

No. HPSES-STARs-Voc (Skill Centers)-1/2022 O/O The State Project Director, Samagra Shiksha, H.P.

**Samagra Shiksha, Himachal Pradesh  
Government of Himachal Pradesh**

**REQUEST FOR PROPOSAL**

**RFP Ref. No.- HPSES-STARs-Voc (Skill Centers)-1/2022 O/O  
The State Project Director, Samagra Shiksha, H.P.**

**RFP for selection of an Agency for establishing fifty (50) 'Skill Training Centers' of various trades for Out of School Children of age group 14 to 18 years**

**State Project Director  
Samagra Shiksha, Shimla  
Himachal Pradesh**

**Contact number - 0177-2807105**

**February, 2022**


**Notice Inviting Proposals**

The Ministry of Education (MoE), Government of India, has provided financing towards the pilot intervention on the provision of Vocational Education for Out of School Children of age 14-18 years. Besides MoE, this pilot intervention is also providing support to designate a nodal institution for managing the same to various States including Himachal Pradesh by deputing a dedicated cell within an existing state level nodal institution. In this context, the State Government of Himachal Pradesh (GoHP) intends to apply part of the proceeds for agency for skill training. The agency for skill training, for which Proposals are being invited, are for establishing of fifty (50) "Skill Training Centers" in various districts which will support the implementation of Skill Training of Out of School Children of age 14-18 years with requisite experience and capabilities. The project activities are expected to be commenced from March 2022 to February, 2023 (initially for a period of one year). The Scope of Work has been detailed in the attached Terms of Reference (TOR) for the assignment.

The Client now invites eligible agencies to indicate their competence and interest in providing the services. Interested agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The last date for receipt of the proposals is 17 February 2022. The agency will be selected through a Quality-cum-Cost Based Selection (QCBS) process. Interested bidders will have to submit the ID through a two-envelope system. The first envelope will include the technical proposal and the second will contain the financial proposal.

The Request for Proposal (RFP) is available at **hptenders.gov.in** e-tender website of the Government of Himachal Pradesh.

The proposals may be sent to the undersigned at the below mentioned address:

Office of the State Project Director,  
Samagra Shiksha (ISSE),  
DPEP Bhawan, Lalpani,  
Shimla – 171001, Himachal Pradesh



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<b>Milestones</b>	<b>Date</b>
Tender Reference	RFP for selection of an Agency for establishing fifty (50) 'Skill Training Centers' of various trades for Out of School Children of age group 14 to 18 years
Title of Work	Establishing 'Skill Training Centers' for Out of School Children of age group 14 to 18 years
Tender Fee	INR 10,000 (Ten Thousand rupees only)
Earnest Money Deposit (EMD)	INR 18.75 lakh (Eighteen lakh seventy five thousand rupees only)
Tender Publish Date	<b><u>24 February, 2022</u></b>
Bid Validity Period	120 (One hundred and twenty) days from the date of opening of technical bids
Pre-bid meeting	<b><u>03 March, 2022</u></b> <b><u>(11:30 hrs)</u></b>
Last date for submission of all (technical and financial) online bids	<b><u>17 March 2022</u></b> <b><u>(17:00 hrs)</u></b>

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**1. Schedule of activities**

Last date for submission of all hard copies (technical and financial bids)	<b><u>19 March 2022</u></b> <b><u>(17:00 hours)</u></b>
Opening and Assessment of Technical Bid	<b><u>21 March 2022</u></b> <b><u>(11:00 hours)</u></b>
Technical presentation by Qualified Bidders	<b>Date and time of opening of technical presentation will be notified after assessment of technical bids-</b>  All qualified bidders must be prepared with 30 mins technical presentations.  Technical presentations will be done through online/offline medium.  In case of online. Details and link of the meeting is as under.
Opening of Financial Bid	<b>Date and time of opening of financial bid will be notified after finalization of technical evaluation (technical bid + technical presentation)</b>  Financial bids will be opened only for those bidders who qualify on the basis of technical bid and technical presentation.
Contact person for queries	Mr. Dinesh Steta (Nodal Officer) +91 7018803602, +918628890368  vocationalbranchhp@gmail.com
Official mail ID	spdssahp@gmail.com

  
State Project Director  
Samagra Shiksha  
Himachal Pradesh

## 2. Other Key Information

Item	Reference
RFP No.	No. HPSES-STARs-Voc (Skill Centers)-1/2022 O/O The State Project Director, Samagra Shiksha, H.P.
Title	Selection of an Agency for establishing 'Skill Training Centers' of various trades for out of school children of age group 14 to 18 years
Issuing Authority	Samagra Shiksha, Govt. of Himachal Pradesh
Contact person details	Mr. Dinesh Steta (+91 7018803602, +918628890368)
Website address	<a href="http://www.samagrashiksha.hp.gov.in">www.samagrashiksha.hp.gov.in</a>
Pre-bid Meeting (offline)	Office of the State Project Director, Samagra Shiksha (ISSE) DPEP Bhawan, Lalpani, Shimla – 171001, Himachal Pradesh
Address for submission of Technical Proposal	Office of the State Project Director, Samagra Shiksha (ISSE), DPEP Bhawan, Lalpani, Shimla – 171001, Himachal Pradesh
Validity of the Proposal	120 days from the last date of submission of Technical Proposal.
Consortium	Not Allowed

### Important Notes:

- The client reserves the right to amend any or all conditions of this RFP document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons whatsoever.
- Unconditional proposals need to be submitted before the last date & time for submissions of the proposals under this RFP.

### 3. Disclaimer

The information contained in this Request for Proposal (RFP) document or subsequently provided to bidder, whether verbally or in documentary form or any other form by or on behalf of the Client or any of their employees or advisers, is provided to the Agency on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

**This RFP is not an agreement and is neither an offer nor invitation by the Client to the prospective bidder or any other person.**

The purpose of this RFP is to provide the interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this call for proposal. This RFP may include information, which may reflect the assumptions arrived at by the Client in relation to the program implementation. Such assumptions, assessments and statements do not purport to contain all the information that each agency may require. The assumptions, assessments, statements and information contained in the RFP, may not be complete, accurate, adequate or correct. Each agency is therefore encouraged to conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP and obtain independent advice from appropriate sources.

The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damages, cost or expenses 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, assumptions, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RFP. The Client 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.

