

**Request for Proposal (RFP)  
for Empanelment of Skill Training Providers (STP)s  
for providing Skill Training at “State of Art” City  
Livelihood Centers (CLCs) in Himachal Pradesh for  
the year 2022-23**

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**Directorate of Urban Development  
Government of Himachal Pradesh  
Palika Bhawan, Talland  
Shimla – Himachal Pradesh  
E-mail: [himachal.sulm@gmail.com](mailto:himachal.sulm@gmail.com) Website: [www.ud-hp.in](http://www.ud-hp.in)**

Request for Proposal (RFP) for Empanelment of Skill Training Providers (STP)s for providing Skill Training at  
“State of Art” City Livelihood Centers (CLCs) Himachal Pradesh for the year 2022-23

**Directorate of Urban Development**  
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**Palika Bhawan, Talland**  
**Shimla – Himachal Pradesh**  
**E-mail: [himachal.sulm@gmail.com](mailto:himachal.sulm@gmail.com) Website: [www.ud-hp.in](http://www.ud-hp.in)**

No. UD-H(F)(2)-3/22-NULM-EOI/ADB-CLC- 4618

Date: 25.03.2022

**-Tender Notice-**

**REQUEST FOR PROPOSAL (RFP)**

Directorate of Urban Development, Govt. of Himachal Pradesh, intends to empanel Skill Training Institutes/ Agencies/ SSCs as Skill Training Providers (STPs) under Himachal Pradesh Skill Development Project in convergence of EST&P component of Deendayal Antyodaya Yojna - National Urban Livelihood Mission (DAY-NULM) for the year 2022-23 as per “State of Art” City Livelihood Centres and skill sectors attached at **Annexure-‘F’** respectively. The skill training will be conducted at **own CLC building**, Cost / Rent of the building will be charged to the Skill Training Providers in the respective places on **the Outsource Based Model**. List of the CLCs along with Selected Sectors are as under:

<b>Location</b>	<b>Shamshi (Kullu)</b>	<b>Mohal Sidhbari (Dharamshala)</b>	<b>Nahan</b>	<b>Bilaspur</b>
<b>Concerned SSC</b>	Tourism and Hospitality Sector Skill Council	Healthcare Sector Skill Council	Life Sciences Sector Skill Development Council	Food Processing Sector Skill Council

The SSCs/Institutes/Agencies shall impart skill training to the unemployed & under employed Urban poor at Urban Local Bodies & will provide minimum 70% (50% in wage employment and 20% in Self Employment) placement to the trained candidates. For this purpose, DUD now invites eligible entities to conduct training at CLC Buildings with residential or non residential trainings. It would be the responsibility of Skill Training Provider to get **SMART accredited Training Centres Certificate at CLCs in Himachal Pradesh** to indicate their **willingness to conduct Skill Training as per NSQF**. Interested SSCs/Institutes/Agencies may submit their proposals with details in the enclosed format, along with any **documentary evidence** of similar nature of work accomplished & number of candidates placed against trained in the Companies/ firms/ organisations on the said assignment, and available/ proposed Infrastructures (movable & Immovable), Manpower (Professionals & Non-professionals) especially trainers completed TOT from concerned SSCs, In House, Tie-up with the Companies for placement & capacity to place number of Candidates for the current assignment.

Interested training partners may submit their complete proposal as per format in all respect online only at <http://hptenders.hp.gov.in> on or before **18.04.2022** up to **02:00 P.M** mentioning **“Proposal for Empanelment as STPs to provide Skill Training & Placement to the Urban Poor”** along-with

(i) Online processing fee of ₹ 10000.00 as non refundable; and

(ii) Rs. 50,000/- as Earnest Money Deposit (EMD-refundable) shall be deposited by the bidder in

account as mentioned below:

<u>Name of Account holders</u>	<u>Name of Bank</u>	<u>Bank Account No</u>	<u>IFSC code</u>
Mission Director (DAY-NULM)-cum-Director Urban Development	Indian Bank	7155932378	IDIB000S025

(iii) Receipt of online Transaction number is to be uploaded along with other documents online.

(iv) No bank draft/ cheque/ cash shall be accepted and will be rejected out rightly.

**Terms of Reference:**

1. Participating SSCs/Institutes/Agencies must fulfil the following pre-requisites (Supporting documents must be uploaded on e-tender website) :

- i) The skill training provider (STP)/ SSCs/ Institutes/ Agencies as a eligible entities to conduct training at CLC Buildings with residential trainings after getting **SMART accredited Training Centres Certificate at CLCs in Himachal Pradesh** to indicate their **willingness to conduct Skill Training as per NSQF**.
- ii) The Skill training provider (STP) shall be a reputed skill training provider (STP)/agency and should provide placement linked skill trainings and placements since last 3 years (enclosed proof of training and placements).
- iii) The skill training provider (STP)/ SSCs/ Institutes/ Agencies must be recognized under Income Tax Act and Goods & Service Tax Act. (Enclosed Balance sheet, PAN, and ITRs of last 3 financial years).
- iv) Average Annual Turnover of ₹ 1.00 Crores of last 3 financial years.
- v) The skill training provider (STP)/ SSCs/ Institutes/ Agencies has to submit the self declaration on plain paper duly signed by the authorised signatory that the firm is not blacklisted by any Central/State government pr any other local authority entity/departments as per Annexure-H.
- vi) The skill training provider (STP)/ SSCs/ Institutes/ Agencies shall provide certificate of empanelment from concerned SSC for providing such trainings, from the related Organisation /Project authority.
- vii) Government (Central & State) agencies/ SSCs may also apply if they fulfil above eligibility details.

**Note:** Proposal without aforementioned documentary proofs shall be treated as ineligible.

2. Interested Agencies may download the complete Request for Proposal (RFP) document from the website **http://www.hptenders.gov.in**. The eligible bidders may submit their bids online at e-tendering portal i.e. **http://www.hptenders.gov.in** . Only online bids shall be accepted. No physical document/ tender are required to be submitted separately (optional/ not mandatory).

3. As the tenders are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from any suitable authorised skill training provider (STP)/agency.
4. All amendments, time extension, clarifications etc. will be uploaded on the website of Directorate of Urban Development and e-tendering portal only and will not be published in newspapers. The tenderers should visit regularly the website to keep themselves updated.
5. The last date for submitting the online bids is 18.04.2022 up to 02:00 PM.

