

**Expression of Interest (EOI) for Empanelment of
Training Service Providers (TSP) to Impart Skill
Development Training**

EOI No. IRCS/HR/2023/Projects

Tender ID: 2023_HBC_307503

Date: 31st August, 2023



**Indian Red Cross Society
(Haryana State Branch)
Red Cross Bhavan, Madhya Marg,
Sector-16 A, Chandigarh- 160016
Contact: 0172-2546330,**

Glossary

IRCS	Indian Red Cross Society
TSP	Training Service Provider
MSDE	Ministry of Skill Development & Entrepreneurship
SSC	Sector Skill Council
NSDC	National Skill Development Corporation
SMEs	Subject Matter Experts
NSQF	National Skills Qualification Framework
RPL	Recognition of Prior Learning
QPs	Qualification Packs
SDMS	Skill Development Management System
LOA	Letter of Award
CSR	Corporate Social Responsibility
PPP	Public Private Partnership



Indian Red Cross Society
Haryana State Branch
Chandigarh

**EOI for Empanelment of Training Service Providers to
Impart Skill Development Training
DETAILS**

1.	Start date for downloading of EOI/E-Tender	1 st September, 2023
2.	End date of filling online e-tender	14 th September, 2023
3.	Portal for Applying tender	https://etenders.hry.nic.in
4.	Tender Closing Date	14 th September, 2023
5.	Tender fee	Rs. 1,000/- (Nonrefundable)
6.	EMD Amount	Rs. 25,000/- (Refundable)
7.	Technical Bid Opening Date	14 th September, 2023 (Assessment of Documents & Eligibility)
8.	Technical Presentation	15 th September, 2023
9.	Security Deposit	Rs. 1,00,000/- (Shall be deposited by the selected bidder)
10.	Tenure of Empanelment	3 Years (Three Years)
10.	Account details for online payment of Tender documents fee and EMD	Payment of EMD: Through on line on the Portal https://etenders.hry.nic.in Name of Organisation: - INDIAN RED CROSS SOCIETY, HARYANA STATE BRANCH, Name of Bank: State Bank of India Bank Address: Sector-7, Chandigarh. A/C No.: 39532871419 Type: Saving IFSC Code: SBIN0003246
11.	Physical Technical Presentation	Bidders have to present his quality and efficiency as training service providers before the Committee for technical evaluation on 15 th September, 2023 from 11:00 A.M. onwards. In absence of the bidder the online submission of the bid will be treated as disqualified. Empanelment will be finalized after Technical Presentation.
12.	Contact Person	Landline: +91-172-2543889 & 2546330. email: haryanastateredcross@gmail.com

Indian Red Cross Society

Haryana State Branch, Chandigarh

Red Cross Bhavan, Madhya Marg, Sector-16 A, Chandigarh- 160016

EOI for Empanelment of Training Service Providers to Impart Skill Development Training

EOI No. 2023_HBC_307503

Date: 31st August, 2023

1. IRCS (Haryana) invites Expression of Interest (EOI) from the interested parties in India for “Empanelment of Training Service Providers to Impart Skill Development Training.”
2. The EOI Document can be downloaded from the website eProcurement System Government of Haryana <https://etenders.hry.nic.in>
3. The purpose of this EOI Document is to provide interested parties with the relevant information/invite regarding the EOI which may be useful in submitting their proposal. The applicants are advised to study this EOI Document carefully before submitting their response.
4. The interested parties have to submit their supporting documents alongwith EOI through website eProcurement System Government of Haryana <https://etenders.hry.nic.in> “EOI for Empanelment of Training Service Providers to Impart Skill Development Training” and also Duly completed application along with Annexures and other required documents is to be submitted in sealed envelope at the following address.
General Secretary, Indian Red Cross Society, Haryana State Branch, Red Cross Bhavan, Madhya Marg, Sector-16 A, Chandigarh-160016 on or before 14th September, 2023
5. In exceptional circumstances and at its own discretion, IRCS, Haryana may extend the deadline for submission of proposals by issuing an amendment / corrigendum to be made available on <https://etenders.hry.nic.in> the IRCS, Haryana website, in which case all rights and obligations of IRCS, Haryana and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended. IRCS, Haryana reserves the right to amend/add further details in the EOI.
6. The applicants are requested to submit any queries in writing by email. The email shall be addressed to The General Secretary at the email id: redcrossnsdc19@gmail.com latest by 13th September, 2023 by 04:00 P.M. Hrs. (Mention Email Subject: EOI for Empanelment of TSPs).
7. IRCS (Haryana) reserves the right to cancel this call for EOI and/or invite afresh with or without amendments, without liability or any obligation for such call for EOI and without assigning any reason. Applicants are advised to visit the Haryana E-procurement web site (<https://etenders.hry.nic.in>) regularly for updates on this EOI.
8. The applicant would be responsible for all of its expenses, costs and risks incurred towards preparation of the EOI document. In no case, IRCS shall be responsible or liable for any such costs whatsoever, regardless of the outcome of the EOI process.