**The issue of this RFP does not imply that the Client is bound to appoint the Selected firm for the implementation of the program and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.**



#### 4. Definitions and Glossary

- “Client” means the nodal agency “Samagra Shiksha, Himachal Pradesh” that signs the Contract for the Services with the selected Agency.
- “Agency/Agencies” means a Vocational Training Provider/Training Provider with the requisite capability to provide the services desired by the client and which fulfils the eligibility criteria as set in the RFP.
- “Contract” means a legally binding written agreement signed between the Client and the selected agency
- “Day” means a calendar day
- “State Government” means the Government of Himachal Pradesh
- “Proposal/Bid” means the Eligibility Proposal, Technical Proposal and the Financial Proposal of the bidder in response to the RFP.
- “Proposal due date” means the last date for submission of bid
- “RFP” means the Request for Proposals prepared by the Client for the selection of an Agency.
- “Services” means the work to be performed by the Agency pursuant to the Contract.
- “TOR” means the Terms of Reference that explain the objective, scope of work, activities and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.





## 5. Terms of Reference

**Assignment Title:** Selection of Agencies in Himachal Pradesh for establishing fifty (50) 'Skill Training Centers' of various trades for Out of School Children of age group 14 to 18 years.

### Background

The National Education Policy 2020 aims to bring about two crores out of school children into the mainstream. NEP 2020 aims to provide infrastructure support, innovative education centers to bring back dropouts into the mainstream besides tracking of students and their learning levels, facilitating multiple pathways to learning involving both formal and non-formal education modes and association of counsellors, Vocational Training Providers and well-trained social workers with schools. Himachal Pradesh's vast and progressive education system serves close to 801041 children through more than 15530 schools and employs around 67000 teachers. The primary, upper primary, secondary and senior secondary Gross Enrolment Ratios (GER) is 102.40, 101.06, 103.3 and 83.4 percent respectively. The Primary to upper primary and upper primary to secondary transition rates are 97.78 and 99.52 percent respectively. Despite favorable enrolment indicators, the State has left out a sizeable number of Out of School Children of age 14-18 years who drop out of school education owing to various reasons. This is especially important given that these out of school children lack adequate resources, proper career guidance and training.

The Government of Himachal Pradesh (GoHP) has identified several challenges related to Out of School Children and is continuously working towards closing those gaps. Some of the key gaps include the identification of Out of School Children in the state and inadequate mechanisms to involve them in mainstream education. The Government of Himachal Pradesh has identified 3191 out of school children of age 14 to 18 years through a baseline survey and envisages to impart them Vocational Education Training to increase their employability skills.

### Overall Program Objective

Establish Fifty (50) 'Skill Training Centers' of various trades for out of school children of age group 14 to 18 years and impart them short term Vocational Education courses. Project focuses on improving the employability skills of these children. The specific components that the project will support are as follows:

- a) Establish Skill Training Centers for Out of School Children of age 14-18 years in identified areas.
- b) Mobilization of identified Out of school children of age 14-18 years.
- c) Imparting short term Vocational Education course in the sectors already mentioned in this RFP for Out of School Children of age 14-18 years.
- d) Inculcate soft skills (computer literacy, language and workplace inter-personal skills relevant for the sector/trade) in Out of School Children undergoing training.
- e) Career counselling.
- f) Guidance to set up entrepreneurial ventures.
- g) Competency based Assessment and Certification of Out of School Children of age 14 -18 years.

- h) Industrial visit, On-Job-Training/Internships, Apprenticeship and employability linkage support to Out of School Children based on their age.
- i) Tracking of students till 6 months after the completion of Skill Training Course and providing placement support to candidates willing to get employed in private jobs.
- j) CWSN, orphans and semi-orphans should also be catered in this project.
- k) To create awareness for this initiative for Out of School Children, radio jingles and suitable other mediums will be incorporated.

The project will be implemented by the Samagra Shiksha, Himachal Pradesh (To the State Project Directorate, Samagra Shiksha). In this context, the State has decided to hire an Agency to support the objectives of the NEP and the project- Establishing Skill Training Centers in Himachal Pradesh, of different trades for Out of School Children of age group 14 to 18 years.

### **Scope of Services**

The agency will support the government in implementing the project by focusing on the following areas:

#### **A. Infrastructure set up for 'Skill Training Centers'**

- i. Establish Fifty (50) 'Skill Training Centers' for Out of School Children in areas identified by the client, based on the trade selected by the client.
- ii. The skill center is to be set up in line with the Sector Skill Council norms for the chosen trade/sector.
- iii. Availability of sufficient seating space and requisite furniture for all the Out of School Children.
- iv. Procurement of requisite Information and Communication Technology (ICT) tools, teaching aids and equipment as per industry benchmarks to set up lab in the center for the facilitation of skill training for Out of School Children of age 14-18 year.
- v. Electricity supply and safe drinking water facilities in the center.
- vi. Separate male and female toilets with regular water supply.
- vii. Aadhar Enabled Biometric Attendance System (AEBAS) to be mandatorily used to capture the attendance of trainees and trainers.
- viii. In order to establish the Skill Training Centers, the Agency will ensure the purchase/ procurement of the capital nature articles, maintain the stock register in respect of consumable and non-consumable articles and submit bills and vouchers to the client immediately after the purchase.
- ix. Procurement of the tools, equipment and furniture will be done for one course/trade in a center according to the suggestive list from PSSCIVE, Bhopal and respective Sector Skill Council. The Agency will produce the said list of articles purchased with complete details mentioning the price of each item within 10 days of effecting the purchase/procurement.

- x. The Agency will hire a separate accommodation for each course in a center and will setup the lab as per requirement for the trade. Separate accommodation has to be ensured irrespective of the number of companies (one/two) running in the center.
- xi. The Agency will inform HPSES about the closure of the center 15 days prior and give the detail of non-consumable items that are to be handed over to the HPSES which should be in consonance to the list supplied earlier.

#### **B. Human Resource**

- i. The agency will provide Vocational Trainers who will facilitate the NSQF compliant Skill Training course and regular counselling of Out of School Children of age 14-18 years.
- ii. The Vocational Trainer must have requisite qualification as per the criteria set by PSSCIVE, Bhopal.