**Key dates:**

S. No.	Description	Important Information
1.	Date of online publication	25.03.2022 at 10:00 AM
2.	Downloading of e –tender documents	25.03.2022 at 10:00 AM to 18.04.2022 at 05:00 PM
3.	Date of submission of e- tender/ Tender fees and EMD online	25.03.2022 at 10:00 AM to 18.04.2022 at 02:00 PM
4.	Date of opening of Technical Bid	18.04.2022 at 03:00 PM

**6. Important Note: Timeline for commencement of program.**

S. No.	Name of CLC	Building Completion Status	Implementation of Training
1.	CLC Mohal Sidhbari at Dharmshala	Completed	May 2022 onwards
2.	CLC at Shamshi, Kullu	Completed	May 2022 onwards
3.	CLC at Nahan, Sirmour	Completed	May 2022 onwards
4.	CLC at Bilaspur	Not Completed**	After completion of building; tentatively September/October 2022 onwards

**\*\* In case of CLC Bilaspur skill training shall be imparted after completion of CLC Building.**

7. **On Outsource Based Model approximately 20 % of Project cost to be paid to CLC/ UDD by Skill Training Partner as the operational and maintenance cost of Building. It will be negotiable to the subjective conditions**
8. The State Mission Director (DAY-NULM) cum Director, Urban Development, reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reason thereof.

-Sd-  
**Director,**  
 Urban Development,  
 Palika Bhavan, Talland, Shimla-02.

## Section 1

### Letter of Invitation

1. Director, Urban Development invites technical and financial proposals from eligible Skill training provider (STP)/ Agencies for Empanelment of Skill Training Providers (STP)s) under Himachal Pradesh Skill Development Project in convergence of EST&P component of Deendayal Antyodaya Yojna - National Urban Livelihood Mission (DAY-NULM) in Himachal Pradesh for the year 2022-23.

#### Description of Work

S. No.	Quantity in No's	Description	Estimated Cost in INR Including all Taxes & other Charges	Performance Bank Guarantee (₹) (Only for Successful Bidder)	Completion Period
1.	To trained around 1000 beneficiaries in FY 2022-23 (will be divided to STPs for each CLC)	To provide skill training to 1000 urban poor beneficiaries in Financial Year 2022-23 with minimum 70% placements and 100 % certification of trained beneficiaries in Himachal Pradesh.  Targets will be for each CLC for specific Skill Sector at each CLC.	<u>As per common cost norms for category I, II &amp; III for training of 1000 beneficiaries</u>	@ 5% of Project Cost	12 months initially

2. A firm will be selected on the basis of their technical proposal and documentary evidence provided in support of proposal. In financial proposal rates will be quoted/filled up as per common cost norms (Annexure-E, Section-6) and as detailed in RFP. Financial Proposal will not be considered for evaluation; however bidders have to fill BOQ as the category rates of common cost norms only for the completion of the process (Format-1 of section 4). The technical proposal to be submitted as per format as described in this RFP.

4. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to Skill training provider (STP)/ agency and Data Sheet (Annexure A)
  - Section 3 - Technical Proposal - Standard Forms (Annexure B)
  - Section 4 - Financial Proposal - Standard Forms (Annexure C)
  - Section 5 - Terms of Reference (Annexure D)
  - Section 6 - Format of Application (Annexure E)
  - Section 7 - Location wise Details (Annexure F)
    - Self Declaration by the Skill Training Provider (STPs) (Annexure G)
    - Placement mapping (Annexure H)
5. Please note that while all the information and data regarding this RFP is to the best of the DUD’s knowledge, accurate within the considerations of scoping the proposed contract, the DUD holds no responsibility for the accuracy of this information and it is the responsibility of the Skill training provider (STP)/agency to check the validity of data included in this document.
6. Bidders are requested to upload the scanned copies of original technical proposal along with following documents:-
  - i. Document Fee (Non-Refundable) of Rs. 10,000.00 (Ten Thousand only) and EMD amount of Rs. 50,000 (refundable). Copy of receipt showing transaction number may be uploaded.
  - ii. Copy of certificate of Incorporation/Registration Certificate.
  - iii. Work order/MOU and successful completion certificates from IA regarding experience in placement linked skill training program should be furnished.
  - iv. All other documents required as per the technical evaluation criteria mentioned at Sr. No.16 & 17 of Data Sheet of Part-II.
7. Financial bid (BOQ) as per **Format - 1** is also required to be uploaded online.
8. The training program should be started within 30 days of signing of contract by the skill training provider (STP)/agency.

**-Sd-**  
**Director,**  
Urban Development,  
Palika Bhavan, Talland, Shimla-02.

## Section 2

### Instructions to Skill training provider (STP)/ agency and Data Sheet

#### Part I

#### A. General Provisions

<b>1. Definitions</b>	<p>(a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Skill training provider (STP)/ agency.</p> <p>(b) “Operational Guidelines” means the guidelines of DAY-NULM by MoHUA.</p> <p>(c) “HPSDP” means Himachal Pradesh Skill Development Project</p> <p>(d) “GoI” means Government of India.</p> <p>(e) “Applicable Law” means the laws and any other instruments having the force of law in India as may be specified in the <b>Data Sheet</b>, as they may be issued and in force from time to time.</p> <p>(f) “DUD” means the implementing agency that signs the Contract for the Services with the selected Skill training provider (STP)/ agency.</p> <p>(g) “STP” means Skill Training Provider for Urban Development.</p> <p>(h) “Agency” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the DUD under the Contract.</p> <p>(i) “Contract” means a legally binding written agreement signed between the DUD and the Skill training provider (STP)/ agency and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>(j) “Data Sheet” means an integral part of the Instructions to Skill Training Provider (STP)/Agency Section 2 that is used to reflect specific country and assignment.</p> <p>(k) “Day” means a calendar day.</p> <p>(l) “DAY-NULM” means Deendayal Antyodaya Yojna - National Urban Livelihood Mission.</p> <p>(m) “SMART” means, Systematic Management &amp; Accreditation of</p>
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	<p>Training Centre.</p> <p>(n) “NSDC” means National Skill Development Corporation.</p> <p>(o) “SSC” means Sector Skill Council.</p> <p>(p) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the DUD to the shortlisted STP.</p> <p>(q) “DUD” means Directorate of Urban Development.</p> <p>(r) “ToT” mean Training of Trainer.</p> <p>(s) “Proposal” means the Technical Proposal and the Financial Proposal of the STPs/ agency.</p> <p>(t) “RFP” means the Request for Proposals to be prepared by the DUD for the selection of Skill training provider (STP)/ agency, based on the SRFP.</p> <p>(u) “SRFP” means the Standard Request for Proposals, which must be used by the DUD as the basis for the preparation of the RFP.</p> <p>(v) “Services” means the work to be performed by the Skill training provider (STP)/ agency pursuant to the Contract.</p> <p>(w) “Sub-skill training provider (STP)/ agency” means an entity to whom the Skill training provider (STP)/ agency intends to subcontract any part of the Services while remaining responsible to the DUD during the performance of the Contract.</p> <p>(x) “TORs” (this Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the DUD and the Skill training provider (STP)/ agency, and expected results and deliverables of the assignment.</p>
<p><b>2. Introduction</b></p>	<p>The DUD named in the <b>Data Sheet</b> intends to select a Skill training provider (STP)/ agency, in accordance with the method of selection specified in the <b>Data Sheet</b>.</p> <p>The shortlisted Skill training provider (STP)/ agency are invited to submit a Technical Proposal and a Financial Proposal, as specified in the <b>Data Sheet</b>, for consulting services required for the assignment named in the <b>Data Sheet</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Skill training provider (STP)/ agency.</p> <p>The Skill training provider (STP)/ agency should familiarize themselves with the local conditions and take them into account in preparing their Proposal, including attending a pre-proposal</p>