DISCLAIMER

The information contained in this Expression of Interest (EOI) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Indian Red Cross Society, Haryana, (hereinafter "IRCS, Haryana") is provided to interested parties on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor an invitation by IRCS, Haryana to interested parties who apply for empanelment (henceforth "Bidders") in response to this EOI. The purpose of this EOI is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for Empanelment of Training Service Providers to Impart Skill Development Training.

IRCS, Haryana makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained herein or deemed to form part of this EOI or arising in any way from this empanelment process.

IRCS, Haryana may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI. The issue of this EOI does not imply that IRCS, Haryana is bound to empanel any Bidder(s) or select any Bidder(s) for any project. IRCS, Haryana reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by IRCS, Haryana or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Bidder and IRCS, Haryana shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the proposal, regardless of the conduct or outcome of this EOI and related processes.

1 INTRODUCTION

About IRCS, Haryana

Indian Red Cross Society constituted under the Parliamentary Act XV of 1920. The Indian Red Cross Society, Haryana State Branch is to prevent and alleviate destitute/ Underprivileged with complete impartiality, making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions. To be a leading humanitarian organization in India, improving the lives of vulnerable people through services delivered and promotion of humanitarian laws. To promote the Fundamental Principles of the Movement and the International Humanitarian Law in order to inculcate humanitarian ideals among the population, and in particular among children and youth by following its seven fundamental principles i.e. Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

The organization over the five decades of existence has executed many projects and consultancies across the entire value chain of education and awareness. It is an auxiliary of the Government completed various humanitarian and social projects in collaboration with Govt. of India, State Governments, Overseas Clients, Autonomous Bodies, PSUs and also Corporate Social Responsibility etc.

IRCS, Haryana is committed to develop skills of youths through imparting of training in diversified sector etc., in association with Ministry of Skill Development and Entrepreneurship (MSDE), Ministry of Rural Development (MoRD), National Skill Development Corporation (NSDC), Sector Skill Councils (SSC), State Skill Development Missions and other Departments under initiatives of Govt. of India & State Govt on the theme of Skill Development Programmes.

IRCS, Haryana intends to implement skill development training programme nationwide under the various scheme/s of skill development initiatives/activities of Govt of India/State Govts/PSUs.

Objective

In order to foster skilling initiatives in the nation, IRCS, Haryana seeks to empanel **Training Service Providers (TSP)** to support implementation of skill development & training projects. The Training will have to be imparted in NSQF complete courses. Empanelment shall be based on the evaluation of the technical proposal of bidders.

The objective of this EOI is also to empanel a diverse set of training providers which may be utilized by IRCS, Haryana in the execution of skill development & training projects.

General Terms of Empanelment

Bidders must be eligible to apply for empanelment as per Clause 2

1. Bidding as a consortium is not permitted.
2. Franchisee arrangement is strictly not allowed in this. No part of the training delivery shall be sub-let to any other agency/individual in any form. If a bidder is caught doing so at any stage, the order would be immediately terminated, and payments forfeited.