#### **C. Mobilization and Operations**

- i. The Agency will be responsible for mobilization of Out of School Children of age **14-18 years based on the data provided by the client and other interested Out of School Children of age 14-18 years.** The Agency must keep respective officials from DIETs informed while doing the exercise in the form of monthly update report.
- ii. Aadhar Based Biometric Attendance System (AEBAS) to be mandatorily used to capture the attendance of trainees and trainers.
- iii. The Agency will be responsible to register every Out of School Child based on his/her Aadhar ID.  
If Aadhar ID is not available, the agency must seek permission from the State to enroll the child. The child can be registered on the basis of any other ID and can be provided time to submit their Aadhar ID at the earliest.
- iv. The Agency will develop a system/tool where all the details of Out of School Children of age 14-18 years will be collected. This system will be further utilized to manage and track Out of School Children of age 14-18 years.
- v. A monthly fixed stipend of @Rs.50/- per day per student will be provided to Out of School Children on the basis of actual attendance of the students every month.
- vi. The agency will pay Travel and refreshment allowance to the students paid on the basis of actual attendance on monthly basis through DBT (Direct Bank Transfer) by RTGS.
- vii. Batch size at each center should have minimum of 15 and maximum of 30 students.
- viii. All students and centers should be registered on SIP (Skill India Portal).

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- ix. If, in case, the candidates do not get desired trade in their nearest Skill Training Center, then the Agency will ensure their enrollment in the other nearest center where candidates' choice of trade is running.

#### **D. Skill Training and Monitoring**

- i. The duration of the Skill Training course will be as per the job role's notional hours. In any case, the notional hours must not exceed 450 hours. Customized packages of National Occupation Standards (NOSs) can also be created to complete a Qualification Pack (QP) based on the need of the Out of School Children. The client will provide a suggestive list of job roles for Out of School Children.
- ii. The Skill Training to be provided under various trades identified by the client must be in alignment with the National Skill Qualification Framework.
- iii. The enrollment of the students in the skilling center must be based on eligibility criteria (as mentioned in the qualification file of a job role).
- iv. Plan and organize industrial visits for the Out of School Children of age 14-18 years.
- v. Counseling of the Out of School Children of age 14-18 years before enrollment and after the completion of training.
- vi. Organize and monitor On-Job-Training/Internships/Apprenticeships and provide employability linkage support to Out of School Children of age 14-18 years based on their age.
- vii. Develop a monitoring system to track the progress of Out of School Children throughout the course work.
- viii. Track Out of School Children till 6 months after completion of their Skill Training Certification to understand their employability status and provide them industry linkages for better employment opportunities if needed.
- ix. The Agency will deliver course specific content and will be responsible for developing course material if required.

#### **E. Assessment and Certification**

- i. Conduct competency-based Assessment and Certification of Out of School Children of age 14-18 years at the end of the course in collaboration with the concerned Sector Skill Council

An independent assessment of trainees by a third-party agency authorized by relevant Skill Sector Council is mandatory.

After assessment each successful candidate must be awarded with certification issued by the Certifying Agency approved by the relevant Sector Skill Council to ensure acceptability in the industry.

- ii. The Assessment and Certification process shall be as per guidelines and norms issued by MSDE/NCVET from time to time.



**F. Knowledge documentation and dissemination**

- i. Assist documentation (video documentaries, case studies, and print material) and bring in best practices for international and national dissemination.
- ii. Organizing outreach programs in the vicinity of the Skill Centre to make community aware about the project.

**6. Organization and Staffing**

Fifty (50) 'Skill Training Centers' for Out of School Children of age 14-18 years will be established in identified areas in the state. The skilling centers in the identified areas will run two trades per center. Each center would require one trainer for each sector managing the daily operations of the center and teaching the coursework to the Out of School Children of age 14-18 years. The proposed areas to establish the Skill Centers and trades for each center are given below:

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S. No	District	Block	No. of OoSC of 14-18 years of age identified	No. of skill centers required	Skill center 1		Skill center 2	
					Trade 1	Trade 2	Trade 1	Trade 2
1	Bilaspur	Jhandutta	186	2	Apparel, Made ups and Home furnishing	Plumbing	Beauty and Wellness	Automotive
2	Bilaspur	Sadar	100	2	Apparel, Made ups and Home furnishing	Electronics	Beauty and Wellness	Plumbing
3	Bilaspur	Ghumarwin-II	81	2	Apparel, Made ups and Home furnishing	ITES	Beauty and Wellness	Electronics
4	Chamba	Banikhet	131	2	Apparel, Made ups and Home furnishing	Plumbing	Beauty and Wellness	Electronics
5	Chamba	Chamba	114	2	Apparel, Made ups and Home furnishing	Automotive	Beauty and Wellness	Plumbing
6	Chamba	Tissa	110	2	Apparel, Made ups and Home furnishing	Automotive	Beauty and Wellness	Electronics
7	Una	Haroli	188	2	Apparel, Made ups and Home furnishing	Automotive	Beauty and Wellness	Electronics

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8	Una	Bangana	106	2	Apparel, Made ups and Home furnishing	Plumbing	Beauty and Wellness	Automotive
9	Una	Amb	107	2	Apparel, Made ups and Home furnishing	Automotive	Beauty and Wellness	Electronics
10	Una	Una	120	2	Apparel, Made ups and Home furnishing	Automotive	Beauty and Wellness	ITES
11	Una	Gagret II	96	2	Apparel, Made ups and Home furnishing	Automotive	Beauty and Wellness	Electronics
12	Una	Gagret I	66	1	Apparel, Made ups and Home furnishing	Plumbing	NA	NA
13	Kullu	Anni	95	1	Apparel, Made ups and Home furnishing	ITES	NA	NA
14	Kullu	Banjar	306	2	Apparel, Made ups and Home furnishing	Plumbing	Tourism and Hospitality	Automotive
15	Kullu	Kullu I	244	2	Apparel, Made ups and Home furnishing	Plumbing	Tourism and Hospitality	Automotive
16	Kullu	Kullu II	123	1	Apparel, Made ups and Home furnishing	Tourism and Hospitality	NA	NA

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17	Kullu	Naggar	106	1	Apparel, Made ups and Home furnishing	ITES	NA	NA
18	Kullu	Nirmand	104	1	Apparel, Made ups and Home furnishing	Electronic s	NA	NA
19	Mandi	karsog I	64	1	Apparel, Made ups and Home furnishing	Plumbing	NA	NA
20	Mandi	Karsog II	64	1	Apparel, Made ups and Home furnishing	Electronic s	NA	NA
21	Mandi	Sadar II	49	1	Apparel, Made ups and Home furnishing	Automotiv e	NA	NA
22	Mandi	Aut	32	1	Apparel, Made ups and Home furnishing	Plumbing	NA	NA
23	Mandi	Seraj II	29	1	Apparel, Made ups and Home furnishing	Electronic s	NA	NA
24	Mandi	Sundar nagar II	79	2	Apparel, Made ups and Home furnishing	Automotiv e	Plumbing	Electronics
25	Simraur	Majra	58	2	Apparel, Made ups and Home furnishing	Automotiv e	Electronics	Automotive
26	Simraur	Shillai	70	1	Apparel, Made ups and Home furnishing	Automotiv e	NA	NA



