

RFP Document

For

Empanelment of
Training Providers

Issued By

HARYANA SKILL DEVELOPMENT MISSION

Haryana Skill Development Mission

Tender Notice

Advt. No. HSDM/ Application Form/2020-21/1502

Dated: 24 November 2020

Haryana Skill Development Mission has deemed empaneled all the Private ITIs, Higher Educational & Technical Educational bodies established in the State for maximum and optimal utilization of available infrastructure of the State.

Haryana Skill Development Mission (HSDM), invites Application forms from eligible agencies for empanelment with HSDM for implementation of various types of skill development courses.

The detailed Application Form is available on www.hsdm.org.in. Interested applicants may submit their tenders latest between 25th November 2020 to 15th December, 2020 during office hours in sealed envelope at HSDM office, First Floor, Kaushal Bhawan, Plot No. IP-2, Sector -3, Near Majri Chowk, Haryana, 134109 as well as on E-Tender portal else it will be rejected summarily.

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Mission Director

Application form for Empanelment of Training Partners to undertake projects for various Skill Development Schemes under Haryana Skill Development Mission

Background

Haryana Skill Development Mission (HSDM) established in May 2015 by the State Government aims to empower the youth in the state to take part in the economic and overall growth of the state and the country at large. The vision of the mission is: "To be a specialized agency to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet burgeoning market demand for skilled manpower"

HSDM is mandated by the Government of Haryana to formulate and steer skill development schemes across the state. HSDM is working towards integrating the efforts of various State Departments towards achieving the skill development target of the State. HSDM already has 80+ courses across 15+ sectors made available to the youth of Haryana through its schemes, which are as follows:

1. SURYA: Skilling Upskilling Re-Skilling Youth and Assessment
2. PMKVY-CSSM: Pradhan Mantri Kaushal Vikash Yojna (Centrally Sponsored State Managed)

The Mission also has Entrepreneurship schemes currently being implemented through SVSU. Equipped with a team of professionals and experienced Training partners, each program is implemented with the vision of developing futuristic skills and thereby enabling the employment and entrepreneurship.

Common Instructions for the Applicant Agencies:

1. **Prohibition on sub-letting:** The selected Agencies must run the program by themselves and any kind of sub-letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited under any circumstances.
2. **No joint venture or consortium or association** is permissible.
3. **Verification of center** will be carried out either directly by HSDM or HSDM nominated Agency as per stipulated norms and the accreditation standards for running a Job Role. The Agencies/TP must maintain the required infrastructure and personnel at the centres always during training.
4. Merely fulfilling the eligibility criteria for selection of applicant under this EOI or getting empaneled, will not guarantee allocation of work or award of target to the agency.
5. The selected organization must ensure **uninterrupted power/ electricity** during training and will have to keep in place appropriate safety measures for the safety of the candidates, personnel deployed there in and of the available infrastructures at their own cost and responsibility.
6. The empaneled Training Partners must ensure that, all the under-training candidates punch in and punch-out their attendance on the AEBAS /Geotech real time attendance capturing system on regular basis. The same attendance data will be used as means of verification for the payments to the Training Partners.
7. **Duration of the Project:** The agency will be empaneled for 3 years subject to annual renewal as per guidelines and standards or any further circular orders issued by the HSDM.