Bidders meeting the eligibility criteria as per Clause 2 shall be considered for empanelment with IRCS, Haryana and shall be invited for a technical presentation which is decided to be conducted on 15th September, 2023 before a competent Committee appointed by IRCS, Haryana

The tenure of the empanelment shall be for a period of **three (3) years** from the date of empanelment, with the empanelment status being renewed every year on the basis of: -

the TSP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by IRCS, Haryana from time to time; and

the performance of the TSP under the projects post empanelment process. Various factors may be considered for the performance review.

At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to IRCS, Haryana as requested.

IRCS, Haryana at its discretion, can modify or terminate the panel earlier than the expiry of the three (3) year period in the event of change in law or due to other relevant reason(s).

IRCS, Haryana at its discretion, can terminate the empanelment of an TSP earlier than the expiry of the three (3) year period in the event of failure of TSP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the TSP.

Empanelment with IRCS, Haryana does not guarantee any form of income / award of work / Retainer fees.

Description of Empanelment process

Interested and eligible Bidders can participate in the Empanelment Process by submitting their proposal in the format given in the Annexure I-VIII. Each Bidder must submit a single proposal. Eligible shortlisted Bidders shall be considered for empanelment with IRCS, Haryana and shall be invited for a technical presentation before an Evaluation Committee constituted by IRCS, Haryana.

Scope of Work

The selected agency/agencies will have to undertake the assignment as and when allotted by IRCS, Haryana. The broad scope of work would cover undertaking the following mentioned functions in the domain of skilling & training services for IRCS, Haryana basis requirement: -

- Project Management Consulting.
- Setting up of Project Management Unit (Manpower, SMEs. Consultants etc.)
- Conducting Impact assessment studies/Tracer studies on skill-based training.
- Coordinate for consulting, project formulation and assisting in CSR/PPP Projects of State/Central Government.

The scope of work may be but not limited to the following as per the requirement of the project. The detailed scope of work shall be provided to the selected agency/agencies in LOA/ Agreement prior to the execution of projects.

- To assist in formulating Project Implementation Unit (PIU) for the successful execution of project.
- To prepare the mobilization plan in such a manner that the training targets are completed in specified time.

- Getting all statutory clearances from government agencies/SSCs/ Institutes.
- Setting up necessary infrastructure at the training centers along with all the required lab equipment for practical training, projector, Laptop for multimedia classes as per the project requirement according to the government guidelines.
- Delivery of theory, practical and tutorial for the courses as per Qualification Packs (QPs).
- To arrange trainers in the required Qualification Packs/ Job Roles of Skill Sector Council under skilling and RPL (Recognition on of prior learning).
- Organizing Job Melas, Publicity and Placements of trained trainees and spread awareness about the schemes through events, seminars, advertisements, distribution of publicity material etc.
- To collect all required documents from the mobilized candidates as per the programme guideline and maintain the database of the trainees and monitoring their placement.
- Registration of candidates, Biometric Attendance including uploading on relevant website and CCTV and out center validation work.
- Registration of candidates on the SDMS (Skill development management system) etc.
- Payment of Assessment Fee to third party/ Sector Skill Council.
- Administrative work involved with IRCS, Haryana, NSDC, Sector Skill Council, Govt. agencies/Depts and assessment agencies for smooth conduct of the training and assessment of the candidate.
- To provide backend support to IRCS, Haryana to maintain the required records / documentation and preparation of periodical reports and data management.
- Branding of Training Center as per the scheme requirement and emblem / log of Indian Red Cross Society, Haryana State Branch must be there at each centre.
- The selected agency/agencies should establish Training/ Skill Centers for Government funded/ Private-paid schemes as per requirement in other districts/locations where IRCS, Haryana premises are not available and maintain them on their own cost.
- The selected Mobilizing agency/agencies have to match the requirement of Sector Skill Council and customers/ Institutes (in case of private-paid schemes) to conduct skill development sessions.
- Agency is expected to provide candidates all possible information on the nature of work in the sector/ trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families.
- The agency/agencies shall be responsible for coordination of all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained.

both manually (hard copies) as well as electronically (Soft Copies) and shall be submitted to IRCS.