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27	Simraur	Rajgarh	80	2	Apparel, Made ups and Home furnishing	Automotive	Electronics	Plumbing
28	Solan	Dharampur	86	2	Apparel, Made ups and Home furnishing	Electronics	Beauty and Wellness	Automotive
29	Solan	Dhundand	45	1	Apparel, Made ups and Home furnishing	Automotive	NA	NA
30	Solan	Kuthar	39	1	Apparel, Made ups and Home furnishing	Electronics	NA	NA
31	Solan	Ramshehar	32	1	Apparel, Made ups and Home furnishing	Automotive	NA	NA
32	Shimla	Jubbal	36	1	Apparel, Made ups and Home furnishing	Electronics	NA	NA
33	Shimla	Ransar (Jangla)	45	1	Apparel, Made ups and Home furnishing	Automotive	NA	NA
<b>Total</b>			<b>3191</b>	<b>50</b>				

Note: Additional number of Out of School Children (14-18) apart from the data provided by the client can also be trained in the skilling centers.

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**Staffing for single 'Skill Training Centre'**

S.No.	Name of position	No. of appointment	Qualification
1	Vocational Trainer	one for each sector	As per criteria of PSSCIVE, Bhopal

**Role of Vocational Teachers/Trainers**

The Vocational Teachers/Trainers will be responsible for the following:

- i. Prepare and maintain Out of School Children records that includes attendance records, plans for their careers and contact information.
- ii. Design and develop activity/training plans that allow Out of School Children to learn how to use the tools, equipment, technology and techniques necessary to perform the tasks required for the job.
- iii. Develop teaching aids by creating visual aids, providing homework assignments, developing study guides and lists of resources, including digital resources.
- iv. Inculcate soft skills (computer literacy, language and workplace inter-personal skills relevant for the sector/trade) in Out of School Children of age 14-18 years.
- v. Create and administer oral, written or performance exams that evaluate Out of School Children performance and their progress.
- vi. Counsel the Out of School Children of age 14-18 years and discuss their progress and provide constructive feedback.
- vii. Advise Out of School Children of age 14-18 years on career decisions, including providing guidance and suggestions regarding future skill training, possible specializations and other career-related matters.
- viii. Attend training sessions and seminars organized by client to further nourish their own education regarding technological and procedural changes in the concerned field so that they can provide the information to the Out of School Children of age 14-18 years.
- ix. Provide the list of Out of School Children of age 14-18 years to District Vocational Cell to mainstream them.

Note:

- Within 15 (fifty) days from the start date of the contract, the Agency will be required to deploy the Vocational Trainers as per the requirements of the RFP. Thereafter, another 15 days to mobilize the candidates and 7 days to freeze the batch.

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## 7. Cost category

The Cost categories applicable across SSC courses as per the 5<sup>th</sup> amendment Notification of Common Norms by MSDE dated 01-01-2021 will be as below-

- Category 1- INR 49 per candidate per hour
- Category 2- INR 42 per candidate per hour
- Category 3- INR 35.10 per candidate per hour

The hourly rates are inclusive of cost components such as-

- Mobilization of candidates
- Post placement tracking/monitoring
- Curriculum
- Trainers' training
- Equipment
- Amortization of Infrastructure costs/utilities
- Teaching Aid
- Raw material
- Salary of trainers
- Placement expenses

## 8. Deliverables

The Agencies shall submit the following deliverables:

- i. Monthly progress reports should be sent from 40 days from the date of signing of the contract, highlighting progress against the agreed operational plan and timelines.
- ii. Document proof of DBT-RTGS of travel and refreshment allowance along with actual attendance of the current month must be submitted to the state office on or before 5<sup>th</sup> day of the succeeding month.
- iii. A final report at the end of the project must be prepared. The report will be shared with the key stakeholders and their comments will be sought on the report. A final report will be submitted after incorporating the comments of the Client.
- iv. Assessment report on skill upgradation and increase in employability skills of Out of School Children of age 14-18 years after the completion of Skill Training course.

## 9. Monitoring and Reporting

The Agencies will report to the State Project Director, Samagra Shiksha, Govt. of Himachal Pradesh. The Agencies will develop and submit monthly progress report highlighting progress against the roadmap/ work plan developed at the beginning of project implementation.

  
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DPOs, DCOs and respective District Authorities from DIETs will monitor the Skill Training Centers physically from time to time.

**10. Duration and Timeline of the Assignment**

The agency will be hired initially for a period of one year, from March, 2022 to February, 2023. The annual contract agreement of the contractor/ successful bidder can be extended on the basis of performance of services.

**11. Facilities provided by the Client**

The Client shall provide the Agencies access to relevant government staff, documents, datasets, reports and notifications related to Out of School Children of age 14-18 years needed for the timely delivery of the program activities.

**12. Payment Schedule and Terms**

The release of funds will be in installments. The funds will be released to the Agencies for each center (Tradewise) selected as per the following schedule:

Instalment	Percentage of Total Cost (per center)		Output Parameters
	Non-recurring Cost	Recurring Cost	
1 <sup>st</sup>	100% subject to production on actual base	40%	<p>On the establishment of Skill Training Centers and enrollment of identified Out of School Children of age 14-18 years in all the Skill Training Centers.</p> <p><b>Establishment of training center will be considered complete with the set-up of whole infrastructure and batch formation (min. 15 to max. 30 OOSC) per center mentioned in the table of point 6.</b></p> <p>After receipt of detail of the items procured along with bills under non-recurring head from the agency, the</p>

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			<p>payment will be released within 10 days of physical inspection.</p> <p><b>Invoice eligibility-</b> On physical inspection of all centers by HPSES or its authorized representatives.</p>
2 <sup>nd</sup>	NA	10%	<p>On the completion of Skill Training course of all the enrolled Out of School Children.</p> <p><b>Invoice eligibility-</b> For all candidates with attendance equal to at least 80% against the total duration of the course.</p>
3 <sup>rd</sup>	NA	25%	<p>On the completion of Assessment and certification of all the enrolled Out of School Children.</p> <p><b>Invoice eligibility-</b> Out of 3<sup>rd</sup> Installment i.e., 25% of recurring cost, the amount will be deducted on pro rata basis in respect of non-qualified candidates who failed the assessment process or did not complete the course.</p>
4 <sup>th</sup>	NA	25%	<ol style="list-style-type: none"> <li>1. Career Counseling</li> <li>2. Career Mela</li> <li>3. Apprenticeship support</li> </ol>

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			4. After submission of Final report by Agency.
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**Note:**

- This payment schedule does not include monthly stipend of students. The payment regarding monthly stipend will be disbursed by the Client after submission of actual attendance proof by the agency within 5 days of the succeeding month.
- For verification the agency will submit proof of DBT (Direct Bank Transfer) – RTGS to the client after release of stipend to the students.
- If any of the total training centers agreed upon to run by an Agency becomes non-functional, the agency concerned will be penalized at the rate of 15% of the total agreed contractual amount.