- 8. Conduct of Training and Branding of program:** The Applicant has to follow guidelines, circulars, notifications etc. Issued by HSDM, MSDE, NSDC, respective SSCs, including cost and process norms for Branding of the program, Training, Assessment & Certification, Placement, Tracking, Payment disbursement etc.
- 9.** The Mission Director, HSDM reserves the right to accept or reject any proposal without providing any reason, whatsoever. The decision of HSDM shall be final and binding upon the Company/TP/Agency/Institution.
- 10. Jurisdiction:** All disputes and differences, whatsoever shall be referred to the courts at Chandigarh, Haryana which shall be the courts having jurisdiction to entertain and try the same.
- 11. Allocation of Building for Training infrastructure:** HSDM may allot unused Government ITI or any other Government premises if available in the target allocated locations to develop training centre and implement the skill training program. In this case HSDM would deduct 10% of the total training cost from the invoice raised by HSDM empaneled Training Partners against rent for the building.
- 12.** All the applicant organizations will called for Technical presentation to understand the on the rationale and capacity of application.
- 13.** The institute is required to full fill following conditions before applying for empanelment with HSDM for skill trainings(All these self attested documents needs to be attached): -
 - a. Certificate of Incorporation under relevant Act,
 - b. PAN Card,
 - c. GST Registration No.,
 - d. TAN No.,
 - e. Affiliation from NCVT / SCVT / AICTE/UGC/Any of the State Government Bodies (as applicable).
- 14.** Institute whose registered office is established in Haryana as per the organization's certificate of incorporation which are affiliated by the National Council for Vocational Training (NCVT) / State Council for Vocational Training (SCVT) / All India Council for Technical Education (AICTE), /UGC, / HSBTE as applicable with a minimum of three years of existence.
- 15.** The applicant should apply positively before 21 days of advertisement, after which no application will be accepted.
- 16.** E-tender processing fees of Rs. 1,180/- to be submitted online as per e-tender process
- 17.** All eligible bidders will be subjected to Technical Presentation of 20 marks

This committee will evaluate the performance on basis of Technical presentation vide which all the applicant's decisions on the non- compliance & non- performance related issues of all training providers.

Criteria for Scoring for Technical Presentation	Maximum Marks
<ul style="list-style-type: none"> • Bidder's understanding of skill development -5 marks • Bidder's understanding of Haryana and suitability of the state- 5 marks • Bidder's approach & methodology of skilling in Haryana- 5 marks • Quality of Faculty, Infrastructure, track record- 5 marks 	20

The Technical expertise & skill knowhow for the skilling ecosystem will be adjudged will be examined, and the list shortlisted applicants will be sent for empanelment. Merely calling them for Technical Presentation will not result into empanelment of bidders.

Training Cost Reimbursement

HSDM will transfer the training cost per trainee to the training provider as fixed by the HSDM based on common norms notified by the MSDE and its amendments from time to time. The payments to the training provider will be as per terms & conditions of payment mentioned below:

- i. **Payment Terms:** The total payment will be released in instalments as under:
 - a) 30% (1st Tranche) of training cost of the targets allotted will be released batch wise against surety bond at commencement of training i.e. actual start of training after batch formation.
 - b) 30% (2nd Tranche) of the training cost will be released batch-wise on completion and certification of trainees. The TP has to submit the 20% verified placement data of certified students for release of 2nd Tranche.
 - c) Balance 40% (3rd Tranche) amount will be released batch-wise to the training provider after 70% placement of the trainees and with an undertaking that the training provider shall track the trainees for a minimum period of six months and will submit the post placement report to the Mission. If it is found after verification that the placement percentage is below 70%, amount will be paid accordingly to the training provider on pro-rata basis and if the total payment for the training already released to the training provider was more, then due recovery will be made from the training provider.
 - d) Payment will be made only for those candidates who are successfully trained and certified by the 3rd party assessor, if payment of 1st tranche has been released for the trainees who have either failed in assessment or having attendance less than 70%, then due recovery will be made from the training provider.
- ii. In case training provider uses any Government building including ITIs, 10% payment of the training cost of candidates trained at that particular centre will be deducted and the amount will be paid to the concerned Government Department or ITI.
- iii. If work is sanctioned, the Training Provider would be required to furnish a Performance Security Deposit i.e. an amount of 10% of the work order i.e Training Provider has to submit 10% amount of total work allocation as Performance Security Deposit and HSDM will only return the Performance Security Deposit back after the financial closure of the Work order i.e after clearance to all the payments (till 3rd tranche) which has to be paid against the allocated work order.
- iv. Also if a new work is allocated to the Training Provider, then the Training Provider will have to submit the additional Performance Security Deposit according to the total cost of new work allocated,
- v. Training Provider has to submit Performance Security Deposit at the time of Training Partner approval module of MIS portal of HSDM.
- vi. In case of Non-performance, HSDM can deduct an amount on pro-rata basis from Performance Security Deposit.
- vii. Performance Security Deposit will be deposited in form of Demand Draft in favour of Haryana Skill Development Mission.