	<p>conference if one is specified in the <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Skill training provider (STP)/ agency’ expense.</p> <p>The DUD will timely provide, at no cost to the Skill training provider (STP)/ agency, the inputs, relevant project data, and reports required for the preparation of the Skill training provider (STP)/ agency’s Proposal as specified in the <b>Data Sheet</b>.</p>
<p><b>3. Conflict of Interest</b></p>	<p>The Skill training provider (STP)/ agency is required to provide skill trainings to urban poor of ULBs at all times holding the DUD’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>The Skill training provider (STP)/ agency has an obligation to disclose to the DUD any situation of actual or potential conflict that impacts its capacity to serve the best interest of its DUD. Failure to disclose such situations may lead to the disqualification of the Skill training provider (STP)/ agency or the termination of its Contract and/or sanctions by the Bank.</p> <p>Without limitation on the generality of the foregoing, the Skill training provider (STP)/ agency shall not be hired under the circumstances set forth below:</p>
<p><b>a. Conflicting activities</b></p>	<p><u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the DUD to provide goods, works, or non-consulting services for a project, or any of its affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
<p><b>b. Conflicting assignments</b></p>	<p>(ii) <u>Conflict among consulting assignments:</u> a Skill training provider (STP)/ agency (including its Experts and Sub-skill training provider (STP)/ agency) or third party or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Skill training provider (STP)/ agency for the same or for another DUD.</p>
<p><b>c. Conflicting relationships</b></p>	<p>(iii) <u>Relationship with the DUD’s staff:</u> a Skill training provider (STP)/ agency (including its management representatives and state coordinator) that has a close business or family relationship with a</p>

	<p>professional staff of the of the DUD, or of implementing agency, who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.</p>
<b>4. Unfair Competitive Advantage</b>	<p>Fairness and transparency in the selection process require that the Skill training provider (STP)/ agency or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the DUD shall indicate in the <b>Data Sheet</b> and make available to all shortlisted Skill training provider (STP)/ agency together with this RFP all information that would in that respect give such Skill training provider (STP)/ agency any unfair competitive advantage over competing Skill training provider (STP)/ agency.</p>
<b>5. Language</b>	<p>The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Skill training provider (STP)/ agency and the DUD, shall be written in the language(s) specified in the <b>Data Sheet</b>.</p>
<b>6. Currency</b>	<p>Indian Rupees (₹)</p>
<b>B. Preparation of Proposals</b>	
<b>7. General Considerations</b>	<p>In preparing the Proposal, the Skill training provider (STP)/ agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>
<b>8. Cost of Preparation of Proposal</b>	<p>The Skill training provider (STP)/ agency shall bear all costs associated with the preparation and submission of its Proposal, and the DUD shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The DUD is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Skill training provider (STP)/ agency.</p>
<b>9. Documents Comprising the Proposal</b>	<p><b>9.1.</b> The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p><b>9.2.</b> If specified in the <b>Data Sheet</b>, the Skill training provider (STP)/ agency shall include a statement of an undertaking of the Skill</p>

	<p>training provider (STP)/ agency to observe, in competing for and executing a contract, the state/country’s laws against fraud and corruption (including bribery) will be applicable.</p>
<p><b>10. Only One Proposal</b></p>	<p>The Skill training provider (STP)/ agency (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Skill training provider (STP)/ agency, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.</p>
<p><b>11. Proposal Validity</b></p>	<p><b>11.1. The Data Sheet</b> indicates the period during which the Skill training provider (STP)/ agency’s Proposal must remain valid after the Proposal submission deadline.</p> <p><b>11.2.</b> During this period, the Skill training provider (STP)/ agency shall maintain its original Proposal without any change, including the availability of the ToT, the proposed rates and the total price.</p> <p><b>11.3.</b> If it is established that any ToT nominated in the Skill training provider (STP)/ agency’s Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.</p>
<p><b>a. Extension of Validity Period</b></p>	<p>The DUD will make its best effort to complete the tender process within the proposal’s validity period. However, should the need arise, the DUD may request, in writing, all Skill training provider (STP)/ agency who submitted Proposals prior to the submission deadline to extend the Proposals’ validity.</p> <p>If the Skill training provider (STP)/ agency agree to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>The Skill training provider (STP)/ agency has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<p><b>b. Substitution of Key Experts at Validity Extension</b></p>	<p>If any of the ToT become unavailable for the extended validity period, the Skill training provider (STP)/ agency shall provide a written adequate justification and evidence satisfactory to the DUD together with the substitution request. In such case, a replacement of ToT or state coordinator shall have equal or better qualifications and experience than those of the originally proposed ToT or state coordinator. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original</p>

	<p>ToT.</p> <p>If the Skill training provider (STP)/ agency fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the DUD, such Proposal will be rejected with the prior Bank’s no objection.</p>
<p><b>c. Sub-Contracting</b></p>	<p>The Skill training provider (STP)/ agency shall not subcontracted the Services.</p>
<p><b>12. Clarification and Amendment of RFP</b></p>	<p><b>12.1.</b> The Skill training provider (STP)/ agency may request a clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> before the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the DUD’s address indicated in the <b>Data Sheet</b>. The DUD will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Skill training provider (STP)/ agency. Should the DUD deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p><b>12.1.1.</b> At any time before the proposal submission deadline, the DUD may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Skill training provider (STP)/ agency and will be binding on them. The shortlisted Skill training provider (STP)/ agency shall acknowledge receipt of all amendments in writing.</p> <p><b>12.1.2.</b> If the amendment is substantial, the DUD may extend the proposal submission deadline to give the shortlisted Skill training provider (STP)/ agency reasonable time to take an amendment into account in their Proposals.</p> <p><b>12.2.</b> The Skill training provider (STP)/ agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p><b>13. Preparation of Proposals – Specific Considerations</b></p>	<p><b>13.1.</b> While preparing the Proposal, the Skill training provider (STP)/ agency must give particular attention to the following:</p> <p><b>13.1.1.</b> If a shortlisted Skill training provider (STP)/ agency considers that it may enhance its expertise for the assignment by associating with other skill training provider (STP)/ agency in the form of a Joint Venture or as Sub-skill training provider (STP)/</p>

	<p>agency, it may do so with either (a) non-shortlisted Skill training provider (STP)/ agency(s), or (b) shortlisted Skill training provider (STP)/ agency if permitted in the <b>Data Sheet</b>.</p> <p><b>13.1.2.</b> The DUD may indicate in the <b>Data Sheet</b> the estimated cost as per the common cost norm based on the work volume or the DUD’s estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Skill training provider (STP)/ agency’s own estimates for the same on the basis of common cost norms.</p> <p><b>13.1.3.</b> For assignments under the Fixed-Budget selection method, the estimated cost/ input will be as per common cost norms. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the <b>Data Sheet</b>, and the Financial Proposal shall not exceed this budget.</p>
<p><b>14. Technical Proposal Format and Content</b></p>	<p><b>14.1.</b> The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p><b>14.1.1</b> Skill training provider (STP)/ agency shall provide documentary evidence for the information provided in the proposal. Failure to comply with this requirement will make the Proposal non-responsive.</p> <p><b>14.2.</b> Depending on the nature of the assignment, the Skill training provider (STP)/ agency is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal as indicated in the <b>Data Sheet</b> and using the Standard Forms provided in Section 3 of the RFP.</p>
<p><b>16. Financial Proposal</b></p>	<p><b>16.2.</b> The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs as per the common cost norms of category I, II and III indicated in the <b>Data Sheet</b>. Financial Proposal shall be uploaded online. While financial proposal have no marks.</p>
<p><b>a. Price Adjustment</b></p>	<p>For assignments common cost norms is applicable, if amendments of GOI allow/ direct for changes in the cost for the same duration, shall be applicable, so stated in the <b>Data Sheet</b>.</p>
<p><b>b. Taxes</b></p>	<p>The Skill training provider (STP)/ agency is responsible for meeting all taxes/ liabilities arising out of the Contract unless stated otherwise in the <b>Data Sheet</b>.</p>
<p><b>c. Currency of Proposal</b></p>	<p>The Skill training provider (STP)/ agency may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b>. If indicated in the <b>Data Sheet</b>, the portion of the price</p>

	representing local cost shall be stated in the national currency.
<b>d. Currency of Payment</b>	Payment under the Contract shall be made in the currency in which the payment is requested in the Proposal.
<b>C. Submission, Opening and Evaluation</b>	
<b>17. Submission, Sealing, and Marking of Proposals</b>	<p>17.1 The Skill training provider (STP)/ agency shall submit a signed and complete Technical Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done through electronically. If specified in the <b>Data Sheet</b>, the Skill training provider (STP)/ agency has the option of submitting its Proposals post or by hand.</p> <p>17.2 An authorized representative of the Skill training provider (STP)/ agency shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The original signed copies of the Technical Proposal shall be uploaded online clearly marked “<b>TECHNICAL PROPOSAL</b>”, “[Name of the Assignment]”, reference number, name and address of the Skill training provider (STP)/ agency.”</p> <p>17.5 The Proposal or its modifications must be submitted online not later than the deadline indicated in the <b>Data Sheet</b>, or any extension to this deadline. Any Proposal or its modification received by the DUD after the deadline shall be declared late and promptly rejected online automatically.</p>
<b>18. Confidentiality</b>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Skill training provider (STP)/ agency should not contact the DUD on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Skill training provider (STP)/ agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.</p> <p>18.2 Any attempt by shortlisted Skill training provider (STP)/ agency or anyone on behalf of the Skill training provider (STP)/ agency to influence improperly the DUD in the evaluation of the Proposals or Contract award decisions may result in the rejection</p>

	<p>of its Proposal.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if a Skill training provider (STP)/ agency wishes to contact the DUD on any matter related to the selection process, it should do so only in writing.</p>
<b>19. Opening of Technical Proposals</b>	19.1 The DUD’s evaluation committee shall conduct the opening of the Technical Proposals as per the date, time and the address stated in the <b>Data Sheet</b> .
<b>20. Proposals Evaluation</b>	<p>20.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Skill training provider (STP)/ agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 17 of this Instruction to STP/Agency. While evaluating the Proposals, the DUD will conduct the evaluation solely on the basis of the submitted Technical.</p>
<b>21. Evaluation of Technical Proposals</b>	The DUD’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the <b>Data Sheet</b> . Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the <b>Data Sheet</b> .
<b>22. Financial Proposals for QBS</b>	Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Skill training provider (STP)/ agency is invited to negotiate the Contract.
<b>23. Correction of Errors</b>	24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
<b>a. Time-Based Contracts</b>	24.1.1 If a Time-Based contract form is included in the RFP, the DUD’s evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will



	<p>prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the DUD’s evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
<b>b. Lump-Sum Contracts</b>	<p>24.2 If a Lump-Sum contract form is included in the RFP, the Skill training provider (STP)/ agency is deemed to have included all prices in the Financial Proposal (BOQ), so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Format 1 of section 4 ) shall be considered as the offered price.</p>
<b>24. Taxes</b>	<p>All taxes and duties shall be the liability of Skill training provider (STP)/ accordance with the instructions in the <b>Data Sheet</b>.</p>
<b>25. Conversion to Single Currency</b>	<p>For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the <b>Data Sheet</b>.</p>
<b>26. Quality Based Selection Evaluation</b>	<p>In case of QBS, the total score is calculated by weighting the technical scores as of instructions in the <b>Data Sheet</b>. The Skill training provider (STPs)/ agencies achieving the sound technical score/ scoring qualification marks will be invited for presentation.</p>
<b>D. Award of Contract</b>	
<b>29. Award of Contract</b>	<p>30.1 After completing the negotiations the DUD shall obtain the performance security as mentioned in section 1 of RFP i.e. @5% of the contract amount and sign the Contract; publish the award information as per the instructions in the <b>Data Sheet</b>; and promptly notify the other shortlisted Skill training provider (STP)/ agency.</p> <p>30.2 The Skill training provider (STP)/ agency is expected to commence the assignment on the date and at the location specified in the <b>Data Sheet</b>.</p>

**Part II Data Sheet**

<b>A. General</b>	
<b>Clause Reference</b>	
<b>1</b>	<i>Law of the land (India)</i>
<b>2.1</b>	<p><b>Name of the DUD: Department of Urban development (DUD),</b> Government of Himachal Pradesh.</p> <p><b>Method of selection:</b> Quality Based Selection (QBS).</p>
<b>2.2</b>	<b>Financial Proposal to be uploaded together with Technical Proposal: Yes</b> (Technical and Financial proposals are to be uploaded online only)
<b>2.3</b>	<b>The DUD will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: NA</b>
<b>B. Preparation of Proposals</b>	
<b>3</b>	<p><b>i) This RFP has been issued in the English language.</b></p> <p><b>ii) Proposals shall be submitted in English language</b></p> <p><b>iii) All correspondence exchange shall be in English language.</b></p>
<b>4</b>	<p><b>The Proposal shall comprise the following:</b></p> <p><b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b>  <b>Technical Proposals must be uploaded online</b>                      1. Technical Proposal Application in the given format                      2. All documents referred in RFP and                      3. <b>Copy of receipt of Cost of tender document and EMD fees.</b></p>
<b>5</b>	<b>Participation of Sub-skill training provider (STP)/ agency/ Third party contract: No</b>
<b>6</b>	<b>Proposals must remain valid for 120 (one hundred twenty) days.</b>
<b>7</b>	<p><b>Clarifications may be requested no later than 18.04.2022, 01:00 PM.</b>                      The address for requesting clarifications is: All requests for clarifications shall be</p>

	made online through mail at E-mail ( <a href="mailto:himachal.sulm@gmail.com">himachal.sulm@gmail.com</a> )								
<b>8</b>	<b>Shortlisted Skill training provider (STP)/ agency may associate with</b> <b>(a) non-shortlisted skill training provider (STP)/ agency(s): No</b> <b>or</b> <b>(b) other shortlisted Skill training provider (STP)/ agency: No</b>								
<b>9</b>	<b>Accreditation of SMART training centres in Urban Area of Himachal Pradesh: Yes</b>								
<b>10</b>	The format of the Technical Proposal to be submitted is: FTP (Annexure-E; Section- 6)  Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.								
<b>11</b>	<b>A price adjustment provision applies to remuneration rates: No</b>								
<b>12</b>	Amounts payable by the DUD to the Skill training provider (STP)/ agency under the contract: As per common cost norms.  The DUD will -reimburse the Skill training provider (STP)/ agency for indirect local taxes such as <b>Goods And Service Tax (GST)</b> – NO -reimburse the Skill training provider (STP)/ agency income tax paid in India on the remuneration for services provided by the non-resident staff of the skill training provider (STP)/ agency – No								
<b>13</b>	<b>The Financial Proposal shall be stated in the following currencies:</b>  Skill training provider (STP)/ agency may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies. <b>The Financial Proposal should state costs in the currency (local currency):</b> Yes, in Rupees. <b>Evaluation of Financial Proposal: No;</b> - <b>Cost shall be fixed as per common cost norms for Category I, II &amp; III by GOI. Indicative category wise common cost referred below.</b> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><b>Category</b></th> <th style="text-align: left;"><b>Rate Applicable (as per common cost norms)</b></th> </tr> </thead> <tbody> <tr> <td>Category I</td> <td>49.00</td> </tr> <tr> <td>Category II</td> <td>42.00</td> </tr> <tr> <td>Category III</td> <td>35.10</td> </tr> </tbody> </table>	<b>Category</b>	<b>Rate Applicable (as per common cost norms)</b>	Category I	49.00	Category II	42.00	Category III	35.10
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Category I	49.00								
Category II	42.00								
Category III	35.10								
<b>C. Submission, Opening and Evaluation</b>									

14.1	<p><b>The Skill training provider (STP)/ agency shall submit their Proposals electronically only on the website <a href="http://www.hptenders.gov.in">http://www.hptenders.gov.in</a></b></p> <p><i>For electronic submission procedures visit link. <a href="http://www.hptenders.gov.in">http://www.hptenders.gov.in</a></i></p>						
14.2	<p><b>The Skill training provider (STP)/ agency must upload online:</b></p> <p><b>Online Submission</b></p> <p>(a) Scanned copy of the original Technical proposal</p> <p>(b) <b>Financial Proposal:</b> Online as per Format -3 of section - 4.</p>						
14.3	<p><b>The Proposals must be submitted no later than:</b></p> <p><b>Online - Date:</b> 18.04.2022</p> <p><b>Time:</b> 02:00 PM</p> <p>No physical submission is required.</p> <p><b>The Proposal submission address is:</b> <a href="http://www.hptenders.gov.in">http://www.hptenders.gov.in</a></p>						
15	<p><b>An online option of the opening of the Technical Proposals is offered: Yes</b></p> <p><b>The opening shall take place at:</b></p> <p>Directorate of Urban Development                  Pallika Bhavan, Tallnad,                  Shimla- 2.</p> <p><b>Date:</b> same as the submission deadline indicated in 14.3.</p> <p><b>Time:</b> 18.04.2022 at 03:00 PM</p>						
16	<p><b>In addition, the following information will be read aloud at the opening of the Technical Proposals NA</b></p>						
17	<p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals along with all documentary proof as required/ mentioned in RFP:</p> <table border="1" data-bbox="389 1487 1430 1995"> <thead> <tr> <th data-bbox="389 1487 513 1559">S. No.</th> <th data-bbox="513 1487 1238 1559">Description</th> <th data-bbox="1238 1487 1430 1559">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 1559 513 1995">A.</td> <td data-bbox="513 1559 1238 1995"> <p><b>Specific experience of the Skill training provider (STP)/ agency (as a firm) relevant to the Assignment; Empanelment of Skill training provider (STP)/ agency (as a firm) at State level.</b></p> <p>Sub Criteria: Experience in providing placement linked skill training program of government schemes (NULM/ NRLM/ DDUGKY/ PMKVY/ placement based skill training will be preferred/ training with In-House placements or RTD Model)</p> </td> <td data-bbox="1238 1559 1430 1995">30</td> </tr> </tbody> </table>	S. No.	Description	Points	A.	<p><b>Specific experience of the Skill training provider (STP)/ agency (as a firm) relevant to the Assignment; Empanelment of Skill training provider (STP)/ agency (as a firm) at State level.</b></p> <p>Sub Criteria: Experience in providing placement linked skill training program of government schemes (NULM/ NRLM/ DDUGKY/ PMKVY/ placement based skill training will be preferred/ training with In-House placements or RTD Model)</p>	30
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	i) Skill Training experience of the Agency in Government sponsored skill training programs (State Govt./ Central Government) for 1 year	10
	ii) Skill Training experience of the Agency in Government sponsored skill training programs (State Govt./ Central Government) for 2 years	15
	iii) Skill Training experience of the Agency in Government sponsored skill training programs (State Govt./ Central Government) for 3 years	20
<b>B.</b>	Agency willing to work on RTD model of having experience in working on RTD Model (Recruit-Train-Deploy Model)	<b>10</b>
<b>C.</b>	<b>Placement record against assigned targets of the work orders.</b> Placement record of at least 70% with placements tracking for 6 months in at least one year for the last 3 years. (Certificates from sponsoring agency shall be produced) 70% & above.	<b>10</b>
<b>D.</b>	<b>Placement tie ups/ mapping agencies:</b> <i>The agency shall submit the list of placement tie ups along with number of students to be placed in each sector agency wise in prescribed Performa at Annexure-‘H’.(Industry/ Industry Association will be preferred)</i> <ul style="list-style-type: none"> <li>• <b>Placement mapping will be considered if STPs have prior agreements with Hiring Organization/ firms/ companies.</b></li> </ul>	<b>30</b>
<b>E.</b>	<b>Work plan/ methodology:</b>	<b>15</b>
<b>F.</b>	<b>ToT qualifications and competence for the Assignment</b>	<b>15</b>
	i) 2 Proposed Trainers certified from concerned SSC	5
	ii) 4 Proposed Trainers certified from concerned SSC	10
	iii) More than 4 proposed Trainers certified from concerned SSC	15
<b>Total points for the three criteria</b>		<b>100**</b>
<p><b>*# If SSC/ In House Companies participates for RFP than they will taken on priorities. In case, if SSC is willing to impart training at their own (Without TP) will be provided marks of AB&amp;C)</b></p>		
<p><b>** Documentary proof submission is mandatory.</b></p> <p>.....</p> <p><b>The minimum technical score required to pass is: 75 (Seventy Five) points.</b></p>		

18	<b>An online option of the opening of the Financial Proposals is offered: Yes</b>
19	<b>All applicable taxes shall be paid by the Skill training provider (STP)/ agency and shall not be reimbursed the Service Tax to the skill training provider (STP)/ agency as per the applicable rates.</b>
	<b>D. Negotiations and Award</b>
20	<b>Expected date and address for contract negotiations: To be Intimated Address: _____</b>
21	<b>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</b>  The publication will be done within 07 (seven) <b>days after the contract signing.</b>
22	<b>Expected date for the commencement of the Services: Within 30 days of signing of contract</b>

### **Section – 3**

## **Technical Proposal**

#### **1. Introduction**

The informal sector has traditionally been a source of services for middle and higher income groups in cities through provision of services such as security, carpentry, gardening, construction, plumbing, electrical work, health care support, housekeeping etc. However these services are not available in organized and reliable manner in urban areas.

The urban poor who produce marketable goods and services many times are often not able to find a viable market. The urban poor also lack information regarding the various opportunities/ benefits available to them via government and other programmes (e.g. skill training opportunities, bank credit, social security benefits, etc.) Therefore, the urban poor need support services to help them access several opportunities available to them. For example, to access a micro enterprise loan they should have a project plan, documentation etc., as needed by a bank. They may also need help to access services for registration, accounting and legal support.

#### **2. Background**

The concept of City Livelihoods Centers (CLCs) is envisaged to build the livelihoods related gaps that account for the poverty of the urban poor. The CLCs are designed to serve two important functions i.e. Skill Training and Services; (a) Skill Training with Placements at *State of Art Skill Trainings Centers* and (b) to provide Skilled Services to general public. Further services at CLCs having two functions i.e. One, providing for the marketing of services and products to the citizens. Emphasis will be on those services that are difficult to access by the citizens, like carpenters, plumbers and a host of other services like payment of bills, etc., that are vital to an urban citizen. Second, the CLCs will serve as a facilitation centre where all information relating to services, availability of skill related trainings and other vital information is made available. Therefore it will be a “One-stop-shop” for the promoters and seekers of urban services, as well as being a platform for Information Education & Communication (IEC) on livelihoods.

The opportunities pertaining to the CLCs under DAY- NULM are tremendous and have the potential for providing employment to the skilled individuals and groups including technical and advisory (like method of getting licenses for products, organizing and coordinating trainings, etc.

It was observed that due to low population/ beneficiaries in our ULBs, usually training partners are imparting trainings with local institutes resulting into low quality of training. Sometimes trainees are also not very serious about the trainings and taking skill training as hobby classes. Being free skill training for beneficiaries/ trainees, they refuse for placements after completion of Training, even after regular counseling of trainees and parents (especially SHG members).

Further it was observed that majority of Skill Training providers failed to establish their Skill training centers due to unavailability of appropriate space as per the NULM Guidelines which affects the quality of training.

It has further been experienced that placements are very low in normal trainings (without boarding and lodging support) in comparison to residential classes where boarding and lodging are being provided. For an example CIPET, Baddi has made placement of 321 out of 444 candidates in FY 2020-21 which is 72.30%, on the other hand placement made in regular classes are 536 out of 1324 candidates which is 40% much lower as compared to the residential classes.

Due to this reason the UDD proposes to establish centers with a State of Art infrastructure like CIPET. Through this initiative we will not only impart quality training but can also filter/bar non-serious candidates.

### **3. Concept of livelihood centre**

Keeping in view the upcoming and arising marketing opportunities arises within the industries, it is felt and experienced that State of Art and dedicated skill training centres are required to cater the need of the market/ industry.

The proposed CLCs will be established as “State of Art Training Centre” and will provide skill manpower to the industries within the State. These centres will also facilitate trainees in establishment of microenterprises and to find out appropriate market for their skill. Specialised training will be conducted on the basis of Skill Gap Analysis and the opportunities available within the state. **CLC wise sectors and job role identified for training are annexed at “Annexure-F”.**

### **4. Ownership and management**

CLC will be owned by the UDD and management will be looked after by the Executive Committee (already constituted as per DAY-NULM guidelines) at ULB level. CLC managers and City Mission Managers of DAY-NULM will look after the day-to-day operations of the CLC. The Skilling part shall be the responsibility of the selected Industry House/ Training Partners. Kitchen and cleaning work will be done by the SHGs. As regards the funds, an amount of ₹ 250/- per trainee per day is admissible for boarding and lodging. SHGs will be provided livelihood opportunities and will be paid an amount of ₹200/- per trainees per day for food and cleaning services and remaining ₹50/- per trainee/per day will be used for maintenance and housekeeping of the premises. So sufficient funds are available for the management of CLC.

To execute the plan, Executive Committees will monitor the functioning of ADB funded City Livelihoods Centers (CLCs) under the guidance and supervision of State Mission Director, and State Mission Management Unit (SMMU), DAY-NULM. The City Livelihoods Centers (CLCs) will have a full time Manager cum Coordinator owing the responsibility for the success of ADB Funded CLCs.

### **5. Eligibility Criteria for Institutions**

#### **A. Mandatory Pre-Qualification Eligibility**



1. Training Provider shall to get SMART Accredited Centre at CLCs in Himachal Pradesh.
2. The agencies shall impart training as per National Skills Qualifications Framework (NSQF) norms.
3. The agency shall impart training of National Skills Qualifications Framework (NSQF) aligned courses only.
4. The agency shall have eligibility for those training which are valid and approved from concerned SSCs.

#### **B. General Qualification**

5. The agencies should have Certification Arrangements with recognised SSCs.
6. Skill training providers should have at least three years experience in the field of Placement linked Skill Development Training Programs.
7. The agencies should have placement partners within the state and outside for employment with minimum wage rate of Government of India. List of agencies and placement to be provided in numbers must be attached.
8. Average Annual Turnover of ₹ 1.00 Crores of last 3 financial years.
9. Industry houses having IN-HOUSE placement requirement will be preferred.
10. Minimum 4 ToT from concerned SSC is must; without ToT batches will not be allowed.

### **6. Criteria for Technical Appraisal**

1. Experience in skill training and placement.
2. Certificate from implementing agencies regarding successful implementation of Skill Training and placement as per norms.
3. Proposed Faculty for Skill Training Centres and SSC certified ToT trainers. Staff engaged/ proposed for the Project could not be changed without prior written consent of Director Urban Development.
4. Empanelment for similar programs in this state and other states.
5. Track record in sustainable placement and linkage with Industry Houses.
6. Working experience with Government Agencies/ Organisations.
7. Infrastructure and Turnover of organisation/ agency.
8. No. of approved training centres with SMART system of NSDC in Himachal Pradesh.
9. Minimum initial salary offered for the trained beneficiaries.
10. Proposed timeline for the commencement of skill training at SMART training centres.
11. Post placement status and tracking system adopted for placed beneficiaries.

