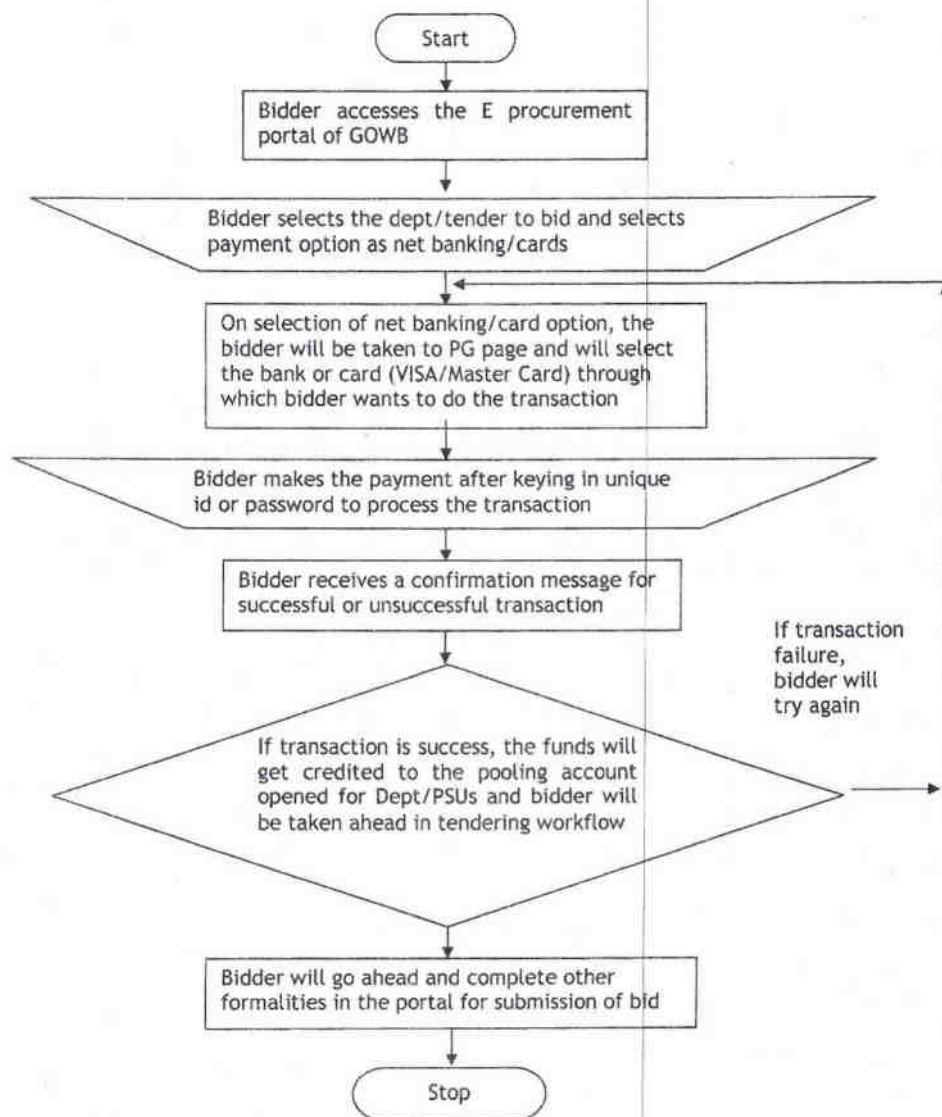
Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. Principal Accountant General (RW & LBA), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department, with the request to circulate this Order to all subordinate offices, PSUs, Local Bodies, Autonomous Bodies, PRIs under their control.
5. Commissioner, _____ Division.
6. District Magistrate / District Judge / Superintendent of Police, _____
7. Financial Advisor, _____ Department, Government of West Bengal.
- ✓ 8. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department, for uploading this Order in the Finance Department website.
9. SIO & Director General, National Informatics Centre (NIC), West Bengal, Bidyut Bhavan, Salt Lake, Kolkata-700091.
10. Assistant General Manager, PAD, RBI, Kolkata-700001.
11. Sri Saptarshi Chandra, Chief Manager, Government Banking Group, WB, ICICI Bank Limited, 3A, Gurusaday Road, Kolkata - 700019.
12. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700 001.
13. Sub-Divisional Officer, _____
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, 81/2/2, Phears Lane, Kolkata - 700012 .
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata -700 012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700106.
17. Treasury Officer, _____
18. _____ Branch / Group _____, Finance Department.