**13. Activities to be taken up by the agencies:**

- Trainer Deployment** – Provide full time Vocational trainer as per the trainer qualification norms prescribed by the **PSSCIVE, Bhopal**.
- Deployed Trainers and staff salary:** Salaries to be paid to the Trainer and staff by the agencies.
- Training Delivery as Stated by the client:**
  - Understand the existing content of the curriculum prepared by **PSSCIVE, Bhopal** and get it delivered through its faculty effectively in the classroom.
  - Ensure that the entire vocational content designed is delivered in the classroom within the stipulated time. Ensure quality parameters are met.
  - Ensure to conduct internal assessments of students on a monthly basis as per the assessment pattern set up for the domain.
  - Conduct soft skill training including preparing the students for placements as per the industry requirement.
- Service Level Terms:** Following Service Level Terms will have to be adhered by the selected agencies-
  - Complete the syllabus as per the timeline.
  - Conduct practical sessions as per the syllabus.
  - Conduct / facilitate industry interaction and interface in the form of:
    - Guest lectures from domain related experts working in relevant industry
    - On the Job Trainings
    - Internship and/or industry exposure visit for the students
    - Placement / Apprenticeship of eligible and interested students.

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2. *[Signature]*  
3. *[Signature]*

**14. Evaluation of Bids**

The evaluation would consist of following steps:

1. Evaluation of Technical Criteria I and II.
2. Evaluation of Financial Bids
3. Combined Evaluation of Technical and Financial Bids (QCBS 70:30)

**Eligibility Criteria for Technical Evaluation I: (To be supported by documentary evidences):**

The bidders should satisfy the following **eligibility criteria**:

S.No.	Criteria	Unit	Minimum Requirement	Prerequisite
1.	NSDC approved Training Partner, no account bankruptcy and not blacklisted by any State Government or by Central Government.  (‘Funded’ / ‘Non-funded’ Training Partners only, approved by NSDC to impart fee-based training programs)		Yes	Mandatory
2.	Organization incorporation date	At least 3 years of existence of bidders	On/before <DD-MM-YYYY>	Mandatory
3.	Organization’s presence in <b>Himachal Pradesh</b> (Registered Office / Branch Office / Self-Owned Operational Training Centre) as on date-dd/mm/yyyy	Existence of Registered Office / Branch Office / Self-Owned Operational Training Centre)	N.A.	Preference

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4.	Number of Out of School Youth/College dropouts trained in related sector in Financial Years: <b>2018-19, 2019-20 and 2020-21</b> , across various skill development initiatives (scheme and non-scheme) (Document proof - assessment and certification of Out of School Youth)	No. of youths	500	Preference
5.	Average annual turnover of agency in the last 3 years: <b>2018-19, 2019-20 and 2020-21*</b>	INR Crores	10	Mandatory
6.	Approval from NSDC, in imparting Skill Development Training in interested Sectors	-	NSDC Approval in Term Sheet / Sector Addition	Mandatory

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**Eligibility Criteria for Technical Evaluation Criteria-II:**

CATEGORY	CRITERIA	MARKS
* No. of Out of School Youth/College dropouts trained in proposed Sectors in Financial Years: <b>2018-19, 2019-20 and 2020-21</b> , across various (scheme and non-scheme) Skill Development Initiatives. (Document proof - assessment and certification of Out of School Youth)	100-500	5
	500 - 1000	10
	>1000	15
* No. of Out of School Youth/College dropouts Centers established in proposed Sectors in Financial Years: <b>2018-19, 2019-20 and 2020-21</b> , across various (scheme and non-scheme) Skill Development Initiatives. (Document proof -Rent agreement/ electricity bill/ address proof of the property where center was established)	0	0
	1	1
	5-10	5
	>10	10
Memorandum of Understanding (MoU) / Service Level Agreement (SLA) / Letter of Intent (LoI)/ Letter of Engagement (LoE) with relevant Industry, in proposed Sector, valid as on <RFP publish date>	>3	0
	3 to 5	2.5
	6 to 9	5
	10 and above	10
Presentation by VTPs	Focusing on methodology, plan of action, Q&A and strategy to start short term courses in H.P.	15
Total Marks		50

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**Eligibility Criteria for Financial Bid Evaluation:**

A fixed price fee to be quoted for the entire scope of work for the aforementioned assignment. Prices quoted should be inclusive of all fees towards complete scope of work, all taxes, and shall also include all expenses incurred for the execution of the contract such as travel expenses, transportation expenses, other expenses, office expenses, out of pocket expenses etc. (excluding office space, water supply, electricity).

Please Note:

1. The fixed price fee quoted must be inclusive of all taxes.
2. Conditional Financial Bid shall be rejected.
3. Samagra Shiksha, Himachal Pradesh will follow the process of online tender for submission of the bids with the view to increase participation and greater transparency in the process for all bidders, the complete bidding process (Technical bid and Financial bid) will be online and through the envelope system. All the notifications and detailed terms and conditions regarding this tender notice hereafter will be published online on website/portal <http://hptender.gov.in>.
4. Bidding documents can be seen, downloaded and submitted in electronic format on the website <http://hptender.gov.in> as per the deadline mentioned in the notice details. Scanned copies of all required bidding documents must be submitted online and the hard copy of the same documents (all except the financial bid) must reach the given office on or before the mentioned date.
5. Evaluation of the bid will be done on the basis of documents submitted online. If a particular document/page is illegible, for whatever reason, the document/page received in offline mode shall be entertained.
6. **The fee for RFP documents will be Rs. 10,000/- (Rupees Ten Thousand only).** This fee is non-refundable and shall be submitted along with the required documents. The tender fee can be submitted through Account Payee Demand Draft (DD)/ through online from any nationalized/ scheduled /commercial bank of equivalent amount in favour of "State Project Director, ISSE" payable at Shimla, Himachal Pradesh. In case the bidder wishes to deposit the Tender Fee through online mode, the same can be deposited in the following official Account.