- To ensure sustained benefits from training, selected agency/agencies is required to track and report successfully placed candidates as per the project requirements.
- The selected agency/agencies will be required to function as per the terms and conditions of IRCS, Haryana updated time to time.
- Any other associated tasks being prescribed / required by IRCS, Haryana.
- In any case of misrepresentation/misguidance/Fraud/embezzlement/Money Laundering or any misappropriation of funds and any misconduct found or any criminal activity which is unlawful in any manner will not be tolerated, the firm/company/agency will be sole responsible for its conduct and will straightway be blacklisted by this office and the security will be forfeited.

2 INSTRUCTIONS TO BIDDERS

Eligibility Criteria: -

Any Nonprofit organization /trust /society /private originations registered in India and working in skill development /Education with below eligibilities.

S. No.	Description	For Nonprofit Organization/ Society/NGO/Trust	For Proprietorship/Partnership Firm/Private Limited Company/Public Limited Company/ Association/Government Institutions/Public Sector Unit/Universities/Higher Educational institutes	Required Documents
1	The applicant organization must be incorporated & registered in India, under any act.	The applicant should be in operations for minimum of last 3 years.	The applicant should be in operations for minimum of last 5 years.	Registration/ Incorporation Certificate (Society/NGO have to attach any one annual report of last three years)
2	Financial Capability	Minimum Average annual turnover Rs. Rs. 50 lakhs in last three years	Minimum Average annual turnover Rs. 1 Cr (100.00 Lakh) in last three years	turnover certificate duly seal & signed by CA Last Three Years Audit Reports Last Three Years Income Tax Return
3	Valid Registration under Section 12A & 80G of	Attached Registration Certificate	---	12A & 80G Registration Certificate

	Income Tax Act			
4	Valid Registration on NGO Darpan Portal of NITI Aayog	Attached Registration Proof	---	NITI Aayog Registration
5	Past Experience in Skill Development and Any other Type of Training	Must have trained certified at least 500 candidates in skill development trainings/ any other type of trainings in last 3 years	Must have trained certified at least 5000 candidates in skill development trainings/ any other type of training in last 5 years	Work Orders / Bills/ Batches List/ Trainees List/ Any Other Relevant Documents (Society/NGO can be attached self-declaration as a work order with trainees list)
6	Must not have been blacklisted by any State/Central Govt. body for any prior engagement	Self-declaration on Letter Head duly seal and sign regarding no blacklisting	Self-declaration on Letter Head duly seal and sign regarding no blacklisting	Self-declaration on Letter Head duly seal and sign regarding no blacklisting

Format of Proposal Submission

The Bidder shall provide all information sought under this EOI. The Committee constituted by IRCS, Haryana will evaluate only those proposals that are received within stipulated time and in the required format and complete in all respects. The proposal should be neatly typed and signed by the authorized signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the proposal must be initialed by the person(s) signing the proposal.

Sealing & Submission of Proposal

The focus of the receipt of the proposal is to empanel the agency based on credentials, achievements, and total competence. The Technical proposal should be submitted in sealed cover, super scribing "EOI for Empanelment of Training Service Provider to impart Skill Development Training". The envelope shall clearly indicate the name and address of the Agency.

The documents accompanying the proposal shall be numbered serially and placed in the order mentioned in the checklist, along with the checklist on top.

Please note that the proposal does not demand any Financial Bid from any bidder at this stage. After the empanelment process, financial bid shall only be submitted through be invited from the empaneled agencies for specific projects as the need arises.

The proposal shall be received through online mode only i.e. through Haryana Government e-procurement website i.e. <https://etenders.hry.nic.in>

Proposals received by IRCS, Haryana after the specified time on the due date not be eligible for consideration and shall be straightway rejected. IRCS, Haryana will not be responsible in any manner for late receipt of proposal.

Address:

The General Secretary
Indian Red Cross Society, Haryana State Branch
Red Cross Bhavan, Madhya Marg, Sector-16 A
Chandigarh- 160016

Right to accept and reject any or all proposals

Notwithstanding anything contained in this EOI, IRCS, Haryana reserves the right to accept or reject any proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.

In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing IRCS, Haryana to the Bidder, without IRCS, Haryana being liable in any manner whatsoever to the Bidder.

Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the

Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising IRCS, Haryana in relation to, or matters arising out of, or concerning the Empanelment Process.

IRCS, Haryana will treat all information, submitted as part of the proposal, in confidence and will require all those who have access to such material to treat the same in confidence. IRCS, Haryana may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or IRCS, Haryana.

Proposal Evaluation

The applicant will not be permitted to alter or modify its proposal in any way. While evaluating the proposals, IRCS, Haryana will conduct the evaluation on the basis of the submitted proposal. However, IRCS, Haryana may seek clarification on the information submitted by the applicant, if required.

Evaluation criteria

Bidders who are eligible as per the clause 2.1 will be evaluated on their responses to EOI submitted.

The selection for empanelment would involve an evaluation of Technical Proposal (Part A) and Technical Presentation (Part B).

Awarded on the basis of technical proposal and technical presentation (**Overall score**).

Award of Works to Empaneled Agencies

Financial Bid will be sought from the empaneled agencies as per the scope of work of a project.

For awarding the work, the overall scores obtained in the technical evaluation of this EOI and the financial bid received at the time will be considered as per the weightage decided by IRCS, Haryana.

Miscellaneous

The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chandigarh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process. IRCS, Haryana at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating there to;
- consult with any Bidder in order to receive clarification or further information;
- retain any information and/or evidence submitted to IRCS, Haryana by, on behalf of, and/ or in relation to any Bidder; and/ or

- Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- It shall be deemed that by submitting the Proposal, the Bidder agrees and releases IRCS, Haryana its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or claims it may have in this respect.
- IRCS, Haryana and its Executing Officers, employees, agents and advisers does not have any financial / administrative obligation or responsibility if any project/proposal/ target sanctioned by the Central/State Government or any other institute under skill development or for any purpose covered under it revoke or discontinue the project/proposal due to any reason. All liabilities for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder will be of the agency/agencies empaneled under it.

The tender documents will be available during the period indicated in the Critical Datasheet. Tender documents can be downloaded from the e-Procurement System Government of Haryana <https://etenders.hry.nic.in>. The Bidder shall bear all costs associated with the preparation and submission of its Bid. The Department shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process.

C. GENERAL TERMS AND CONDITION OF EOI/TENDER

1. EMD of Rs. 25,000/- be remitted with EOI/Tender which remains with Indian Red Cross Society, Haryana State Branch till finalization of Bid.
2. Cost of EOI/tender Document is Rs. 1,000/- + Rs. 180/- and EMD is Rs. 25,000/-
3. The original copy of the EOI/tender Document shall be typed or printed and all pages numbered consecutively and shall be signed by the bidder or by a person duly authorized to sign the contract.
4. The EOI/tender should be uploaded online <https://etenders.hry.nic.in>.
5. Any bid received after the dead line for submission of bids shall be rejected straightway i.e. 14th September, 2023 upto (12:00 Noon)
6. At any time, prior to the date of submission of bid, The Indian Red Cross Society, Haryana State Branch, Chandigarh may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
7. The Evaluation Committee would evaluate the Eligibility criteria of the bidders. Successful bidders will be informed subsequently.
8. Within 5 (five) days of Notification of “**Empanelment**” the Agency shall furnish Performance Security to IRCS of amounting to Rs. 1,00,000/- by way of security money in favour of Indian Red Cross Society, Haryana State Branch, Chandigarh.
9. Bidder shall include all charges in rates provided in financial bid and quote all prices with all type of applicable taxes.
10. Payment will be made to bidder after submission of bills/vouchers and relevant documents no advance before delivery of the same will be provided at any circumstances.

11. Bidder must sign, stamp each page of EOI/tender accepting to all term and conditions.
12. Bidder must attach proof of purchase of EOI/tender.
13. Tender documents can be downloaded from the e-Procurement System Government of Haryana <https://etenders.hry.nic.in>.
14. The Department shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process.
15. Indian Red Cross Society, Haryana State Branch have right to cancel/revoke/recalled the tender at any point of time before giving work order to the final bidder and can also change/add any clause as it deemed fit in the interest of the Society.
16. The bidder must filled up all the details given at **Annexure** which is not related may write NA.
17. The bidders will only be allowed telephonic clarifications, no personal meetings will be entertained except the day of presentation in this regard.
18. The bidders have to demonstrate the efficiency of their firm/Co./NGO, so that they shall be finalized for the technical bid. Therefore, all the bidders shall be present for demonstration of their work/services on 15th September, 2023 from 11:00 A.M. onwards in the office of Indian Red Cross Society, Haryana State Branch, Chandigarh. In absence of the bidder the online submission of the bid will be treated as disqualified.
19. Bidder shall submit their PAN, GST, Registration documents alongwith three years returns i.e. 2019-20, 2020-21 and 2021-22 with detail of last three years annual turnover of the Individual Proprietor/ Firm/Agency/Company.
20. The bidding firm has to submit an affidavit mentioning that they have never been disqualified and blacklisted from any government organisation.
21. The bidding firm shall have experience with Government Work i.e. State/Central Government and shall submit proof in this regard.
22. If any dispute arises the jurisdiction with regards to this tender will be Chandigarh only.

3 ANNEXURES

Cover Letter Format

To,

General Secretary,
Indian Red Cross Society,
Haryana State Branch,
Red Cross Bhavan, Madhya Marg,
Sector-16 A, Chandigarh- 160016.

Dear Sir,

Subject: - Proposal for “Empanelment of Training Service Providers to Impart Skill Development Training”.

This is in response to the EOI issued by the IRCS Haryana (Ref No.....
.....) dated.....,We.....
.....(Name of the Bidder) are keen to get empaneled with
IRCS Haryana as Training Service Providers (TSP) to Impart Skill Development Training and
hereby express our interest in being considered for the same.

We hereby confirm that: -

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

7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this EOI shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Name:

Designation

(Company Seal)

(Authorized Representative and Signatory)

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

Annexure-II

Bidder's Profile

Sl No.	Profile	Details
1	Name and address of organization	
2	Type of organization / Legal Status	
3	Address & Contact Details of the Bidders	
4	Registration/Incorporation Number, Date, Place	
5	PAN Number	
6	GST Registration number	
7	TAN Number	
8	12A Registration Number (if applicable)	
9	80G Registration Number (if applicable)	
10	ISO Certificate (if applicable)	
11	Authorized Person Name, Designation, Contact Number	

Signature

(Name, designation, address)

Note:

- Copies of all supporting documents (Registration, GST, PAN, Tan, CIN) should be appended in the same order as mentioned in the table.

Undertaking for Non-Black-Listing/Non-Debarment

I/ We, on behalf of(Name of Bidder), with its registered office atdo hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

Authorized Signatory

Note: The undertaking regarding the non-blacklisting/non-debarment of firm is to be submitted on a non-judicial stamp paper of Rs. 100/- (Rupees Hundred only).

Financial Capability Statement

(Duly signed by the Authorized Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/ We hereby submit that.....
having registered office at..... has annual
turnover, net worth and annual turnover from skill development & training activities, in past
three consecutive financial years (2019-20, 2020-21 & 2021-22), as follows:

S. No.	Financial Year	Annual Turnover (Rs. Crores)	Net worth (Rs. Crores)	Annual Turnover from skill development & training activities (Rs. Crores)
1.	2019-20			
2.	2020-21			
3.	2021-22			

- Bidder is required to submit the audited financial statements for the past three years (2019-20, 2020-21 & 2021-22)

For and on behalf of:

Signature:

Name of CA:

M. No:

Date:

UDIN:

(Company Seal)

(Authorized Representative Signatory)

Format – Training and Placement Record

Training and Placement Record in Past 3 Financial Years (2019-20, 2020-2021 & 2021-22)

Name of the Project & Client	Year	Total no. of candidates trained	Total no. of candidates placed after training
Total			

Note: Data may be provided for financial years 2019-20, 2020-21 & 2021-22 with supporting documents (Work Order, Details of the candidates training details, placement details etc.)

For and on behalf of: Signature:

Name: Designation: Date:

Format for Authorization Letter

(On Company Letter head)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./ Ms.....son/ daughter/ wife of.....and presently residing at....., who is presently employed with us and/or holding the position of, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our proposal for the “EOI for empanelment of training service providers to impart skill development training” including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' meeting/conferences and providing information / responses to IRCS Haryana, representing us in all matters before the concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our proposal, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us and/or till the entering into the Agreement with IRCS Haryana.

Signed on behalf of

Signature

Name, Designation Date and Address)

List of Human resources for Skill Development & Training Activities (Executive & Management Level)

Sr No	Name	Designation	Qualification	Relevant Experience

For and on behalf of:

Signature

Name:

Designation:

Date:

Indian Red Cross Society
Haryana State Branch
Chandigarh

**Expression of Interest (EOI) for Empanelment of Training Service Providers
(TSP) to Impart Skill Development Training**

BIDDER’S DETAILS

Technical Bid for Selecting Agency

1	Name of the Bidder	
2	Registered office address Telephone number Fax number e-mail	
3	Correspondence/ contact address	
4	Details of contact person (Name, designation, address etc.) Telephone number Fax number E-mail	
5	Is the Bidder a registered company? If yes, submit documentary proof. Year and place of the establishment of the company	
6	Is the Bidder? a. Government/Public Sector Undertaking/Limited/Private Limited b. Proprietary firm/Partnership Firm	
7	Is the company registered with GSTIN department? If yes, submit valid GST registration certificate.	
8	Attach the organizational chart showing the structure of the organization including the names of the directors and the position of the key officers. (If applicable)	
9	Number of years in the relevant field	
10	Are the Bidder registered with any Government/ Department/ Public Sector	

	undertaking? (if yes, give details)	
11	How many years have your organization been in business under your present name? What were your fields when you established your organization? When did you add new fields (if any)?	
12	Number of offices/project locations in India	
13	List the major clients with whom your organization has been/ is currently associated.	
14	What are the total years of experience for handling Government projects?	
15	Whether your organization has Bank's certificate of solvency. If yes, submit documentary proof.	
16	Have you ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking? (Give details)	
17	Submit receipts of latest Income Tax Return filed with Income Tax Department and PAN no.	
18	Annual Average turnover of Last three financial years.	

Signature
Name of the Authorized signatory
Company Seal

Indian Red Cross Society

Haryana State Branch

Chandigarh

Expression of Interest (EOI) for Empanelment of Training Service Providers (TSP) to Impart Skill Development Training

CHECK LIST

Sl. No.	Documents asked for	Page number at which document is placed
1	Tender Document Fee Receipt. (<i>Mandatory</i>)	
2	One Self-attested recent passport size photograph of the authorized person of the bidder, with name, designation, address, and telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners. (<i>Mandatory</i>)	
3	Self-attested copies of Partnership Deed/Articles of Association / Certificate of Registration. (If applicable)	
4	An affidavit that the Firm/Company/Agency/Society has not been de-barred and/or black listed in the last five years. (<i>Mandatory</i>)	
5	<ul style="list-style-type: none"> - Self-attested copy of PAN card. (<i>Mandatory</i>) - Self-attested copy of GSTIN Registration Number (<i>Mandatory</i>) - Self-Attested copy of MSME Registration Number (if available) - Self-attested copy of valid EPF Registration Number (If Applicable) - Self-attested copy of valid ESI Registration Number. (If Applicable) 	
6	Self-attested copy of Annual Income Tax Returns of previous three years supported by audited trading, Profit & Loss Account and balance sheets for the last three financial year.	
7	Proof of satisfactorily execution of similar works as specified in the Eligibility Criteria. Names of the Key Persons and their Contact No. of the organization concerned be Mentioned. (If available)	
8	Self-Attested copies of all other document as per Eligibility Criteria.	

Sd/-

GENERAL SECRETARY

Indian Red Cross Society

Haryana State Branch