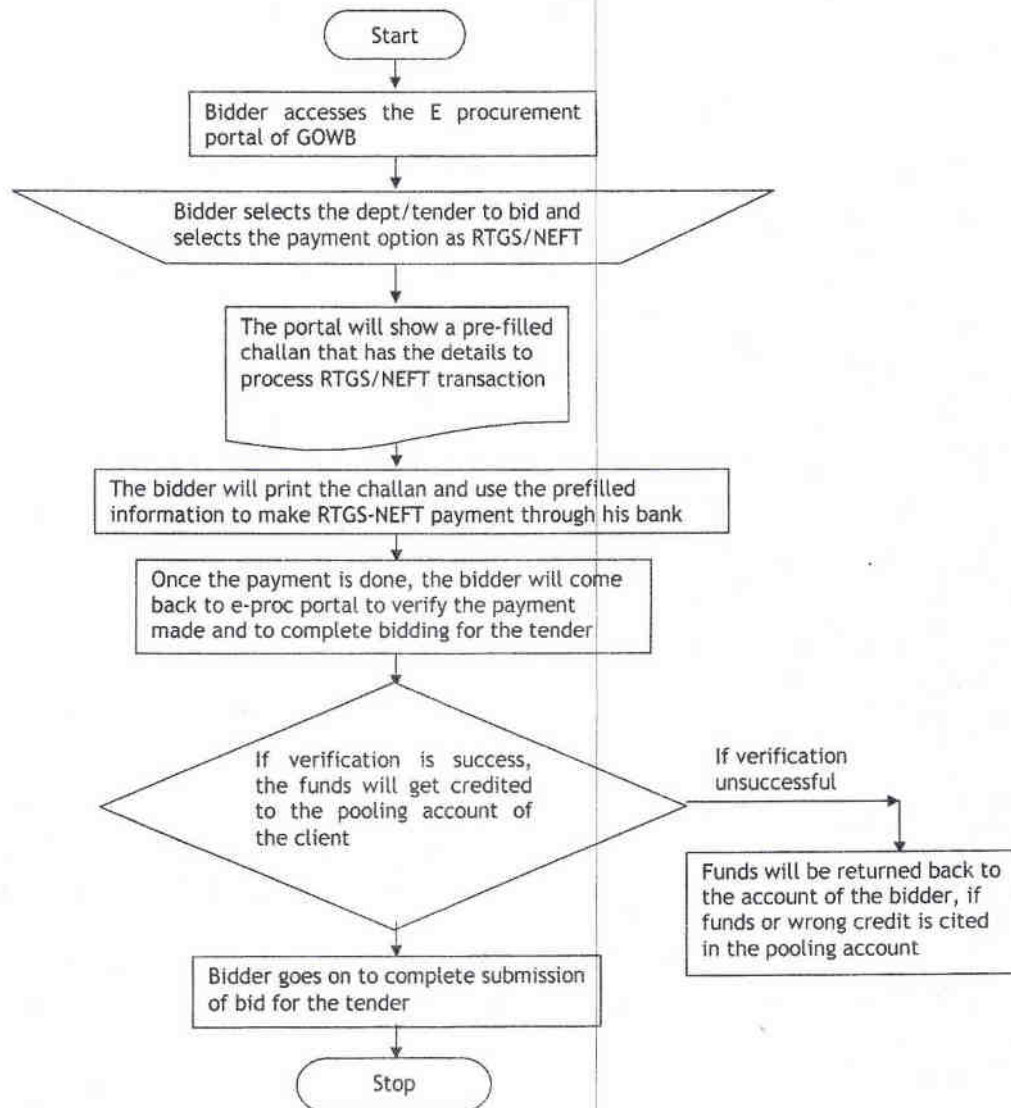

Assistant Secretary to the
Government of West Bengal

NIC & ICICI BANK E-PROCUREMENT			HELP DESK
<u>NAME</u>	<u>LOCATION</u> <u>NIC HELP DESK</u>	<u>CONTACT</u> <u>NO.</u>	<u>MAIL-ID</u>
Mr. ATANU BHUNIYA TANMOY LAHIRI NAZMUS SAHADAT MOLLA JAYANTA SAMANTA NILADRI HEMBRAM	WBPWD guest house, pranjali 3/2 st. Georgers gate road hasting more	033-22236236	wbehelpdesk@gmail.com
Mr. Habibulla Rahaman Mr. Bhaskar Rao Mr. CHANDAN DEY Mr. ROBIN DAS	Irrigation & Waterways dept Jalsampad bhavan, Jalsampad bhavan, Salt lake GROUND floor, Salt lake	9874961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAOY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Berhampore, Dist.- Murshidabad, Pin-742101	8158999869 9641902796	hripwdmsd@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641951710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Aftab Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION, SINGTALA BUS STOP-HANTA KALIBARI	9800262930	hripwdmld@gmail.com
Mr. NIRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 ND MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwddjg@gmail.com
ICICI Bank Help desk	NA	033-40267512 033-40267513	saptarshi.chandra@icicibank.com