Annexure – 1: Cover Letter

To,

The Mission Director,
Haryana Skill Development Mission,
Skill Development & Industrial Training Department, Haryana
Kaushal Bhawan, IP-2, Near Majri Chowk, Sector-3, Panchkula

Dear Sir,

Subject: Empanelment of Training Partners to undertake projects for various Skill Development Schemes under Haryana Skill Development Mission.

This is in response to the Application form issued by the Haryana Skill Development Mission. We (Name of the Bidder) are keen to get empanelled with HSDM as Training Provider and hereby express our interest in being considered for the same.

1. The Application form is being submitted by which is the "Bidder" in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the Application form issued by HSDM and in any subsequent communication sent by HSDM. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from HSDM.
3. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Application form. We acknowledge that HSDM will be relying on the information provided in the Application form and the documents accompanying such Application form for Selection of Bidders for empanelment of Training Providers to impart skill development training in Haryana, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.
4. We acknowledge the right of HSDM to reject our Application form without assigning any reason or otherwise and hereby waive, fully permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the Application form.

6. This Application form is unconditional, and we hereby undertake to abide by the terms and conditions of the Application form.
7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
8. 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.

For and on behalf of: Signature:
Name: Designation:

(Company Seal)
(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on the organisation's letterhead with his/her dated signature and seal.

Annexure – 2:

Data for Functional Mode of P-ITI/ Higher/ Technical Educational Institute

Name of Principal/ Chairman of society				
Mobile Number of Principal/ Chairman of society				
Email of Principal/ Chairman of society				
Name of SPOC				
Mobile Number of SPOC				
Email Id of SPOC				
Name of Pvt. ITI/ Higher/ Technical Educational Institute				
Location/Address of Pvt. ITI/ Higher/ Technical Educational Institute				
Affiliated in Year				
Affiliated vide order No. (self-attested copy to be attached)				
Name of Trade	Seat Released	No. of Seat Admitted Trainees	No. of Trainees Enrolled for Exam	Number of Passed Trainees

For and on behalf of: Signature:
Name: Designation:

(Company Seal)
(Authorized Representative and Signatory)

Note:

1. The Letter is to be submitted by Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.
2. The said information should be duly certified by CA and the document in original needs to be submitted.

Annexure 3: Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal, duly notarised)

Affidavit

I/ We, on behalf of (*Name of Applicant*), with its registered office at do hereby declare that the above-mentioned Applicant has not been blacklisted/ debarred no non compliance pending or no action has been initiated by any State/Central Government authority / Donor Agency in Government of Haryana and Government of India & no fact has been concealed while submitting the application.

For and on behalf of: Signature:

Name: Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Annexure – 4
Partnership certificate.

To,

Mission Director
Haryana Skill Development Mission (HSDM),
Kaushal Bhawan, Plot No – IP 2, Near Majri Chowk
Sector – 3, Panchkula- 134109 (Haryana)

It is certified that the _____(Name of the Applicant Institution), having its institute at _____(Address of Institue), _____(District), Haryana has been Affiliated/ Accreditation/ Recognised by _____(Name of the Govt Institution) under Higher Educational Institutes/ All Technical Education Institutes/ Private it is, copy of the Affiliation/ Accreditation/ Recognition certificate is annexed herewith. It is also certified that the institute is currently functional and no action against them has been initiated till date for any non-compliance.

(Signatures)

Name of Authorised signatory:

Designation of authorised signatory:

Name of the Department:

Address of Office:

Email id :

Mobile no: