

Invitation for Expression of Interest

**For Providing Onsite Training to Rural Masons through
Recognition of Prior Learning**

Under Pradhan Mantri Awaas Yojna-Gramin

Address for communication

OFFICE OF THE DIRECTOR

H.P. STATE INSTITUTE OF RURAL DEVELOPMENT

FAIRLAWN, SHIMLA-171012

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GOVERNMENT OF HIMACHAL PRADESH

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H.P. STATE INSTITUTE OF RURAL DEVELOPMENT,
FAIRLAWN, SHIMLA-171012

EoI No : SIRD-(F)8-37/2021-Training

Dated: May, 2022

Invitation for Expression of Interest

Office of Director, H.P. State Institute of Rural Development invites Expression of interest (EoI) from Training providers affiliated/accredited by any one of the below National/State level organization

1. Training institutes affiliated by NCVT/DGT
2. Affiliated with Construction Skill Development Council (CSDC) of India
3. National Skill Development Council (NSDC) approved Training Providers
4. Training institutes affiliated to State Skill Development Missions (SSDMs)
5. Training Institution affiliated by any State/Central body as per the norms of NQAF at the minimum of NQAF level accreditation.
6. State Run Training Institutes affiliated with CSDCI

for conducting onsite training of Rural Mason under Recognition of Prior Learning (RPL) mode for the construction of houses under Pradhan Mantri Awaas Yojna - Gramin.

Agencies/organizations/institutions fulfilling the eligibility criteria can access and download the complete EoI document and submit the EoI in hard copies to this office.

THE MAJOR EVENTS UNDER SUBMISSION OF THE EOI PROCESS ARE:

Sl No	Key Events	Important Dates
1	<i>Publishing Date</i>	30-05-2022
2	<i>Document Download Start Date</i>	31-05-2022 at 03:00 PM
3	<i>Bid Submission Start Date</i>	31-05-2022 at 03:00 PM
4	<i>Bid Submission Closing Date and Time</i>	16-06-2022 at 03:00 PM
5	<i>Technical Bid Opening Date</i>	18-06-2022 at 03:00 PM

Copy to:

1. The Director, Information and Public Relations, Himachal Pradesh, Shimla-171002. He is requested kindly to publish the EOI notice in two local leading dailies (one Hindi & one English) and two national dailies for wide publicity & supply the triplicate copy of bill.
2. Members of the Committee for preparation, scrutiny & Evaluation of EOI for Rural Mason Training under RPL Mode.
3. Assistant Professor (I.T.) to upload the invitation for EoI.
4. Person concerned for publishing the invitation for EoI on the notice board at the O/o H.P. State Institute of Rural Development.

Detailed Terms & Condition of Bid for invitation of EOI

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DATA-SHEET

1	EoI Ref No.	SIRD-(F)8-37/2021-Training
2	Name of the EOI	Selection of organization to provide onsite training to rural mason under Recognition of Prior Learning (RPL) of Rural Mason Training Program under Pradhan Mantri Awaas Yojna - Gramin in Himachal Pradesh
3	Procuring entity	Pradhan Mantri Awaas Yojna - Gramin Office of the Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, Himachal Pradesh
4	Procuring Entity's Complete address	Office of the Director H.P. State Institute of Rural Development, Fairlawn, Shimla-171012
5	Bid Security (Refundable)	2% of total Bid Amount to be paid online in favour of Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, Himachal Pradesh
The amount must be deposited within prescribed date and time, otherwise the bids will not be accepted.		
6	Bid Copies : Only for Technical	Must be submitted in sealed cover
7	Bidding Process	Technical Bid system
8	Deadline for Submission of the EOI online	16 th June, 2022 till 1500 Hours
9	Technical bid Opening Date & Time Address	18 th June, 2022 at 1500 Hours at the Office of Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, Himachal Pradesh
10	Method of selection	Technically qualifying organization whose technical proposal secure a score above the minimum qualifying marks of 60 in the technical evaluation stage and scores the highest, will be awarded the contract. The procuring entity may select more than one organization on the basis of scores obtained. For more details see Section 2 (Point No. 5)
11	Validity of the Proposal Bid Validity	Proposal shall remain valid for a period of 90 days from the date of opening of the technical proposal. The procuring entity reserves the right to reject a proposal valid for a shorter period as non responsive and will make the best efforts to finalize the selection process within the bid valid period. The validity may be extended on mutual consent.

12	For grievance handling procedure during procurement process	<ol style="list-style-type: none"> 1. The designation and complete address of the first appellate authority is The Director, H.P. State Institute of Rural Development, Himachal Pradesh. 2. The designation and complete address of Second appellate authority is the Additional Chief Secretary, Rural Development, Government of Himachal Pradesh.
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Note:

1. In case of any discrepancies regarding the provision, terms and conditions stated in the bidding documents of the EoI, Act and subsequent Rules as per Govt. of Himachal Pradesh, and its provisions thereof shall prevail.
2. TPs will get honorarium @ Rs 38.50/- Per hour per trainee for 9 days, (as per Common Norms laid down by MSDE,GOI), which would include cost of mobilization of Trainees, making available training infrastructure and common tools (spades, mortar pans etc), provisions of training materials to trainees as well as placement of trainees.

SECTION - I
LETTER OF INVITATION (LOI)

EOI No. SIRD-(F)8-37/2021-Training

Dated: 30-05-2022

Name of the Assignment : Provide onsite Training to Rural Mason under recognition of prior learning (RPL) to construct houses under Pradhan Mantri Awaas Yojana in Himachal Pradesh.

1. Office of Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, invites EoI from the eligible Agencies/Organization /Institutions under the selection process of service provider to provide onsite Training to Rural Mason to construct houses under Pradhan Mantri Awaas Yojana-Gramin in Himachal Pradesh. More details on the proposed assignment are provided in Section III, Terms of Reference (ToR) of this EOI Document.
2. Organization/Training providers will be selected as per procedure as prescribed in this EoI Document in accordance with the policies and procedure.
3. Bid Security (Refundable) of amount equal to 2% of total Bid Amount should be paid in favour of **“Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012** within the prescribed date and time.
4. The last date and time of submission of the proposal complete in all respect is 16th June, 2022 up to 1500 Hours and the date for opening of the technical bid is 18th June, 2022 at 1500 Hours and will be held in presence of the organization’s representative at the specified address mentioned in the Data Sheet. Representative of the Organization may attend the meeting with due authorization letter on behalf of the Organization.
5. This EoI includes the following sections:
 - Cover I (Required Documents)
 - Letter of Invitation (Section I)
 - Information to the Organization (Section II)
 - Terms of References (ToR) (Section III)
 - Pre-Qualification Proposal Submission Forms (Section IV)
 - Technical Proposal Submission Forms (Section V)
 - Annexure (Section VI)
6. While all information/data given in the EoI are, to the best of the procuring entity’s knowledge, accurate within the consideration of scope of the proposed assignment procuring entity holds no responsibility for accuracy of information and it is the responsibility of the organization to check the validity of information/data included in this document. The procuring entity reserves the right to accept/reject/all proposals/cancels the entire selection process at any stage without assigning any reasons thereof.

SECTION - II

INFORMATION TO ORGANISATION (ITO)

1. Pre Qualification Criteria :

To participate in the selection process, the eligible organization must possess the following specified criteria and to this effect must produce supportive documents / information as part of their pre-qualification proposal.

- a. Status: Only single entity legally registered parties affiliated / accredited by any one of the following National/State Level organization:
 - ❖ Training institutes affiliated by NCVT/DGT
 - ❖ Affiliated with Construction Skill Development Council (CSDC) of India
 - ❖ National Skill Development Council (NSDC) approved Training Providers
 - ❖ Training institutes affiliated to State Skill Development Missions (SSDMs)
 - ❖ Training Institution affiliated by any State/Central body as per the norms of NQAF at the minimum of NQAF level accreditation.
 - ❖ State Run Training Institutes affiliated with CSDCI
- b. The organisation should be registered under Society registration Act-1860 /Indian Trust Act/Indian Company Act etc. as applicable.
- c. The organization should have audited (with Seal) statement of accounts for the last 3 consecutive financial year (2018-19, 2019-20, 2020-21) showing the annual average turnover of Rs. 75 Lakhs or more during the same period.
- d. The organisation should have carried out at least one work of similar nature of minimum Rs. 50 Lakhs in single work order.
- e. The organization should have an established office (HQ/Branch/Coordination) in the geographical area of Himachal Pradesh, preferably at Shimla.
- f. The organization should not be black listed or debarred by any Govt. department or similar organizations.
- g. The organisation should have a proven track record of at least 1 year of experience in the implementation of On Site Mason Training or RPL Mode Training.
- h. The organisation must have trained and qualified trainers & demonstrator with minimum experience of 3 years in performing similar nature of work. Certificate of ToT is to be provided.