Bank: IDBI  
A/C No.: 0139104000069216  
IFSC: IBKL0000139  
Name: State Project Director (SSA) Shimla-1  
Address: HP School Education Society, Sarva Shiksha Abhiyan, DPEP Bhawan, Lalpani, PIN- 171001, Himachal Pradesh, India.  
Customer ID: 90690191

The bidder has to convey the Unique Transaction Reference (UTR) number for recognizing the fund transfer.

7. **A bid Security/Earnest Money / Earnest money Deposit (EMD) will be Rs. 18,75,000/- (Rupees Eighteen lakh seventy five thousand only)** payable in the form of Account payee Demand Draft (DD)/ through online from any nationalized /scheduled /commercial bank of equivalent amount in favor of "State Project Director, ISSE" payable at Shimla, Himachal Pradesh.



No. HPSES-STARs-Voc (Skill Centers)-1/2022 O/O The State Project Director, Samagra Shiksha, H.P.

In case the bidder wishes to deposit Earnest Money through ONLINE mode, the same can be deposited in the following official Account.

Bank: IDBI  
A/C No.: 0139104000069216  
IFSC: IBKL0000139  
Name: State Project Director (SSA) Shimla-1  
Address: HP School Education Society, Sarva Shiksha Abhiyan, DPEP Bhawan, Lalpani, PIN- 171001, Himachal Pradesh, India.  
Customer ID: 90690191

The bidder has to convey the Unique Transaction Reference (UTR) number for recognizing the fund transfer.

The earnest money should be valid up to at least 60 (Sixty) days beyond the validity period of the tender. The earnest money of unsuccessful bidders shall be refunded to them at the earliest, i.e. (a) against written application without any interest accrued thereon; and (b) after signing the contract with the successful bidder. The earnest money shall be forfeited in the event of withdrawal of the tender once submitted or in the case of a successful bidder who fails to execute the agreement within the period specified.

The Bid Security/ Earnest Money /Earnest money Deposit (EMD) of the successful bidder shall be refunded to him/her on receipt of Performance Security Deposit /Performance Guarantee.

8. The successful bidder, after acceptance of the work order, have to submit the Performance Security Deposit/Performance Guarantee (PSD) of 3% of the total contract value agreed with the Agency.

Bank Guarantee Account Payee Demand Draft (DD) /through online from any nationalized /Scheduled /commercial bank of equivalent amount in favor of "State Project Director, ISSE" payable at Shimla Himachal Pradesh.

In Case the bidder wishes to deposit the performance Security Deposit through ONLINE mode, the same can be deposited in the following official Account:

Bank: IDBI  
A/C No.: 0139104000069216  
IFSC: IBKL0000139  
Name: State Project Director (SSA) Shimla-1  
Address: HP School Education Society, Sarva Shiksha Abhiyan, DPEP Bhawan, Lalpani, PIN- 171001, Himachal Pradesh, India.  
Customer ID: 90690191

The bidder has to convey the Unique Transaction Reference (UTR) number for recognizing the fund transfer.

Performance security will be refunded within 2 months after successful completion of contract.

The performance security submitted must be valid for atleast a period of 15 (fifteen) months from the date of awarding the contract.

9. Samagra Shiksha reserves the right to accept or reject any or all tender without assigning any reason even in case of single bid submission.

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10. The bidder will be liable to submit the proof of deposit of all legitimate government dues/taxes. The successful bidder/ contractor at each time of raising bill will issue a certificate that the government dues, GST etc. raised in the bill have been deposited in time, failing which, the payment raised will not be made.
11. The contract agreement of the bidder can be extended on the basis of performance of services.
12. The committee reserves the right to declare a particular bid responsive/ non-responsive in order to arrive at decision whether to accept or reject a particular bid.
13. Bidder(s) are to comply with the clarification (s) sought by the client.

No adjustment of the contract price shall be made on account of any variations in cost of labour and materials or any other costs components affecting the total cost in fulfilling the obligations under the contract. The prices, once offered, must remain fixed for the whole contract period.

Financial Bids shall be opened only for Bidders who are technically qualified under the Technical Evaluation (Achieving minimum 50% technical score).

Formula to determine the scores for the Financial Bids shall be as follows:

$$SF = (FL / F), \text{ (rounded to two places of decimal)}$$

Where, SF is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration

#### **Combined Evaluation of Technical & Financial Bid:**

- (i) The Total score of the Bidder will be determined as under based on the **70:30** QCBS:  
**Total Score (TS) = (0.7 x ST) + (0.3 x SF)** (rounded to two places of decimal)
- (ii) The Bid of the Bidder, who obtains the highest TS value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (ST) will be rated as the best bid. Beyond that, Tendering Authority will decide the matter in its full discretion.
- (iii) The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept/reject any bid, wholly or in part.

#### **15. Other Tenets**

- i. The broad model as stated by the Samagra Shiksha is that the Agency will pay salary for all the staff deployed for the Skill Training Center.
- ii. A list of Eligible Agencies shall be prepared based on the eligibility criteria mentioned.
- iii. Based on evaluation criteria, the eligible Agency will be evaluated, and a list of shortlisted Agencies will be prepared.
- iv. Shortlisted Agencies will be required to make a presentation to the State / UT Government for technical presentations.

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- v. Final selection of Agencies will be done by the State Level Selection Committee formed by Samagra Shiksha. For each sector the ranking of the Agencies would be done according to the total Qualification Points received.
- vi. The Agencies need not to compulsorily have an operational branch office in Himachal Pradesh but if any agency is awarded with contract agreement, then they must establish a branch office in Himachal Pradesh.
- vii. The Out of School Children trained under this project cannot claim for a job guarantee after their certification.
- viii. Infrastructure of permanent nature shall be retained as it will be asset of the society/client after the completion of the project.

#### 16. General Terms and Conditions

- i. The persons supplied by the agency should not have any police records/criminal cases pending against them. The agency/service provider should make adequate enquiries about the character and antecedents of the person whom they are recommending.
- ii. The agency/service provider should also ensure that the personnel deployed are medically fit.
- iii. The successful bidder/agency shall be responsible for proper conduct of personnel deployed with this office. In case of any damage/loss/theft etc. to the property of this office caused by the personnel deployed by the agency, the agency will either be liable to make good the loss on the basis of the value of property as determined by this office or the same could be recovered from the monthly payments/security deposit due to the agency.
- iv. The persons deployed by the agency/bidder shall not have claims of any employer and employee relationship against HPSES.
- v. The persons deployed/taken over by the successful bidder/agency neither shall claim nor shall be entitled to pay, perks and other facilities admissible to other employees of HPSES during the currency or after expiry of the contract.
- vi. In case of termination of the contract on expiry of contract on its expiry or otherwise, the persons deployed by the successful agency/bidder shall not be entitled to or will have no claims for any absorption in any capacity in HPSES.
- vii. The successful agency/bidder shall be solely responsible for the redressal for the grievances/resolution of dispute relating to persons deployed. HPSES shall in no way be responsible for settlement of such issues.
- viii. The successful agency/bidder shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed/taken over by it.
- ix. The successful agency/bidder shall also be liable for depositing all taxes.
- x. In case, the successful agency/bidder fails to comply with the statutory obligations/taxation liabilities under appropriate law as a result thereof, HPSES is put to any loss/obligation, monetary or otherwise, the HPSES will deduct the same from monthly bills or from performance security.
- xi. The tax deducted at source (TDS) shall be deducted as per provision of Income Tax Act, 1961.

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- xii. The bid is liable to be disqualified if:
- Not submitted in accordance with this document.
  - During validity of the bid or its extended period, if any, the bidder increases his quoted prices.
  - During the bid process, if a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
  - Bid uploaded in incomplete form or not accompanied by requisite documents.
  - Bid received after due date and time.
  - Bidder submits conditional bids.

### 17. Force Majeure

#### Definition

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agency employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

The Client will decide the eventuality of Force Majeure which will be binding on both the parties.

#### No breach of Agreement

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement. The Vocational Trainers shall not be liable for forfeiture of its performance guarantee or/ and bank guarantee, if and to the extent that its delay in performance or other failure to perform its obligations under the Contracts is the result of the Force Majeure.

#### Measures to be taken

- A Party affected by an event of Force Majeure shall take all reasonable measures to remove such eventualities.
- Party's inability to fulfil its obligations hereunder with a minimum of delay.

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- A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

### **Payments**

In the event of Force Majeure is applied to the State of Himachal Pradesh, then the Client will continue to follow the payment schedule by giving concession to Vocational Trainers of non-submission of deliverables for the period of 3 months. Post which, either party is allowed to terminate the contract under the clause Termination for Convenience.

### **Consultation**

Not later than thirty (30) days after the Vocational Trainers has, as the result of an event of, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

### **Termination Clauses**

#### **Termination of Vocational Trainer**

If any Vocational Trainer is not found suitable to the satisfaction of the Client, the concerned agency will straight away terminate the services of the said trainer and provide the substitute within ten (10) days.

#### **Termination by the Client**

The Client may at any time terminate the Contract by giving a written notice of at least thirty (30) days, such notice to be given after the occurrence of any of the events, terminate the contract if:

- The Agency fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently granted in writing;
- The Agency becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- The Agency fails to comply with any final decision reached as a result of arbitration proceedings.
- The Agency submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the Agency knows to be false;
- If the Client would like to terminate the contract for reasons not attributable to the Agency performance, the Agency will need to clear all invoices for the services up to the date of their notice.

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- If the Client would like to terminate the contract for reasons attributable to performance of all the Vocational Trainers provided by agency, the Client will give a rectification notice for 15 days to Agency in writing with specific observations and instructions.
- If the selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by the Client;
- If the selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
- If the selected bidder, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.

### **Payment upon Termination**

Upon termination of the Contract all pending payments due till the date of the termination of the contract will be made by The Client to the Agency within 30 days of the contract termination. (Provided the Agency has completed the obligations as mentioned in the payment scheduled terms and have submitted the invoices)

### **Suspension**

The Client may, by written notice of suspension to the Agency, without any obligation (financial or otherwise) suspend all the payments to the Agency here under if the Agency shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension

- Shall specify the nature of the breach or failure, and
- Shall provide an opportunity to the Agency to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the Agency of such notice of suspension.

### **Disputes Resolution**

#### **Arbitration**

In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator, Secretary Education, Government of Himachal Pradesh. Arbitration proceedings shall be conducted in Shimla Jurisdiction and the following are agreed:

- The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.
- The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel).





When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Agreement.

### **Legal Jurisdiction**

All legal disputes are subjected to the jurisdiction of Shimla (HP) court only.

### **18. Responsibilities of Samagra Shiksha, HP**

- Appointment of a single point of contact person, who will coordinate with the selected Agency/Client, etc.
- Issuance of various government orders/policy amendments as per requirement of the project.
- Assigning of relevant officials as per project need
- Resolution of problems and disputes arising
- Facilitate coordination with other service providers and stakeholders for timely rollout of activities.
- Overall monitoring and supervision.

### **19. Application Procedure:**

Interested Organizations are required to submit their EoI, by strictly adhering to the following procedure:

- i. Apply by sending scanned (high resolution) copies of filled up Annexures and supporting documents via email
- ii. All Emails, containing proposal documents, must be:
  - a) Sent to: [spdssahp@gmail.com](mailto:spdssahp@gmail.com)
  - b) Containing subject line as: "EoI for establishing fifty (50) 'Skill Training Centers' of various trades for Out of School Children of age group 14 to 18 years, Himachal Pradesh | No. HPSES-STARs-Voc (Skill Centers)-1/2022 O/O The State Project Director, Samagra Shiksha, H.P.
- iii. **Documents to share: NO document other than the following Table, will be considered for validation of proposal.:**



No. HPSES-STARs-Voc (Skill Centers)-1/2022 O/O The State Project Director, Samagra Shiksha, H.P.

S. No.	Head	Documents	Type
1.	Cover letter, including declaration	Annexure – 1 to be, a. filled up, printed on Organization's letterhead, signed and stamped b. scanned and shared via links / attachments, through email (all pages)	Mandatory
2.	Proposal details	a. Annexure – 2 b. Annexure – 2.1	Mandatory
3.	NSDC approved Training Partner (Funded / Non-funded Training Partners only, approved to impart fee-based training programs)	Scanned copy (self-attested) of NSDC-Partnership certificate, issued by Monitoring Team, NSDC, for Financial Year 2020-21	Mandatory
4.	Organization incorporation date	Scanned copy (self-attested) of Certificate of Incorporation / Registration, issued by Government of India (Registrar of Companies, India/ other Statutory Govt. Authority, in case, not a 'Company')	Mandatory
5.	Average turnover (audited) of the Organization in Financial Years (FY): 2018-19, 2019-20 and 2020-21*	<ul style="list-style-type: none"> <li>• Scanned copy (self-attested) of audited turnover certificate, issued by Chartered Accountant (CA) for FY: 2018-19, 2019-20 and 2020-21*</li> <li>• Affidavit of no bankruptcy for F.Y 2020-21</li> <li>• ITR from agency of last 3 years for FY: 2018-19, 2019-20 and 2020-21*</li> </ul>	Mandatory
6.	Approval from NSDC in imparting Skill Development Training in interested Sectors	Scanned copy (self-attested) of Term Sheet / Service Level Agreement, signed with NSDC AND / OR Sector Addition Certificate, issued by NSDC	Mandatory

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7.	MoU/ SLA / LoI / LoE with relevant Industry, in proposed Sector, valid as on date- <u>dd/mm/yyyy</u>	Scanned copies (self-attested, tagged / earmarked clearly with the name of the Sectors, applied for) of MoU/ SLA/ LoI/ LoE with Industries	Preference
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- iv. Documents categorized as "Mandatory" under column name "Type" of above Table under 'Section# 6. d', are to be submitted mandatorily, as supporting documents for consideration of the proposals. In case any such document from the list is not submitted, the proposal shall be considered disqualified and immediately rejected.
- v. Documents categorized as "Preference" under column name "Type" of above Table under 'Section# 6. d.', are to be submitted as supporting documents, for consideration of the information, furnished by bidders, under relevant 'Evaluation Criteria', mandatorily.
- vi. In case the Partner does not submit any of the aforesaid supporting documents (as specified ONLY), the related data provided in the proposal will not be considered for the concerned parameters. In such cases, the related data will be considered as '0' ('zero' in case of numeric data) and/or 'Negative' (in case of factual data).



**State Project Director  
Samagra Shiksha  
Himachal Pradesh**



**Form 1**

**Annexure 1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**COVER LETTER**

(On the letterhead of the Training Partner)

Dated:

To

The State Project Director  
Samagra Shiksha  
Office of SPD, SSA, RMSA  
DPEP Bhawan, Directorate of Education  
Shimla- 171001, Himachal Pradesh

Sub: Response to Request for Proposal of Establishing 50 Skill Training Centres for Out of School Children of age 14-18 years in Himachal Pradesh

Ref: RFP: <No.>dt.<DD-Month-YYYY>

Dear Sir/Ma'am,

1. With reference to the RFP document dated <DD-MM-YYYY>we, <Name of the Organization>, registered as a <Trust / Society / Company etc.>, having our registered office at <Complete address of Registered Office> (Registration No. <enter registration number here if applicable, else mention "N.A.">), have examined the RFP document and understood its contents and hereby submit our application for the aforesaid Project. The application is unconditional.
2. We acknowledge that for evaluation of proposal the information provided in the application and the documents accompanying the application for selection will be relied upon, and we certify that all information provided herein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the application are true copies of their respective originals.
3. We shall make available any additional information if found necessary or required to supplement or authenticate the application.
4. We acknowledge that the Evaluation committee has complete right to reject our application without assigning any reason.
5. We declare that:
  - a) We do not have any conflict of interest in accordance with this document

- b) 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, in respect of any tender or request for qualification issued by or any agreement entered with the Authority or any other public-sector enterprise or any Government, Central or State; and
6. We understand that you may cancel the process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to apply for the Project, without incurring any liability to the applicants.
7. We undertake that in case of any change in facts or circumstances during the application process, we are attracted by the provisions of disqualification in terms of this RFP and shall intimate the Authority of the same immediately.
8. We acknowledge that <fill: name of Training Partner Organization>, being a <fill: company/trust/partnership firm/society> is qualified, based on Qualifications, required as per the RFP.
9. We hereby irrevocably waive any right which we may have at any stage of law or howsoever otherwise arising to challenge or question any decision taken by the Evaluation Committee for evaluation of proposal in connection with the selection of the applicant, or in connection with the selection/ application process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
10. We agree and understand that the selection is subject to the provisions of the application documents. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to us or our application is rejected or not opened.
11. We agree and undertake to abide by all the terms and conditions of this RFP.
12. In case of any clarification / future communication related to this RFP, following employee has been nominated by our Organization and can be contacted:
- a. Name of the contact person: < \_\_\_\_\_ >
- b. Designation of the contact person: < \_\_\_\_\_ >
- c. Mobile number of the contact person: < \_\_\_\_\_ >
- d. Email ID of the contact person: < \_\_\_\_\_ >

Yours faithfully,

**Signature of authorized signatory:**  
**Full Name of authorized signatory:**  
**Designation:**  
**Name of the Organization:**

**Date:**  
**Place:**

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**Annexure '2'**

**FORM -1: Agency Organization and Experience**

This would be a brief description of the Agency organization and an outline of its recent experience that is most relevant to the assignment. The outline should indicate the duration of the assignment, the contract amount, and the Agency role/involvement. The form should consist of two parts:

**A. Agency Organization**

- a. Provide here a brief description of the background and organization of your company/partnership firm.
- b. Include organizational chart, a list of Board of Directors, and beneficial ownership

**B. Agency Experience**

List only previous similar assignments successfully completed/ on-going in the last 3 years as specified under Technical Evaluation criterion broadly in the following categories:

<b>Assignment name:</b>	<b>Approx. value of the contract (INR):</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment:</b> <b>Start and End date:</b>
<b>Name of Client and Donor:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Client Contact Details:</b>	
<b>Name of associated Consultants, if any:</b>	<b>Key staff involved:</b>
<b>Description of Project:</b>	

### Annexure '2.1'

#### **FORM -2: Description of Approach, Methodology and Work Plan**

This would be a description of the approach, methodology and work plan for performing the assignment.

Suggested structure of the Technical Proposal (in maximum 25 pages)-

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization

a) Technical Approach and Methodology: Please explain your understanding of the objectives of the assignment, the technical approach and the methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output, the approach for mobilizing the proposed experts named in the bid, the approach for engaging as consultant and prepared design.

b) Work Plan: Please outline the plan for the implementation of the main activities/tasks of the assignment– including mobilizing of proposed experts named in the bid, the content and duration of each activity, phasing and interrelations (including interim approvals by the Client), and tentative delivery dates of the reports.

The proposed work plan should be consistent with the technical approach and methodology, showing your understanding and ability to translate them into a feasible working plan and a list of the final documents (including reports) to be delivered as final output(s). The work plan should be consistent with the Work Schedule.

#### **Organization and Staffing**

As mentioned, please describe the structure and composition of your team, including the list of the Key Experts, clearly reflecting the experts' roles and responsibilities (in maximum 5 pages)