**Technical Appraisal will be done on the basis of supporting documents submitted by organisation/ Agency in proposal.**

### **7. Process of Empanelment**

- 7.1. Technically sound agencies will be invited for a presentation before the committee constituted for the empanelment of the training agencies under NULM.
- 7.2. Eligible organisations will be empanelled as the Skill Training Provider for NULM. Considering the merit of the Proposal State Urban Livelihood Mission will enter into agreement with empanelled Skill Training Providers for conduct of the training

programmes as per requirement in specific cities in specific job roles.

- 7.3. Empanelment of an agency is not a selection for entrusting training programmes. The mission will examine the offer of the empanelled agencies for training and placement case by case as per requirement and will entrust the training for specific job roles in specific locations.
- 7.4. **Selected firms have to submit a Performance Bank Guarantee of @ 5% of the project cost in favour of Director Urban Development with a validity of 18 months for the work order of one financial year and in case of ongoing batches after 12 months Bank Guarantee of @ 5% of the project cost has to be renewed.**
- 7.5. **As per given timeline Performance Bank Guarantee will be forfeited if delay in commencement of skill training batches.**
- 7.6 **Non performing in placements will be having penalties; clause will be specified in MoU.**

## **8. Period of Validity of the empanelment**

The empanelment will be valid for initially one year and may be expended for one year if funds are available and on physical progress, conduct and work performance on agreement of both parties and according performance bank guarantee shall be extended.

## **9. Certification Process**

- 9.1. The Skill Training Provider (STP) in collaboration with Department of Urban Development will arrange for award of a certificate by a competent Skill Sector Council (SSC) for each successful candidate undertaking the training under DAY-NULM within one month after completion of Training. Certification should be provided by Skill Sector Council (SSC).
- 9.2. The skill trades identified by the Skill Training Provider should have a standard curriculum designed in accordance with assessment and certification requirements. In other cases appropriate arrangements needs to be done for assessment and certification.

## **10. Placement and Post Training Support**

The STPs shall work towards providing job-placement or setting up of self enterprise for all the successful candidates. It is mandatory for the STPs to provide placement / self employment setup support for minimum of 70% of the successfully trained candidates, inability to do so shall result into suitable penalty and restricting the payment towards the training fee. STPs shall organise job fair for every batch after completion of Training Batch and certification.

## **11. Other Deliverables**

The Skill Training Providers shall be required to track the successful candidates for a

period of 6 months after placements.

## **12. Payment terms and Conditions**

Payment to Training Partner shall be made by DUD as per Clause 3 and Clause 3A of the operational guidelines for EST&P under DAY-NULM by Ministry of Housing and Urban Affairs (MoHUA), Govt. of India or as decided by the State Mission Director, DAY-NULM Himachal Pradesh.

**On Outsource Based Model approximately 20 % of Project cost to be paid to CLC/ UDD by Skill Training Partner as the operational and maintenance cost of Building. It will be negotiable to the subjective conditions.**

## **13. Mission Guidelines**

The terms and conditions of the EOI shall be governed by the DAY-NULM guidelines issued by the Ministry of Housing and Urban Affairs (MoHUA), Government of India and further instructions/orders/directions issued by the Ministry of Housing and Urban Affairs (MoHUA) or by Directorate of Urban Development, Government of Himachal Pradesh.

**Section - 4**

**Format 1: Financial Proposal  
 (To be filled online only)**

**Item Rate BOQ**

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity (No's)</b>	<b>Amount per trainee per hour (in ₹) including all Taxes, GST and other charges as per common norms</b>	<b>Total amount including all taxes and other charges</b>
1.	Category I as per common norms			
2.	Category II as per common norms			
3.	Category III as per common norms			
<b>Total in Figures</b>				
<b>Quoted Rate in Words-</b>				

\* Likely category wise trainees may vary as per actual trainee conducted.

\*\* All bidders will quote same rates as defines at clause 13 of Data Sheet of Section-2.

\*\*\* If rates differ from the common cost norms of the GOI, bidder shall be found non responsive.

**Section - 5**

**Terms of Reference (TOR)**

**Terms of Reference (TOR)**

1. All services on contract basis with skill training provider (STP)/agency shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
2. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Department. The skill training provider (STP)/agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
3. The Department may require the skill training provider (STP)/agency to dismiss or remove from the site of work any person or persons employed by the skill training provider (STP)/agency who may be incompetent or for his/her/their misconduct and the skill training provider (STP)/agency shall forthwith comply with such requirements. The skill training provider (STP)/agency shall replace immediately any of its personnel if they are unacceptable to this Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Department.
4. The skill training provider (STP)/agency has to provide dress/ photo identity cards to the trainees by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
5. The skill training provider (STP)/agency has to provide training kit to the trainees.
6. The skill training provider (STP)/agency shall ensure proper conduct of his persons in training premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
7. Training should be conducted as per the NSQF and SSC norms.
8. The transportation, medical and other statutory requirements in respect of each personnel of the skill training provider (STP)/agency shall be the responsibility of the skill training provider (STP)/agency and the Department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
9. The skill training provider (STP)/agency will submit the bill/ invoice to the concerned ULBs, after verification at ULB level, concerned official will forward to DUD. The payment will be released by DUD on the basis of common cost norms.
10. The payment to the skill training provider (STP)/agency will be made for every batch separately or as per the direction of operational guidelines of DAY-NULM.

11. The skill training provider (STP)/agency, based on biometric attendance and shall be certified by the respective project office shall prepare training bill/ invoice.
12. Payments to the skill training provider (STP)/agency would be strictly on certification by the project office for the place of training for quality maintenance during the training programme.
13. The skill training provider (STP)/agency shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this Department to the skill training provider (STP)/agency shall be acknowledged immediately on receipt on the same day. The skill training provider (STP)/agency shall strictly observe the instructions issued by this Department in fulfilment of the contract from time to time.
14. It is mandatory for skill training provider (STP)/agency for appointing full time state coordinator exclusively for DAY-NULM project in Himachal Pradesh.
15. This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the skill training provider (STP)/agency.
16. That the skill training provider (STP)/ agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/ agents of the skill training provider (STP)/ agency, then the skill training provider (STP)/agency shall be liable to reimburse to this Department for the same. The skill training provider (STP)/agency shall keep this Department fully indemnified against any such loss or damage.
17. The successful bidder will enter into an agreement with this Department for providing training by qualified staff as per RFP as per requirement of this Department on these terms and conditions. The agreement will be valid for a period of 18 months commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the skill training provider (STP)/agency shall be fixed for a period of 18 months and no request for any change/modification shall be entertained before expiry of the period of 18 months.
18. The skill training provider (STP)/agency shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of this Department.
19. That on the expiry of the agreement, as mentioned above, the skill training provider (STP)/agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the skill training provider (STP)/agency it shall be the entire responsibility of the skill training provider (STP)/agency to pay and settle the same.