2. Requisite documents to be submitted along with the Pre-Qualification Proposal:

The Agency has to furnish the following documents duly signed in along with their Pre Qualification Proposal:

- a. Copy of accreditation / registration and other related documents as per status in Pre Qualification criteria with current validity.
- b. Filled in EOI submission check list in original (Annexure -A)
- c. Covering Letter (PRE QUAL FORM-1) on organization's letterhead requesting to participate in the selection process.
- d. Copy of Certificate of Incorporation/Registration under Society registration Act-1860/Indian Trust Act/Indian Company Act etc. as applicable.
- e. Copy of PAN/TAN.
- f. Copy of GST Registration Certificate.

- g. Copies of IT return for the last 3 financial years
- h. General Details of Agency (PRE QUAL FORM-2)
- i. Financial Details of Agency (PRE QUAL FORM -3) along with all the supporting documents as required.
- j. Power of Attorney (PRE QUAL FORM-4) in favour of the person signing the bid on behalf of the agency.
- k. Assignment of similar nature (Past Experience Details) (PRE QUAL FORM -5).
- l. Undertaking for not having black listed by any Central/State Govt. /any other autonomous bodies during the last 3 years as per (PRE QUAL FORM-6).
- m. Annexure – IV
- n. Annexure – V
- o. Proof of carrying out at least one work of similar nature of minimum Rs. 50 Lakhs in single work order.
- p. Proof of having an established office (HQ/Branch/Coordination) in the geographical area of Himachal Pradesh, preferably at Shimla.
- q. ToT Certificate.

Failure to submit any one of the documents as mentioned above along with the Pre-Qualification Proposal will result in outright rejection of the proposal.

3. Submission of Proposal :

Bid must be submitted in Cover I to the office of Director, H.P. State Institute of Rural Development, Shimla-171012.

The agencies/firms/organizations are expected to send EoI documents and all other requisite forms after self-attestation with seal.

4. Opening of the Proposal :

The cover -1 containing “PRE QUALIFICATION AND TECHNICAL PROPOSAL” will be opened online in the initial stage by the procuring entity in presence of the agency’s representative at the location, date and time specified in the data sheet. The procuring entity will constitute the Evaluation Committee (EC) to evaluate the proposals submitted by agencies. Only one representative with proper authorization letter from the participated organization shall be allowed to attend the technical proposal opening meeting.

5. Evaluation of Proposals :

A two stage process will be adopted & followed as explained below in evaluating of the proposals during the overall selection process.

❖ **Technical Bid Opening (1st Stage):** Preliminary scrutiny of pre-qualification proposals will be done to determine whether the proposals are generally in order & complete and if the requisite documents have been properly furnished by the organization or not. Proposals not conforming to the preliminary requirements will be rejected from further selection process.

❖ **Technical Evaluation (2nd Stage):** Technical proposals will be opened and evaluated of those organizations only, who qualify the pre-qualification stage. The technical evaluation of the pre-qualified proposal shall be done in respect to the parameters and the respective weightage allocated against each criteria as specified in the table below :

SL No	Evaluation Indicators/Parameters	Maximum Marks
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1	Total number of trainees provided mason / assistant mason	40
2	% passing of the trainees in the last financial year. For each 5 % = 1.5 mark	20
3	Approach & Methodology of the Organization in response to ToR: Project Understanding Technical Approach & Methodology Staff Composition Work Plan, Implementation Strategy & Issues and Challenges)	40

The agencies, whose technical proposal secure a score above the minimum qualifying marks of 60 in the technical evaluation stage and scores the highest, will be awarded the contract. The procuring entity can also develop some sub- criteria's within the indicators given in, wherever required within the above indicator while evaluation stage. The procuring entity may select more than one organization based on scores obtained.

6. Performance Bank Guarantee (PBG) :

Within 15 days after notifying the acceptance of proposal for the award of contract, the qualified Organization shall must have to furnish a Performance Security in form of the Bank Guarantee/NSC/FDR amounting to 5% of the contract value in favour of "Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012" and the same shall be returned at the time of release of final payment subject to successful competition of the contract.

7. Contract Negotiation :

Contract negotiation will be held at the date, time and address as intimated to the selected organization. The invited organization will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the organization must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical, availability of proposed professionals etc.

8. Award of Contract :

After completion of the contract negotiation stage, the procuring entity will notify the successful Organization in writing by issuing a letter of Intent (LoI) for signing of the contract and promptly notify the all other organization about the results of the selection process. The successful organization will be asked to sign the contract after fulfilling all formalities within 15 days of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for 12 months from the date of effectiveness of the contract and may be extended on mutual consent as per rules. Sub-contracting is not allowed under this agreement.

9. Time :

Time is the essence of the contract. The time allowed for the start of trainings shall be strictly followed otherwise the bidder shall be liable to pay compensation at the rate of 0.2 % of the total contract value/part work order value per day of delay on the part of the bidder subject to a maximum of 5 % of the total contract value. The decision of the procuring entity about the delay shall final and binding.

10. Conflict of Interest :

Conflict of interest exists in the event of :

- a. Conflicting assignments, typically monitoring and evaluation/assessment of the same project by the eligible organization.
- b. Organization, agencies or institutions (Individuals or organizations) who have a business or family relation with the procuring entity directly or indirectly.
- c. Practical prohibition under the anti-corruption of the Government of India and Government of Himachal Pradesh.

The organization are to be careful so as not to give rise to a situation where there will be any conflict of Interest with the procuring entity as this would amount to their disqualification and breach of contract.

11. Disclosure :

- a. Organization has an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualify of the Organization or termination of its contract.
- b. Organization must disclose if there are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankrupt, insolvency or the financial standing of the organization, including but not limited to appointment of any officer such as a receiver in relation to the organization's or of any other similar proceedings.
- c. Organizations must disclose if they have been convicted of or are the subject of any proceeding related to :
 - ❖ A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ❖ Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract
 - ❖ Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

12. Anti-corruption Measures :

- a. Any effort by organization to influence the procuring entity in the evaluation and ranking through financial proposals and recommendation for award of contract may result in the rejection of the proposal.
- b. A recommendation for award of contract shall be rejected if it is determined that the recommended organization has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract of question. In such cases, the procuring entity shall blacklist the organization either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for said period.

13. Language of Proposal :

The proposal and all related correspondence exchanged between the Organization and the procuring entity shall be written in English language. Supporting documents and printed literature that are part of the proposal may not be in any other language provided they have accompanied by an accurate translation of the relevant passages in English with self –certification for accuracy as in which case for the purposes of interpretation of the proposal, the translated version shall govern.

14. Cost of Bidding :

The organization shall bear all costs associated with the preparation and submission of its proposal. The procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

15. Legal Jurisdiction :

All legal disputes are subject to the jurisdiction of civil court of Shimla only.

16. Governing Law and Penalty :

The rights and obligations of the procuring entity and the organization under this contract will be governed by the prevailing laws of Govt. of Himachal Pradesh, Govt. of India. Failure on organization's part to furnish the deliverables as per the agreed time line will enforce a penalty as per the rules and laws of Govt. of Himachal Pradesh.

17. Confidentiality :

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the organization who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use of confidential information by any organization related to the process may result in rejection of its proposal and may be subjected to the provisions of procuring entity's anti-fraud and anti-corruption policy. During the execution of the assignment except with prior written consent of the procuring entity, the organization or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

18. Amendment of the EoI Document :

At any time before submission of proposals, the procuring entity may amend the EoI by issuing an addendum on the H.P. State Institute of Rural Development, Fairlawm, Shimla-171012 official website. respectively. Any such addendum will be binding on all the organizations. To give organizations reasonable time in which to take an addendum into account preparing their proposals, procuring entity may, at its discretion, extend the deadline for the submission of proposals.

19. Procuring entity's right to accept any proposal and to reject any or all Proposals :

The procuring entity reserves the right to accept or reject any proposal, and to amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract, without assigning any reason there of and thereby incurring any liability to the organization.

20. Entitlement & Rights:

H.P. State Institute of Rural Development, Govt. of Himachal Pradesh shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At procuring entity's request, the organization shall take all necessary steps to submit them to procuring entity compliance with the requirement of the contract.

21. Replacement of Key Personnel :

The Key professionals to be deployed under this contract must be dedicated in nature. However the procuring entity reserves the right to request the organization to replace the assigned personnel if they are not performing to the level of satisfaction. After writing notification the organization will provide CV of appropriate candidates within 7 (seven) days for review and approval. The organization must replace the personnel within 7 (Seven) working days from the date of approval of replacement. If any one of the key personnel become unavailable /leave the project for any reason midway under the contract, the organization must notify the procuring entity at least 14 (fourteen) days in advance, and obtain the approval prior to making any substitution. In notifying by the procuring entity, the organization shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient details to permit evaluation of the impact on the engagement. Acceptance of the replacement person by the procuring entity shall not relieve the organization from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract leads to implication of liquidated damage.