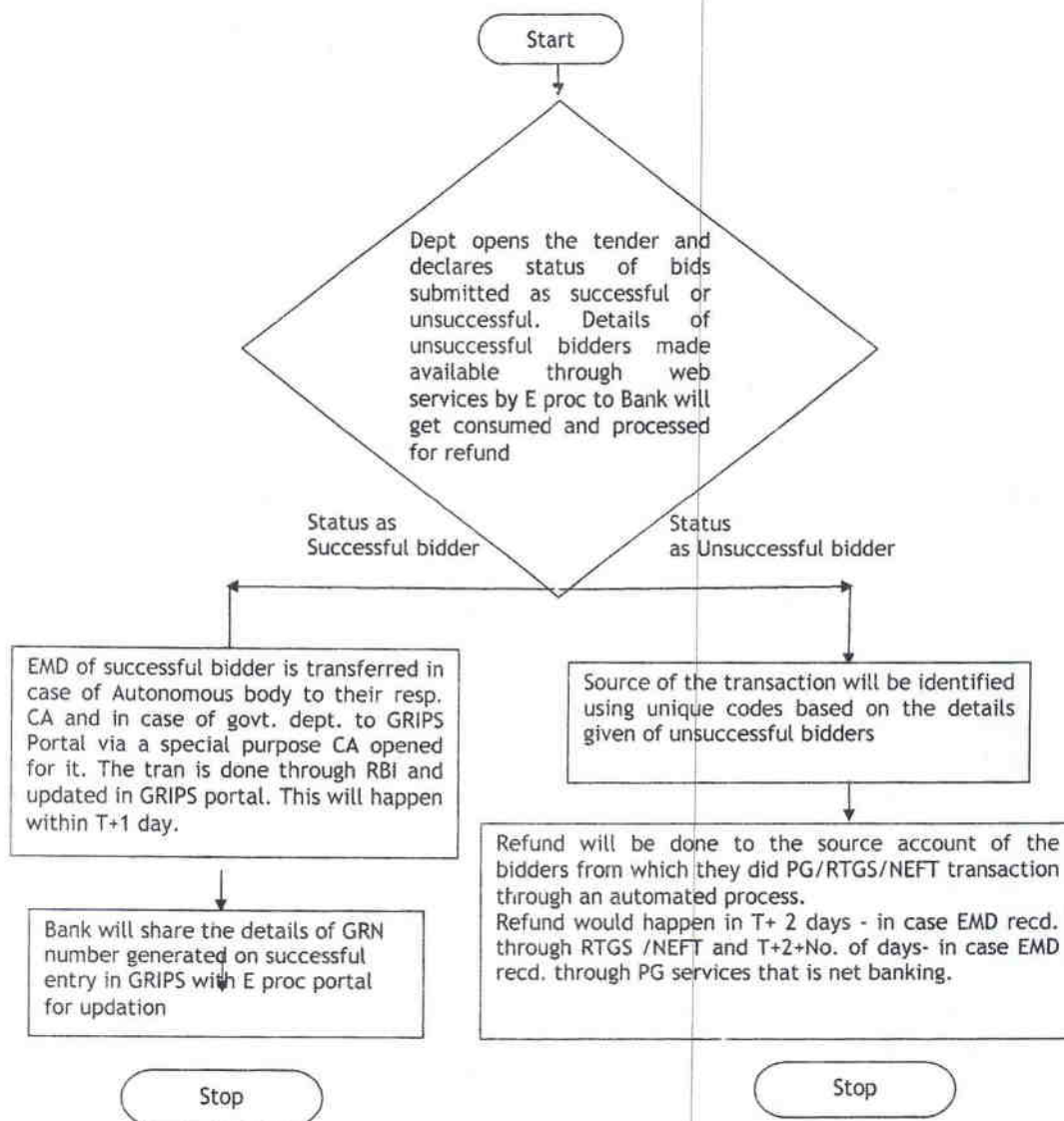
Process for payment through Payment gateway (PG) (Annexure I)



Process for payment through RTGS/NEFT (Annexure II)



Process of refund/settlement (Annexure III)



Signature Not Verified

Digitally signed by Koushik Bandyopadhyay

Date: 2023.12.12 13:22:10 IST
Location: West Bengal