20. Any Dispute arising out of the above contract shall be subject to the jurisdiction of Hon’ble High Court of Himachal Pradesh at Shimla and their sub-ordinate courts at Shimla only.

**Section – 6**

**Format of Technical Proposal**

**Format for Submission of Applications**

1. Name of applicant agency:
2. Type of entity:
3. Address :
4. Number and Date of registration of the applicant as a legal entity :
5. Contact person:  
Name Designation:  
Phone number and Email ID:
6. Core area of expertise of the firm:
7. Profile of the organisation:
8. Staff details:  
No of regular staff:  
No of full time staff appointed for limited period:  
No of Part time staff:  
Total Staff:
9. Staff details:  
Staff proposed for the NULM Himachal Pradesh Project:  
Qualification and Certification of proposed staff:
10. Details of training experience:
  - a. Available NSQF aligned courses:
    - i) Job role
    - ii) Name of agency approved curriculum (with QP Ref)
    - iii) Duration of the course
    - iv) Cost of training including for certification
    - v) Certification arrangement
    - vi) Available infrastructure/Equipments/Machineries of conduct of the training
    - vii) Profile of the existing faculty members
    - viii) Major placement partners and placement done during last two years in each job role
  - b. Details of training courses conducted for Government agencies:



<b>S. No</b>	<b>Name of Organisation</b>	<b>Work Order/ Sanction Order No. &amp; Date**</b>	<b>Month and Year of Completion</b>	<b>Total Trained</b>	<b>Total Placed **</b>

\* All Work Order/ Sanction Order No. are to be enclosed.

\*\* Shall be certified from concerned IA.

11. Skill Training Courses Proposed under this RFP (Provide the details for each of the courses proposed)

- a. Proposed NSQF aligned course.
- b. Whether curriculum approved by a competent agency.
- c. Name of agency approved curriculum (with QP Ref. if any)
- d. Duration of the course in months
  - i. Total number of days for Training (Excluding OJT)
  - ii. Hours of trade specific Skill Training.
  - iii. Hours of training in life skills/ professional etiquette.
  - iv. Hours of English Language Training.
  - v. Hours of Computer Training.
  - vi. Number of days of OJT
- e. Certification agency.
- f. Available or proposed infrastructure/Equipments/Machineries of conduct of the training.
- g. Proposed pool of Human Resource planned to carry out the trainings as per this RFP
- h. Major placement partners for this job role.

12. Proposed infrastructure to carry out the skill training as per this RFP. (Details with photographs)

13. Proposed training plan with preferred cities at SMART (Skill Management & Accreditation of Training Centres) in Urban Area/ ULBs of Himachal Pradesh.

14. The proposed courses shall be filled in specific Skill Sectors in respective CLCs as mentioned in **Annexure –‘F’**.

S. No.	Name of Course	NSQF Level	CLC Dharamshala (Healthcare Sector)	CLC Kullu (Tourism and Hospitality Sector)	CLC Nahan (Pharmaceutical Sector)	CLC Bilaspur (Food Processing Sector)

15. Proposed pool of Human Resource planned to carry out the training as per this RFP.  
 Please attach the profile of the faculty members.

**Place:**

**Name and Signature with seal/ stamp of the STPs/ Agency’s Authorised Signatory**

**Date:**

**Enclosures to the Application:**

- Registration certificate of the organisation/ agency as a legal entity.
- Work orders from Government/ Government Agencies for conducting placement linked skill development training programs for previous years.
- Placement tie up (MoU/Letter of intent/ offer letters from the employer) and details of final placements.
- Previous placement records with online electronically generated online/MIS reports.
- Certification from IA regarding certification ( may be verify from concerned IA with consent)
- Accreditation of training institutes/ centres on SMART.
- NSQF aligned Courses wise curriculum details.
- Bio-data of faculty.
- SSC Certified ToTs of faculty.
- PAN and GST No. of organisation.

Request for Proposal (RFP) for Empanelment of Skill Training Providers (STP)s for providing Skill Training at  
“State of Art” City Livelihood Centers (CLCs) Himachal Pradesh for the year 2022-23

- Audited Statement of last three financial years.
- Infrastructure of training centres/ institutes.
- Other documents in support of any declaration by organisation/ Agency.

**Section – 7**

**Location wise details**

**List of City Livelihood Centres (CLCs)**

<b>Location</b>	<b>Shamshi (Kullu)</b>	<b>Mohal Sidhbari (Dharamshala)</b>	<b>Nahan</b>	<b>Bilaspur</b>
<b>Sector Finalized</b>	Tourism and Hospitality	Healthcare	Pharmaceutical	Food Processing
<b>Concerned SSC</b>	Tourism and Hospitality Sector Skill Council	Healthcare Sector Skill Council	Life Sciences Sector Skill Development Council	Food Processing Sector Skill Council
<b>Capacity</b>	50	50	50	50

**Self Declaration by the Skill Training Provider (STP)**

(Declaration must be on the official letter head duly signed by the authorized/competent signatory)

1. I/We hereby confirm that we (name of the skill training provider ) are interested in submission of our Request for Proposal (RFP) for the empanelment as skill training provider under Himachal Pradesh Skill Development Project in convergence of EST&P component of Deendayal Antyodaya Yojna - National Urban Livelihood Mission (DAY-NULM) for the year 2022-23 as per “State of Art” City Livelihood Centres
2. I/We confirm that all information contained in this, Request for Proposal (RFP) and subsequently provided / clarified are in good interest and faith. All the information provided herewith is genuine and accurate.
3. I/We confirm that our firm has never been and is not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies. Our applicant firm has not been and is not the one against which disciplinary orders have been issued by any central/ state Governments and the orders are in force.
4. I/We confirm that in case of any further changes which affect this declaration at a later date; we would inform the project appropriately.
5. In case above information is found false at any stage then our bank guarantees be forfeited and legal action be taken against us.

Dated: this            Day of            2022

(Signature)

(In the capacity of)

Duly authorized to sign the EOI for and on behalf of:

(Name and Address of Company)

Seal/Stamp

**Performa for placement mapping with placement agencies:**

<b>Sr. No.</b>	<b>Course Name</b>	<b>Name of Hiring Organization</b>	<b>No. of students to be placed</b>	<b>Minimum salary to be offered (Rs.)</b>	<b>Agreement Date &amp; No. of STPs with Hiring Organization (copy to be uploaded online)</b>	<b>Percentage of placement</b>
1.						
2.						
3.						

- **Placement mapping will be considered if STPs have prior agreements with Hiring Organization/ firms/ companies.**

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