SECTION - III

TERMS OF REFERENCE (TOR)

Annexure - I

Terms of Reference (ToR) for selection of organization to provide onsite training for Rural Masons under RPL for construction of houses under Pradhan Mantri Awaas Yojana-Gramin (PMAY-G) in Himachal Pradesh :

1. Background :

H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, invites expression of interest in the form of project proposals from training providers (TP) affiliated / accredited by any one of the below National/State level organization:

- ❖ Training institutes affiliated by NCVT/DGT
- ❖ Affiliated with Construction Skill Development Council (CSDC) of India
- ❖ National Skill Development Council (NSDC) approved Training Providers
- ❖ Training institutes affiliated to State Skill Development Missions (SSDMs)
- ❖ Training Institution affiliated by any State/Central body as per the norms of NQAF at the minimum of NQAF level accreditation.
- ❖ State Run Training Institutes affiliated with CSDCI

to provide training for Rural Masons for construction of houses under Pradhan Mantri Awaas Yojana-Gramin.

PMAY-G aims to provide a Pucca house with basic amenities to all houseless and households living in Kutch and dilapidated house by 2022 and ensure construction of quality houses. The house shall be constructed or got constructed by the beneficiary himself/herself under PMAY-G. The number of house-cum-training sites may be increased/decreased as per requirements. District wise targets for construction and rural masons training (RPL Mode) are given in the annexure-E.

2. Recognition of Prior Learning (RPL) :

Recognition of Prior Learning (RPL) is a very important function associated with National Skills Qualification Framework (NSQF). RPL can be defined as “the process of recognizing previous learning, often experiential, towards gaining a qualification” RPL is of particular significance in India, especially in the informal sector that employs more than 90% of the workforce (MoSPI 2012). While there is an urgent need for skill-based training for jobs across the country, the absence of sufficient training avenues prevents the existing workforce to acquire skill training through normal channels. As a result most of the skill acquisition takes place through informal channels such as family occupation, on-the-job training under master craftsman, etc. Reconciling these issues is at the core of RPL framework in India. RPL will be particularly beneficial for those masons who have worked for long time but have no certificate or training for the same. The RPL process will enable them to get certified and also learn missing elements. This will not only enable the socio economic mobility of workers, but will also facilitate professional/educational progression. An 'outcomes-based' approach is integral to the RPL that will recognize skills of workers irrespective of the methods/inputs utilized.

RPL under Rural Mason Training is envisaged where the Masons who have experience of more than 5 years. All the processes for RPL will remain same as Rural

Mason training except the fact that the training will be of 9 days To ensure that the candidates being assessed under RPL are also oriented to the standardized NSQF levels, QP-NOSs of Rural Mason that would be followed under RPL will be same as the one followed under Rural Mason fresh training.

Successfully assessed candidates under RPL will be eligible for Rural Mason Level 4 certification.

3. Objective of the Assignment :

The objective of the training is to enhance the skill of rural semi-skilled mason to build affordable, appropriate, healthy and sustainable houses under PMAY-G.

4. Proposed Methodology :

- ❖ On Site training (RPL) to be conducted as per the qualification pack (QP-NOS) for Rural Masons/ RPL curriculum of rural mason provided by the MoRD and on state specific designs for Pradhan Mantri Awaas Yojana-Gramin.
- ❖ Training Providers (TPs) have to assist block team during the screening of the beneficiary out of the list of beneficiary of the particular pocket, screening of aspirants for training prior to initiation of the training.
- ❖ Training Providers (TPs) will do counseling of trainees which would involve informing them about the process and duration of training, assessment and certification requirements and any other details about the training.
- ❖ The final list of trainees after counseling will be submitted to the block/district/state by the Training Provider (TP) and TP will register these candidates in Awaasoft.
- ❖ The TP will also be responsible for facilitating assessment by ways of requesting DGT/CSDCI to appoint qualified and certified assessors and provide the necessary infrastructure and materials for assessment. The assessment will be done through CSDCI/DGT Assessment bodies (or through any assessing body(s) recognized as per the guidelines of the MoRD (GoI)). The assessing bodies should have assessors located in Himachal Pradesh. The Training Provider shall not be an assessing body.
- ❖ List of Trainees to be uploaded by TPs on the website of assessing body for certification process.
- ❖ TPs will submit the attendance sheet of the trainees to block office for the payment of compensatory wages (**As per MGNREGA wage**) to them. The trainees must have a minimum attendance 8 out 9 days to receive the wage compensation.

5. Support to be provided by Panchayat and Rural Development, Himachal Pradesh :

Training cost will be borne by the department. Training Provider (TP) will get honorarium @ Rs 38.50/- Per hour per trainee for 9 days, (as per Common Norms laid down by MSDE, GOI, which would include cost of mobilization of Trainees, making available training infrastructure and common tools (spades, mortar pans etc), provisions of training materials to trainees as well as placement of trainees.

6. Key Qualifications and Experience of the Organization :

- a. The agency should be registered under Society Registration Act 1860/Indian Trust Act/Indian Company Act and Registered /enlisted with CSDCI/DGT/NCVT/NSDC/SSDMs.

- b. The agency should have an established office (HQ/Branch/Coordination) in the geographical area of Himachal Pradesh preferable at Shimla.
- c. The organization should have audited (with Seal) statement of accounts for the last 3 consecutive financial year (2018-19, 2019-20, 2020-21) showing the annual average turnover of Rs. 75 Lakhs or more during the same period.
- d. The agency should have carried out at least one work of similar nature of minimum Rs. 50 Lakhs in single work order.
- e. The agency should not be black listed or debarred by any Govt. Dept or similar organization.
- f. The agency should have a proven track record of at least 1 years of experience in implementation of similar National/State/Regional level construction training.
- g. The agency should have a permanent team of Trainers, Demonstrators for the conduction of training. Certificate of ToT is to be provided.
- h. The Organization/firm should have a Project Manager, Project Coordinator, Trainer, Demonstrator as per CSDCI/DGT experience and qualification.

7. Duration of Contract :

The total duration of the contract is 12 Months and may be extended on mutual consent as per rules. Sub-contracting is not allowed under this agreement

8. Payment Terms :

Payment to the Agency/Organization will be made as per the schedule given below:

Installment	% of Total Cost	Output Parameter
I	100 %	Upon successful certification of candidates (per candidates basis) (No payment will be made against the failed/absent candidates)

9. Reporting :

The agency will inform the progress report during the training to the concerned block and district authorities so that the same can be verified by state representative from Office of Director, H.P. State Institute of Rural Development, Fairlawn, Shimla 171012 about the standard of training. And that report of the training to be submitted after the completion of the training to the state.

10. RPL Curriculum of Rural Mason (72 hours + 8 hours Assessments) :

- This course encompasses 8 out of 8 National Occupational Standards (NOS) of “Rural Mason” Qualification Pack issued by “SSC: Construction Skill Development Council”.
- 9 Days Training, considering the training timing from 9 am to 6 pm which includes a break of an hour for lunch.

SL No	Module	Theory Duration	Practical Duration	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
Day1	Introduction to Rural Mason job role	4 hrs.	Nil	<ul style="list-style-type: none"> • Role description/ functions of the job role • Expected personal attributes from the job role • Brief description about course content, mode of learning and duration of course • Future possible progression and career development provisions on completion of the course 		1. Classroom having seating capacity for the batch. 2. Blackboard
Day 1/2	Mark layout for foundation, walls, soak pit/septic tank and monitor earthwork activities for rural construction	2 hrs.	8 hrs.	<u>Theory</u> <ul style="list-style-type: none"> • Basic principles of measurement, simple arithmetic's and conversion of units of measurement. • Different tools and equipment required for layout marking, their use and maintenance • Different tools and equipment required for earthwork, their use and maintenance. • Safe working practices followed for the work along with the use of appropriate PPE's for excavation work. • Knowledge of how to use basic levelling tools in the masonry trade such as spirit level, water level, plumb bob, line thread. • 3-4-5 method details and its use for squaring corners. • Standard practices for layout of foundation, walls, columns, soak pits/septic tank etc. • Standard practices for earthwork activities. • Different sketches of layout of foundation and soak pit/septic tank etc. • Knowledge about depth and plinth height in case of foundation • Soak pit / septic 	CON/ N3601	1. Measuring tape 2. Trowels 3. Shovels 4. Spade 5. Chalk/ powder for marking 6. Wheelbarrows 7. Plumb bob 8. Line string (line Dori) 9. Try square, 10. Spirit level 11. Steel or wooden scale 12. Rammers (hand held)

				<p>tank, its importance and purpose</p> <ul style="list-style-type: none"> • Knowledge about the suitable location and depth of soak pit / septic tank • work space requirement for excavating an area • Preparation of base and levelling in excavation works. <p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Demonstrate reading and interpreting details from the sketches/basic working drawing for excavation of foundations, soak pits/septic tanks etc. • Demonstrate selection of appropriate tools for excavation and verifying its serviceability. • Use of appropriate PPE's during the task. • Demonstrate the setting out of the layout for foundation, walls, and columns, soak pits/septic tank etc. as per provided in sketch. • Demonstrate the identification of transfer of levels as per requirement. • Demonstrate the marking out of the center line of rooms by 3-4-5 method • Perform checks for the diagonals ensuring they are same in length. • Demonstrate the marking of center line and the center points about 2m away from the outer edge of excavation to act as guideline. • Demonstrate the marking of center line for septic tank and checking of right angles at corners. • Demonstrate the marking of periphery of soak pits and identify center point. • Demonstrate the monitoring of excavation works by ensuring desired slope and depth of excavation is maintained. • Demonstrate the compaction of surface 		
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				<p>upon excavation.</p> <ul style="list-style-type: none"> • Demonstrate checks to ensure even dressing and compaction works in excavation. • Demonstrate checks for ensuring removal of gravels and uniform spreading of earth in layers for backfilling works. • Demonstrate checks for ensuring appropriate sprinkling of water over layers to be compacted and ensuring appropriate back filling of excavated pit, trench etc. 		
Day 2/3	Build brick/block masonry structures for rural construction	2 hrs.	8 hrs.	<p>Theory</p> <ul style="list-style-type: none"> • Basic principles of measurement ,simple arithmetic's and conversion of units of measurement • Safe working practices followed for the work along with the use of appropriate PPE's for work • Sketches for brick/block work • standard specification of all masonry tools and equipment, their care and maintenance • how and carry out layout and marking for brick/block work • how to select and use tools such as measuring tape, trowels, floats, brushes, screed boards, straightedge, concrete mixer, mortar boards and stands, shovels, wheelbarrows, joint rules, mason's square, buckets, spade, etc. for masonry works • Type of raw material like cement, sand, aggregate, bricks/blocks; the size and physical attributes of bricks/blocks • Visual checks performed for assessing the brick • Basic levelling instruments like spirit level and water levelling, its setting and 	CON/N3602	<ol style="list-style-type: none"> 1. Measuring tape 2. Trowels 3. Floats 4. Brushes 5. Screed 6. Boards 7. Straightedge 8. Hand held concrete mixer 9. Mortar boards and stands 10. Shovels 11. Spade 12. Wheelbarrows 13. Mason's square 14. Volume box 15. Plumb bob 16. Line String (line Dori) 17. Try square, 18. Spirit level

			<p>use</p> <ul style="list-style-type: none"> • Determining vertical and horizontal alignment using thread line, spirit level, plumb bob etc. • 3-4-5 method for squaring corners • Method of carrying out checks for preparatory works like surface preparation prior to brick work • King closer, queen closer and its purpose • Techniques for cutting, chiseling of bricks as per closure using appropriate tools • Knowledge of cement mix proportion and its importance • Basic knowledge of water cement ratio • Knowledge of English, Flemish, rat trap, stretcher and header bonds • Process of laying and fixing brick/blocks in position with uniform joints • Different mortar mix used for pointing • Process of pointing in brick work <ul style="list-style-type: none"> • Flush pointing • Recessed pointing • Various tools used for pointing and raking • Various method of curing of masonry structure • standard size of door / window, type of materials and fittings used • Process to align the frames and checking the holdfast position • Process to anchor frames to walls and fill gap between wall and frames <p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Reading and interpreting the sketches/basic working drawing for brick/block work • Selecting tools and performing checks to 		
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				<p>confirm their workability</p> <ul style="list-style-type: none"> • Setting out the layout as per drawing/instruction and transferring levels as per layout • Performing visual checks for brick/block, cement, aggregate • Estimate the quantity of material required for work. • Demonstrate the breaking of bricks to required size and shape. • Build brick/block wall as per standards tolerance as per relevant drawing/sketch using English, Flemish, stretcher, and Header and Rat trap bonds. • Demonstrate checks for maintaining line and level of each course of brick/block wall • Demonstrate setting out of 90° corners using builders square or 3-4-5 method. • Demonstrate raking and cleaning of joints as specified prior to drying of bonding mortar • Demonstrate preparation of lime/cement mortar for pointing as per specification • Demonstrate filling of joints with mortar to obtain specified type of pointing using appropriate tools. • Demonstrate the marking and set out of location of frames of doors, windows and ventilators. • Demonstrate checks and carry out proper alignment of the frame • Demonstrate fixing of holdfast and grouting between frame and walls • Demonstrate fixing of panels for doors, windows and ventilators 		
Day 4	Build structures using random rubble	1 hrs.	3 hrs.	<p>Theory</p> <ul style="list-style-type: none"> • Standard practices for rubble masonry works • standard specifications 	CON/ N3603	1.Hammer 2.Brick chisel 3.Stone chisel 4.Bolster

	masonry for rural construction			<p>of all tools and equipment required for rubble masonry along with care and maintenance</p> <ul style="list-style-type: none"> • Safe working practices followed for the work along with the use of appropriate PPE's for work • Different type of coursed and uncoursed rubble masonry works and its application. • Types of mortar used for rubble masonry works, its specifications • Various types of stones used in rubble masonry • Basic methods of stone work and finishing in rubble masonry • Procedure for preparation of sub base for random rubble masonry works • Procedure for performing visual checks on the materials used in random rubble masonry works. • Procedure for cutting stones to prepare for sides, edges and bed of random rubble masonry works. • Procedure for preparation of mortar for random rubble masonry works. • Various techniques / procedures to work with undressed and hammer dressed stones used for un-course and course random rubble masonry. • Procedure for building of wall in coursed and uncoursed random rubble masonry. • Importance of bond stones (through stones) and jambs at Corners of random rubble masonry wall. • Various pointing and raking tools and techniques and method of pointing a joint as per specification • Procedure for performing raking of joints for pointing in random rubble masonry works. • Different mortar mixes 	<p>5. Steel trowel, Float wooden/ metal)</p> <p>6. Spade (Phawda)</p> <p>7. Mortar pan (Ghamela)</p> <p>8. Pointer trowel</p> <p>9. Tuck pointing trowel</p> <p>10. Line and pins</p> <p>11. Screed board</p> <p>12. Jointers</p> <p>13. Plumb bob</p> <p>14. Line string (line Dori)</p> <p>15. Try square</p> <p>16. Spirit level</p> <p>17. Measuring tape</p> <p>18. Steel or wooden scale</p> <p>19. Lifting , appliances (wheel and rope, shackles, sling, belts)</p> <p>20. Wheel barrows</p> <p>21. Mixing plat form (3'x5')</p> <p>22. Helmet</p> <p>23. Face shield Safety</p>
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				<p>used for pointing in random rubble masonry</p> <ul style="list-style-type: none"> • Procedure for preparation of lime/cement, mortar for pointing works. • Procedure for performing various pointing works on random rubble masonry, namely: <ul style="list-style-type: none"> • flush pointing • raised pointing <p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Demonstrate selection of tools for the random rubble masonry works. • Estimate quantity of cement, sand required for rubble masonry work using thumb rules • Perform checks to ensure preparation of sub- base for rubble masonry work. • Demonstrate selection of surface finish as per requirement. • Demonstrate preparation of mortar mix in specified proportion for rubble masonry work • Demonstrate transferring of levels for rubble masonry work • Demonstrate checking of workability and proportion of cement mortar, quality of stones used in random rubble masonry and ensure proper soaking of stones prior to use. • Demonstrate preparation of the sides, edges, bed of stone to for both undressed and hammer dressed stones • Demonstrate laying and fixing of stones for both coursed and un- coursed Random Rubble Masonry. • Demonstrate the use of bond stone at corners d at jambs. • Demonstrate the checking of line and level of random rubble masonry work after regular interval • Demonstrate raking of 		
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				joints, cleaning of joints for pointing works. • Demonstrate preparation of lime/cement mortar in required proportion for pointing works • Demonstrate filling of joints for obtaining appropriate type of pointing works.		
Day 4/5	Carry out IPS flooring in rural construction	2 hrs.	6 hrs.	<u>Theory</u> • Standard practices for masonry works. • Safe working practices followed for the work along with the use of appropriate PPE's for work. • standard specifications of all tools and equipment required for IPS flooring. • Procedure for preparation of sub base by watering and ramming. • Procedure for marking reference level and transferrin of levels. • Various type of aggregates, type and grade of cement used and effect of water /cement ratio. • Different grade of concrete • Procedure for manual mixing of concrete and nominal mix proportion. • Sequence of concrete pouring and placing. • Provision of cover for reinforcement w.r.t size of reinforcement • Procedure for pouring concrete in alternate panels. • Procedure for carrying out tamping of poured concrete. • Procedure for avoiding shrinkage cracks in concrete. • Different construction and expansion joints • Different tools used for grooving/ providing expansion joints	CON/ N3604	1. Measuring tape 2. Trowels 3. Floats 4. Brushes 5. Screed 6. Boards 7. Straight Edge 8. Hand held Concrete Mixer 9. Mortar Boards and Stands 10. Shovels 11. Spade 12. Wheelbarrows 13. Mason's Square 14. Spade, 15. Volume Box, 16. Plumb Bob 17. Line String (line Dori) 18. Try Square, 19. Spirit level 20. Tampin g Rod 21. Vibrators

				<ul style="list-style-type: none"> • Procedure for final troweling of concrete for desired finish <p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Demonstrate the checks to be carried out for inspection of area prior to concreting. • Ensure appropriate base preparation prior to flooring. • Demonstrate checks for formwork to avoid leakage and deviation in slope and alignment in PCC • Demonstrate check to ensure proper cover for reinforcement. • Demonstrate marking and transfer of levels on floor for required thickness using appropriate tools. • Demonstrate checks to be performed for assessing the grade of cement, fine aggregate and concrete prior to use. • Demonstrate checks for assessing preparation of panels as per specified size and type. • Demonstrate fixing of glass, aluminum or brass strip in cement mortar with their tops at appropriate level and according to slope. • Demonstrate pouring of concrete in alternate panels. • Demonstrate compaction and finishing of the concrete surface • Demonstrate cutting of groves for providing construction joints and expansion joints as per requirement • Demonstrate levelling of poured concrete to the specified levels maintaining required slope • Ensure curing of the finished floor. 		
Day 5/6	Carry out reinforcement steel work for	2 hrs.	6 hrs.	<p><u>Theory</u></p> <ul style="list-style-type: none"> • Safe working practices followed for the work along with the use of appropriate 	CON/ N3605	<p><u>Hand Tools</u></p> <ol style="list-style-type: none"> 1. Hack saw 2. Rail piece 3. Pointed Chisel

R.C.C structures in rural construction			<p>PPE's for work</p> <ul style="list-style-type: none"> • Different sketches for R.C.C footing, column, beam and slab • Tools and equipment for measuring, marking and cutting re-bars. • Measurement and marking method for cutting and bending • Types of stirrups • Hand tools for cutting and bending rebar manually. • Different types of cover block and their uses • Different types of steel rods, length and diameter • Different types of binding wire, thickness and uses • Prevention of reinforcement from rusting • Use of chairs, spacer bar, hanger bars • Tolerance for cutting and bending of rebar • Body postures for cutting and bending of rebar • Different types of ties (Slash tie, ring slash tie, hair-pin tie, ring hair- pin tie, crown tie, lap tie) • Sequence for tying of rebar for in-situ and pre-fabricated cages for footing , column, wall, beam and slab • Insertion and fixing process for slab(one way & two way slab), beam, column, footing, wall • Lapping length and importance of lapping for different diameter of re-bars • Importance of clear cover while carrying out reinforcement works • Use of chairs, hanger bar, spacer bar 	<ol style="list-style-type: none"> 4. Sledge Hammer 5. Bending Lever 6. Pin Plate 7. Working Bench 8. Binding Hook 9. Hammer <p><u>Measuring Instruments</u></p> <ol style="list-style-type: none"> 1. Measurement tape <p><u>General requirement</u></p> <ol style="list-style-type: none"> 1. M.S, TOR Steel, TMT Steel, Binding wires, 2. Steel cutting Blade 3. Mechanical Coupler 4. Cover Blocks 5. Wooden Planks (Sling, Shackle, Belts) 6. Safety Helmet 7. Safety Goggles 8. Safety 9. Shoes
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				<p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Demonstrate reading of details from bar bending sketch. • Calculate cutting length of re- bars , number of chairs, spacer bars from sketch • Demonstrate selection of appropriate tools for cutting and bending of re-bars. • Demonstrate cutting of rebar for a smaller diameter rebar using hand tool. • Demonstrate cutting of rebar using power tools. • Demonstrate stacking of re-bars after cutting and bending as per standards practices. • Demonstrate insertion/ fixing of rebar for footing, column, beam and slab, place and fix on its position. • Demonstrate uniformity of space in between the bars, stirrups, link rod as per the drawing/sketches. • Demonstrate staggering of lap for splicing. • Demonstrate making of stirrups, chairs and hanger bar. • Demonstrate bending of rebar for simpler shape such as L, U shape. • Demonstrate tying of rebar using different ties. • Demonstrate marking, placing, fixing and tying of stirrups for column, beam as per specified spacing. • Demonstrate marking, placing, fixing and tying of rebar for wall and slab as per specified spacing. • Demonstrate placing of cover 		
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				block and fixing of chairs for maintaining uniform thickness. • Demonstrate checks to be performed for quality of reinforcement work with reference to spacing, placement, straightness of bar, rigidity of ties etc.		
Day 6	Carry out shuttering works for R.C.C structures in rural construction	1 hrs.	3 hrs.	<u>Theory</u> <ul style="list-style-type: none"> • Basic shuttering drawings/ sketches. • Different tools used for shuttering works. • Different measuring and marking tools used for shuttering works. • standard size of all carpentry tools, materials and components, their selection and use. • Importance of correct body postures. • Safe working practices followed for the work along with the use of appropriate PPE's for work. • Handling and maintenance of tools. • different type of shuttering material such as timber, plywood, wooden batten, GI sheets and other material. • Standard size of timber and plywood for shutter making purpose. • visual checks for shuttering materials. • use of water level tube Types of joints – Dovetail, Tenon & Mortise, Lap joints, Half joints. • Different types of knots used for tying bamboo, ballies. • Procedure for carrying out shuttering for R.C.C structures such 	CON/ N3606	<u>Hand tool</u> <ol style="list-style-type: none"> 1. hand saw, 2. Different types of Chisel 3. Jack Hammer 4. Nailing Hammer, 5. Hand Drill 6. Water Level Tube 7. Spirit Level 8. Measuring Tape 9. Marking Chalk/ Pencil

				<p>as footing, column, wall, slab, beam etc.</p> <ul style="list-style-type: none"> • Procedure for providing support for shuttering works. • General tolerance for shuttering works. • Use of shuttering oil. • Dismantling procedure of shuttering for R.C.C structures such as footing, column, wall, slab, beam etc. • Stripping time for removing shuttering of various R.C.C structural elements. • Procedure for erecting and dismantling staging (bamboo/ballies, pipes and couplers). <p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Demonstrate reading drawings/ sketches related to shuttering work. • Demonstrate visual checks for timber, plywood, wooden battens, GI sheets, bamboo/ballies etc. so they are of good quality. • Demonstrate selection and use of hand tools such as hand saw, chisel, jack hammer, nailing hammer, hand drill and other tools efficiently. • Demonstrate cutting of timber and plywood as per measurement and marking. • Demonstrate making of Dovetail joints, Tenon mortise joint, Lap joints. • Demonstrate making of wooden shutter panels as per for shuttering works and application of shuttering oil. • Demonstrate positioning and fixing and of shutter board and props. • Demonstrate checks for plumb, position and spacing ensuring tightness of tie rod, support and bracing. • Demonstrate checks of 		
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				<p>erected formwork for line, level and alignment are within tolerance limit.</p> <ul style="list-style-type: none"> • Demonstrate plugging of all gaps using appropriate materials and ensure water tightness of forms. • Demonstrate dismantling of shuttering for column, wall, footing, beam and slab ensuring RCC gained sufficient strength. • Demonstrate repairing of formwork. • Demonstrate levelling of area for erection of scaffolding. • Demonstrate erection of scaffold as per requirement and check for stability and rigidity of scaffold. • Demonstrate erection and dismantle of scaffold as per requirement and stacking of scaffold material upon dismantling. 		
Day 7/8	Carry out manual concreting in rural construction	2 hrs.	8 hrs.	<p>Theory</p> <ul style="list-style-type: none"> • standard practices for concreting work. • safety rules and regulations for handling and storing required concreting tools, equipment and materials. • Safe working practices followed for the work along with the use of appropriate PPE's for work. • Standard sizes of concreting tools such as measuring tape/rule, shovels, rakes, screeding board / tools and tamping tools (hand, rolling), different types of floats; their use, upkeep and maintenance. • Various precaution taken while working in wet concrete area. • Various type and grade of cement used type of aggregates. • Effect of water cement ratio • Basic properties of concrete including weigh and mix 	CON/N3607	<ol style="list-style-type: none"> 1. Measuring Tape 2. Trowels 3. Floats 4. Brushes 5. Screed 6. Boards 7. Straight Edge 8. Hand held Concrete Mixer 9. Mortar Boards and Stands 10. Shovels 11. Spade 12. Wheelbarrows 13. Mason's Square 14. Spade, 15. Volume box, 16. Plumb bob 17. Line string (line Dori) 18. Try Square, 19. Spirit Level 20. Tamping Rod 21. Vibrators

				<p>proportions.</p> <ul style="list-style-type: none"> • Need for providing cover to the reinforcement and its relation w.r.t size of reinforcement. • Nominal mixes of concrete and manual mixing procedure for concrete. • Procedure to avoid shrinkage cracks in concrete. • Knowledge of expansion and construction joints in concrete and extent to which these must be provided. • Technique for spreading, floating and levelling of concrete. • Importance of finishing concrete after initial setting of concrete/semi-finished stage. • Use of releasing oil and its importance. • Process of curing concrete. • Common defects in concrete. <p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Demonstrate checks to ensure alignment in slope prior to concrete in formwork. • Demonstrate checks for misalignment in formwork/reinforcement and ensure proper cover for reinforcement is provided. • Demonstrate visual checks for cement, aggregate, water for concrete mixing. • Visually assess the concrete mix for usability and workability. • Demonstrate pouring of concrete in layers maintaining standard height of pouring. • Demonstrate compaction of concrete using tamping rod/concrete vibrators. • Demonstrate spreading, compaction and 		
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				levelling of concrete. <ul style="list-style-type: none"> • Demonstrate removal of excess concrete. • Demonstrate levelling of edges and corners in concrete works. • Demonstrate application of final finish and curing of concrete by marking and monitoring curing time. 		
Day 8/9	Install sanitary fitting and fixtures for rural toilets	2 hrs.	8 hrs.	Theory <ul style="list-style-type: none"> • Sketches for plumbing and sanitation system. • Safe working practices followed for the work along with the use of appropriate PPE's for work. • Different material in sanitary system (CI/GI/PVC pipes, etc.) • Basic sanitary fittings and fixtures like (taps, valves, clamps, elbows, toilet pans, traps, etc.) • Standard size of relevant hand tools such as wrenches, plier, screwdriver, pipe cutter, pipe bender, threading tool, hacksaw, metal file, etc. and safety rules for handling and maintenance of tools • Techniques for cutting, bending and joining of fittings and fixtures. • Transferring levels using basic levelling devices • Sequence of pipe installation Procedure for assembling of pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, caulking tools, or cutting, threading and joining equipment • Procedure for connection of toilet with soak pit/septic tank and inspection chamber maintaining necessary gradient as per specification. • Various defects in plumbing works like 	CON/N3608	<ol style="list-style-type: none"> 1. Wrenches 2. Plier 3. Screwdriver 4. Pipe Cutter 5. Pipe Bender 6. Threading Tool 7. Hacksaw 8. Metal File 9. Caulking Tools 10. Cutting, Threading and Joining Equipment

				<p>leakages, improper alignment, etc.</p> <ul style="list-style-type: none"> • Test for checking the joints and fixtures for functionality and leakage. <p><u>Demonstration/ Practical</u></p> <ul style="list-style-type: none"> • Demonstrate reading and understanding of the sketches of sanitary fittings and fixtures and their connection to soak pit/septic tank. • Demonstrate selection of sanitary fittings and fixtures and perform checks to ensure their workability. • Demonstrate checks to ensure building of toilet enclosure, bathing space, soak pits/septic tank as per drawings/sketches and necessary gradients. • Demonstrate placing and fixing of concrete pre-cast rings for soak pits as per applicability. • Demonstrate marking of location and position of pipe installations, connections, passage holes, and fixtures in structures, • Describe sequence of pipe installation. • Demonstrate assembling of pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, caulking tools, or cutting, threading and joining equipment. • Demonstrate installation of pipe assemblies, fittings, and fixtures such as toilet pan using hand tools. • Demonstrate checks to ensure maintenance of necessary gradient for toilet floor. • Demonstrate connection of toilet with soak pit/septic tank and inspection chamber maintaining necessary gradient as per specification. • Demonstrate test for checking the joints and fixtures for functionality 		
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				and leakage.		
Day 9	Soft Skills	2 hrs.	3 hrs.	<ul style="list-style-type: none"> • BHIM operation • Computer operation • Email creation • Money Transfer • Money Withdrawal 		
Day 10	Practical & Viva	8 hrs.	Assessments.....		
	Total Duration	20 hrs.	52 hrs.	<p style="text-align: center;"><u>Unique Equipment Required</u></p> <p>Measuring tape, Trowels, Shovels, Spade, Chalk/powder for marking, Wheelbarrows, Plumb bob, Line string (line Dori), Try square, Spirit level, Steel or wooden scale, Rammers(hand held), Floats, Brushes, screed, boards, straightedge, hand held concrete mixer, mortar boards and stands, mason's square, spade, volume box, Hammer, Brick chisel, Stone chisel, Bolster, Steel trowel, Float wooden/metal), Mortar pan (Ghamela), Pointer trowel, Tuck pointing trowel , Line and pins, Screed board , Jointers , Lifting , appliances (wheel and rope, shackles, sling, belts), Mixing plat form (3'x5'), Helmet , Face shield, Safety shoes , Tamping rod Vibrators, Hack saw, Rail piece, Pointed chisel, Sledge hammer, Bending lever, Pin plate, Working bench, Binding hook, M.S, TOR steel, TMT steel Binding wires, Steel cutting blade, Mechanical coupler, Cover blocks, Wooden planks, Lifting appliance (Sling, Shackle, Belts), Safety Helmet , Safety goggles, different types of chisel, jack hammer, nailing hammer, hand drill, water level tube, spirit level, marking chalk/pencil, Wrenches, Plier, screwdriver, pipe cutter, pipe bender, threading tool, Hacksaw, metal file, caulking tools, cutting, threading and joining equipment</p> <p style="text-align: center;"><u>Infrastructure</u></p> <p>Class room for theory assessment with study chairs , Workshop for practical assessment, Toilet/Urinals (Separate for gents and Ladies), Single phase power supply points, First aid kit.</p>		

11. Review and Monitoring:

The agency will be responsible to submit activity completion report as per the agreed terms and condition and need of the assignment. Office of Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, Himachal Pradesh will be responsible for the review and monitoring of the progress of the assignment on event basis and interact with the nodal person appointed by the selected agency. All the movable/immovable assets created during the award period from the funds provided by the Office of Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, Himachal Pradesh will be solely under the ownership of Office of Directorate, Panchayat and Rural Development, Himachal Pradesh.

12. Scope of Work :

- ❖ The Training providers may also need to provide necessary readings materials in local language required for training.
- ❖ The medium of instruction for training for the training and reading materials shall be preferably in local language Hindi.
- ❖ The training course shall be delivered based on an approved building design, contents and scheduled approved by the competent authority.
- ❖ Assist the PMAY-G beneficiaries whose houses will serve as training sites in procurement of quality materials.

- ❖ Maintain daily attendance of trainees and assist in timely payment of stipend/compensatory wage.
- ❖ The trainers/demonstrators should be qualified (as per MoRD, GoI guidelines for the Rural Mason QP-NOS in the construction Sector), CSDCI/DGT certified and eligible for imparting training to Rural Masons as per the prescribed QP-NOS.
- ❖ The trainers & demonstrators to be deputed shall also be qualified as per MoRD, GoI guidelines for the Rural Masons and expert in construction of Houses. Certificate of trainers & demonstrators must be produced by the TP in their proposals.
- ❖ The training shall involve on the job/practical component (approximately 80%) and theory (approximately 20%) with all the necessary tools and methods appropriate to the context.
- ❖ Lead the process of pre-screening of Trainees.
- ❖ Document the training through videos and still photographs (since beginning and till the completion of work) and daily site notes.
- ❖ Conduct mock assessments.
- ❖ Intimate CSDCI/DGT empanelled assessing bodies and Office of Directorate, H.P. State Institute Of Rural Development, Fairlawn, Shimla-171012, Shimla one week in advance for assessment and certification.
- ❖ Make available materials for practice assessment upon completion of training.
- ❖ The construction of the house must be as per the prescribed norms/designs etc. provided by the competent authority.
- ❖ Placement of Trained Rural Mason after Completion of Training.
- ❖ T.P. will register final list of trainees on AwaasSoft.
- ❖ Deployment plan indicating number of trainers & demonstrators @ 18 semi-skilled masons trainees (3 different batch consisting of 6 trainees in each batch) to be trained per house cum training sites through one exclusive qualified, eligible & experienced trainer and three demonstrator for a cluster of maximum 3 training-cum-house sites. The qualification and eligibility of professionals shall be in accordance with QP-NOS for Rural Masons approved by NSDC.

Trainer :

- ❖ Level 4 CSDCI or DGT certification of the core Rural Mason QP job roles.
- ❖ Good Hindi/English writing skills. Good communication and applied math's skill.
- ❖ Knowledge of local language is mandatory.

Demonstrator :

- ❖ Level 4 CSDCI or DGT certification of the core Rural Mason QP job roles.
- ❖ Good communication and applied math's skill.
- ❖ Knowledge of local language is mandatory.

Annexure – II

The agency should keep in mind that training would be imparted as per the Qualification Pack (QP-NOS) - Rural Mason training approved by NSDC & RPL Curriculum of Rural Mason along with the below mentioned points and EoI should be submitted accordingly.

1. Fabrication of Rafters, Purlins and Struts in MS Tubes and Wood for Himachal Pradesh Type House Roofing system.
2. G.C.I sheets Roofing fixing for Himachal Pradesh type House roofing system.
3. Applying ridging caps to an Himachal Pradesh type roofing system.
4. Constructing split bamboo ceiling.
5. Construction of Split Bamboo diagonally woven wall with both side plastering.
6. Construction of Liner Profile Sheet Wall.
7. Construction of wooden Batten and Posts.
8. Precast/Prefabrication techniques for PMAY-G house construction.

Annexure – III

Area of Operation

Blocks of entire Himachal Pradesh state will be the operational area for the agency. Out of which agency has to specify the Districts in priority wise where they will be able to deliver their duty in effective way. Whereas procuring entity reserves the right to assign the Districts to a particular TP as per the interest of the Yojana & benefit of the state.

Training will be on-site, in a village/Panchayat of the particular Block/GP.

Annexure – IV

Checklist for the Agencies applying for Rural Mason Training Program in Recognition of Prior Learning Mode

- 1. Name of the Agency :**
- 2. Address of Registered Office :**
- 3. Address of Branch Office in Himachal Pradesh :**
- 4. Address of Communication :**
- 5. Name of Nodal Person and Contact Detail for this Project :**
- 6. Check List :**

SL No.	Eligibility Criteria	Y-if Yes ,N- if No(If Yes, Attach Scan Copy of the relevant document)
1	Whether the agency is resigned under Society Registration Act, 1860/Indian Trust Act/ Indian Companies Act and with CSDCI/DGT/NCVT/ NSDC/SSDMs (Attach relevant document)	
2	Whether the agency has an established office in the geographical area of Himachal Pradesh? (Attach relevant document)	
3	Whether the agency has an audited statement of accounts for the last 3 consecutive years showing the annual average turnover of Rs 75 Lakhs? (Attach relevant document)	
4	Whether the agency has carried out at least one work of similar nature of minimum Rs. 50 Lakhs in single work order. (Attach relevant document)	
5	Whether the agency is being black listed or debarred by any Govt. Dept. or similar Organization? (Attach relevant document/declaration)	
6	Whether the agency has a proven track record of at least 1 year experience in implementation of similar National/State /Regional level construction training which is clearly reflected in their work order and supporting documents? (Attach relevant document)	
7	Whether the agency have a permanent team of Trainers, Demonstrators, Supervisors, Coordinator and team leader for construction training. (Attach relevant document)	
8	Whether copy of the complete training based report of	

	similar work submitted by the agency (at least 1 in last 3 years) (Attach relevant document)	
9	Self Declaration by the firm of not being blacklisted anywhere in the country during last 3 years. (Attach relevant document/declaration)	

(Signature)

Name:

Designation:

Seal:

Annexure – V

Self – Declaration

I ,..... ,designationat
(Name of Agency) , will certify that all the above mentioned
information is correct and I admit that CPRD, reserve the right to terminate the
process of negotiation in case of any discrepancies found in the above information
at any stage of negotiation. I will be solely responsible for providing Human Resource,
Logistic Support, Technology and Report as per the agreed terms and conditions.

(Signature)

Name:

Designation:

Seal:

SECTION – IV
PRE – QUALIFICATION PROPOSAL SUBMISSION FORMS

PRE QUAL FORM – 1

COVERING LETTER

(ON LETTER HEAD OF ORGANISATION)

To,
The Director
H.P. State Institute of Rural Development
Fairlanw, Shimla-171012

(Location, Date)

Sub : Selection of Agencies for providing training to Rural Masons (RPL) for Pradhan Mantri Awaas Yojana- Gramin (PMAY-G) in Himachal Pradesh

PRE-QUALIFICATION PROPOSAL

Dear Sir,

I, the undersigned request to participate in the selection process to provide training in accordance with your EOI No. Dated..... . We are hereby submitted our proposal, which includes Prequalification Proposal and Technical Proposal.

I, hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm the proposal will remain binding upon us any may be accepted by you at any time before expiry date.

I, hereby unconditionally undertake to accept all the terms and conditions are stipulated in the EOI document. In case any provisions of this EOI are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

Address of the Organization:

PRE QUAL FORM – 2
ORGANISATION (GENERAL DETAILS)

Sl No.	Description	Full Details
1	Name of the Organization	
2	Permanent address Tel : Fax : Email Id:	
3	Name of the authorized person signing and submitting the bid on behalf of the Organization: Mobile No: Email Id:	
4	Registration/Incorporation Details: Registration No. : Date & Year:	
5	Local Office in Himachal Pradesh: If yes, Please furnish address/contact details and attach relevant document.	
6	Bid Security & e –proceession fees Please upload scanned copies (If exempted please upload Documents)	
7	PAN & TAN Number	
8	GST Registration Number	
9	Confirm on carry out assignments as per the scope of work of the EOI	Yes
10	Confirm to accept all the terms and conditions as specified in the EOI	Yes

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

PRE QUAL FORM – 3
ORGANISATION (FINANCIAL DETAILS)

Details	Financial Information in INR		
	FY 2018-19	FY 2019-20	FY 2020-21
Supporting Documents : The Annual Average Financial Turnover of the Organization has to be Rs. 75 Lakhs for the last 3 Financial Years. Audited certified financial statements for the last three FYs (2018-19, 2019-20 and 2020-21) & submission of audited and certified copies of Profit and Loss Statement and Balance Sheet for the respective financial years is mandatory along with PRE QUAL FORM-3)			

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

PRE QUAL FORM – 4
FORMAT FOR POWER OF ATTORNEY
(ON LETTER HEAD OF ORGANISATION)

I.....(Designation).....
Of.....(Name of the Organization) in witness whereof certifies
that(Name of the Person) authorized to execute the attorney
on behalf of.....(Name of the
Organization),.....
..... (Designation of the person of the company) acting for and on behalf of the
company under the authority conferred by
the.....Notification/Authority order
No.....Dated.....Date of reference has
signed this Power of attorney at.....(Place) on this Signatures
of.....(Name of person) in whose favour authority
is being made under the day of.....(Day, Month, Year).
Attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED BY

Signature, Name and Designation of the person executing attorney:

Communication Address of the Organization:

PRE QUAL FORM – 5

(ORGANISATION'S PAST EXPERIENCE DETAILS)

Table-1 (List of Best completed assignments (maximum 5) of similar nature during last 3 financial years anywhere within the country)

Sl No.	Period	Name of the training with Details thereof	Contract Value (in INR) and Duration in Months	Date of Award/Commencement of Assignment	Date of Completion of Assignment	No. of Trainees Attended
1	2	3	4	5	6	7

Table-2 (List of Best completed assignments (maximum 5) of similar nature during last 3 financial years in Himachal Pradesh)

Sl No.	Period	Name of the training with Details thereof	Contract Value (in INR) and Duration in Months	Date of Award/Commencement of Assignment	Date of Completion of Assignment	No. of Trainees Attended
1	2	3	4	5	6	7

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

Note: Organizations are requested to furnish the list of the assignments undertaken during the last 3 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. **Copies of the Work Order/Contract Document/Completion Certification from the previous clients need to be furnished along with the above information.**

PRE QUAL FORM – 6
(SELF DECLARATION FORMS)

Date:

To whom so ever it may be concern

I/We hereby solemnly take oath that am/are authorized signatory in the Firms/Organization/Institute/Company and hereby declare that “Our Firms/Institute/Company do not face any sanction or any pending disciplinary action from any authority against our Firms/Institute/Company or Partners”. Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which effect this declaration at a later date, we would inform the Department accordingly.

Authorized Signatory

(With Seal)

SECTION – V
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH – 1

COVERING LETTER

(ON LETTER HEAD OF ORGANISATION)

To, (Location, Date)
The Director
H.P. State Institute of Rural Development
Fairlawn, Shimla-171012, Himachal Pradesh

Sub : Selection of Agencies for providing training to Rural Masons (RPL) for Pradhan Mantri Awaas Yojana- Gramin (PMAY-G) in Himachal Pradesh

TECHNICAL PROPOSAL

Dear Sir,

I, the undersigned offer to provide the services for the proposed assignment in respect to your EoI. I hereby submitting the EoI which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this Technical Proposal are true and connected and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiation. I have examined all the information as provided in your Expression of interest (EoI) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all the cost incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract cost. Certain information included in the proposal would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the proposal and to clarify any details on its behalf, I understand that you are not bound to accept any proposal you receive

Yours Faithfully,

Authorized Signatory with Date and Seal

Name and Designation:

Address of Organization:

TECH – 2
PROFESSIONAL PROFILE OF ORGANISATION
(BRIEF PROFILE)

**(Provide here a brief description regarding professional background of the
organization)**

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

(NB: Organization needs to restrict the above information within 3-5 pages only)

**TECH-3(A) (ORGANISATION'S
EXPERIENCE)**

CATEGORY-I

**Table-1 (List of assignments (maximum 5) of similar nature in any sector during last
3 FYs)**

Sl No.	Period	Name of training provided	Name of Procuring Entity	Contract Value(in INR)	Date of Award/Commencement of Assignment	Date of Completion of Assignment	No. of Trainees Attended
1	2	3	4	5	6	7	8

CATEGORY-II

**Table-2 (List of assignments (maximum 5) of similar nature in the relevant sector during last
3 FYs :**

Sl No.	Period	Name of training provided	Name of Procuring Entity	Contract Value (in INR)	Date of Award/Commencement of Assignment	Date of Completion of Assignment	No. of Trainees Attended
1	2	3	4	5	6	7	8

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

TECH-3(B)

Name of Organisation :		
Sl No.	Evaluation Indicators/Parameters	Remarks
1	Total number of trainees provided mason / assistant mason training.	In nos
2	Percentage of passing of trainees in the last financial year	In Percentage

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

TECH-3(C) (ORGANISATION'S EXPERIENCE)

(Using the format below provide information of each assignment for which your organization was legally contract legal single entity for carrying out similar training to the ones requested under this assignment during the **last financial year**)

Name of Assignments of similar nature in any sector within the country	Value of the contract (in INR)
Location	Duration of Assignment (months)
Name and Procuring entity : Address:	Total No of staff engaged in the assignment
Start Date (Month/ Year): Completion Date (Month/ Year):	No of trainees trained during the period
Narrative description of Project :	
Description of actual service provided by your staff within the assignments:	

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

TECH-4

Comments and Suggestions of the Organization on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Procuring Entity.

A: On the terms of Reference/Scope of Work:

(Present and Justify here any modification to the expression of Interest you are proposing to improve performance in carrying out the assignments (such as deleting some activity you consider unnecessary, or adding another language, or proposing a different phrasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal)

B: On Input and Facilities to be provided by the Procuring entity:

(Comment here on inputs and facilities to be provided by the Procuring entity according to information to the Organization and scope of Work)

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

TECH-5

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO UNDERTAKE THE ASSIGNMENT

In this Section, Organization should explain his undertaking of the scope and objective of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems and the importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections.

A. Understanding the Scope, Objective and Completeness of response.

B. Technical Approach and Methodology:

Explaining the proposed Methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

1. Detail training design and technical approach.
2. Field process protocol control.
3. Suggestive tools for training.
4. Submission of reports
5. Any other issues.

C. Staff Composition and Management Plan:

The organization should inform about the staff composition i.e. the certified trainer, demonstrator (certificate to be enclosed) and any other staff to be engaged.

The organization should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Experts responsible for it. Further, it is necessary to enlist the activities under the proposed assignments with sub-activities. (Graphical Representation)

D. Work Plan, Implementation Strategy & Issues and Challenges:

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

TECH-6

CHOICE OF DISTRICTS

Sl No.	Order of Choice (In ascending order of preference)	Name of the Districts
1		
2		
3		
4		
5		
6		
7		

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

TECH-7

TEAM COMPOSITION AND TASK ASSIGNMENT

Sl No.	Name of Key Professional /Support Staff	Position Assigned	Highest Educational Qualification	No of Years of Experience	Task Assigned
1					
2					
3					
4					
5					
6					
7					

Please provide the details of all the key Professionals and support staff to be deployed for the proposed assignments from the Organizations (District wise) as per the format. Plan should mandatorily indicate trainers & demonstrators to be engaged.

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

TECH-8

WORK SCHEDULE FOR PROPOSED ASSIGNMENT

Proposed Work Plan

Days	1	2	3	4	5	6	7	8	9
List of Activities									

The work plan should be as per MoRD's RPL Curriculum of Rural Mason (72 hours Training + 8 hours Assessments)

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

SECTION – VI **ANNEXURE**

Annexure - A

PRROPOSAL SUBMISSION CHECKLIST

SL NO	DESCRIPTION	SUBMITTED (YES/NO)	PAGE NO.
A	PRE-QUALIFICATION PROPOSAL (ORIGINAL)		
1	Filled in proposal submission Check List (Annexure -A)		
2	Covering Letter (PRE QUAL FORM-1)		
3	Prescribed Bid Security E-processing fee		
4	Copy of Certificate of incorporation /Registration of the Organization/CSDCI/DGT accreditation certificate.		
5	Copy of PAN/TAN		
6	Copy of Service tax registration Certificate		
7	Copies of IT Returns for the last 3 FY s		
8	General Details of the Organization (PRE QUAL FORM-2)		
9	Financial Details of the Organization (PRE QUAL FORM-3) along with all the supportive documents such as copies of Profit-Loss Statement and Balance Sheet for concerned period.		
10	Power of Attorney (PRE QUAL FORM-4) in favor of the Person signing the bid on behalf of the organization.		
11	List of complete assignments of similar nature (Past Experience Details) (PRE QUAL FORM-5) along with the copies of work orders for the representative assignments.		
12	Undertaking for not have been black listed (PRE QUAL FORM-6) by any central/state Govt/any autonomous bodies during its business carrier.		
B	TECHNICAL PROPOSAL (ORIGINAL)		
1	Covering Letter (TECH-1)		
2	Organization's Professional Profile (TECH-2)		
3	Organization Experience, Details of % Passing and Total No of Trainees (TECH - 3A,3B &3C)		
4	Comments and Suggestions (TECH-4)		
5	Description of Approach, Methodology and Work Plan (TECH-5)		
6	Choice of Divisions (TECH-6)		
7	Team Composition and Task Assignment (TECH-7)		
8	Work Plan (TECH 8)		

C	ANNEXURES (ORIGINAL)		
1	Annexure -I,II,III,IV and V		
2	Annexure A, B, C, D and E		

Declaration: All pages of bid document signed by the authorized signatory.

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

UNDERTAKING

- All the information has been submitted as per the prescribed format and procedure
- Each part has been separately bound with no loose sheets and each page of all the three parts are numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory (in full and initials):

Name and Designation with Date and Seal:

GRIEVANCE HANDLING PROCEDURE DURING PROCURING PROCESS
(APPEALS)

1. Filing an appeal

- a. If any Bidder or prospective Bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued under, he may file an appeal to the First Appellate Authority as specified in the Bid Data Sheet, within a period of 10 days from the date of such decision, action or omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved provided that after the declaration of a bidder as successful, the appeal may be filled only by a bidder who has participated in the procurement proceedings.
- b. After hearing the parties, the First Appellate Authority shall disclose of the Appeal and pass an order within a period of 30 days of the date filling of the appeal.
- c. If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filling the appeal or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First Appellate Authority, the bidder or the prospective bidder or the procuring Entity, as the case may be, can file a second appeal to the Second Appellate Authority as Specified in the Bid Data Sheet, within fifteen days. The Second Appellate Authority, after hearing the Parties, shall dispose of the appeal and pass an order within a period of 30 days which shall be final and binding on the parties.

2. Appeal not to lie in Certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters

- a. Determination of need of procurement.
- b. Provisions limiting participation of Bidders in the bidding process.
- c. The decision of whether or not enter into negotiations.
- d. Cancellation of the procuring process.
- e. Applicability of the provisions of confidentiality.

3. Form and Procedure of filling an appeal

- a. An appeal shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- b. Every appeal shall be accompanied by an order appealed against if any, affidavit verifying the facts stated in the appeal and proof of payment of fees.
- c. Every appeal may be presented to First Appealed Authority or Second Appellate Authority as the case any be, in person or through registered post or authorized representative.

4. Fee for filling Appeal

- a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand which shall be non-refundable.
- b. The fees shall be paid in the bank demand draft or cheque.

5. Procedure for disposal of Appeal

- a. The first Appellate Authority or Second Appellate Authority, as the case may be on filling of appeal, shall issue notice accompanying by copy of appeal, affidavit and documents and any to the respondent.
- b. On the date fixed for hearing, the First Appellate Authority or Second Authority as the case may shall be:
 - i. Hear all the parties to appeal present before him and
 - ii. Peruse or inspect documents, relevant records or copies thereof relating matter.
- c. After hearing the party's perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d. The order passed under sub-clause (c) above shall be placed on the State Procurement Portal.

DECLARATION BY THE BIDDER

In relation to our Bid submitted to the Director, H.P. State Institute of Rural Development, Fairlawn, Shimla-171012, , Himachal Pradesh for the EOI from training providing agencies/organization/firms for providing onsite training to the rural masons (RPL) in Himachal Pradesh under PMAY-G in response to your EOI No Dated we hereby declare under Procurement Act that,

1. We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity.
2. We have fulfilled our obligation to pay such of the taxes payable to the Central Government or the State Govt or any local authority as specified in the Bidding Document.
3. We are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administrated by a court or a judicial officer, not have our business activities suspended and not the subject of legal proceedings of any of the foregoing reasons.
4. We don't have, and our directions and the officers do not have, been convicted of any criminal offence related to our professional conduct or the making of false statement or misrepresentation as to our qualification to enter into a procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.

Date:
Place:

Signature of the authorized Bidder:
Name:
Designation:
Address:

DISTRICTS WISE TARGETS FOR RURAL MASONS TRAINING (RPL)

Name of District	Targets for Rural Mason Training
Bilaspur	8
Chamba	268
Hamirpur	7
Kangra	77
Kinnaur	4
Kullu	15
Lahaul & Spiti	0
Mandi	63
Shimla	10
Sirmour	72
Solan	6
Una	8
Total	538