



## **Request for Proposal (RFP)**

### **Establishing of Foreign Language Learning Centre to Facilitate the International Placement**

#### **Jharkhand Skill Development Mission Society**

**February 2025**

**RFP Reference No: JSDM/26/2025**

Date of issue of RFP	11.02.2025
Last date for submission of Proposals	15.03.2025

#### **JHARKHAND SKILL DEVELOPMENT MISSION SOCIETY**

(An autonomous institution under Dept. of Labour, Employment, Training and Skill Development)

2nd Floor, Labour Hygiene Building, Behind Shram Bhawan, Doranda, Ranchi

Email ID - skilljharkhand@gmail.com Website- <https://jsdm.jharkhand.gov.in>

## Notice Inviting Tender (NIT)

SN	Reference Description	Description
1.	RFP Number	<b>JSDM/26/2025</b>
2.	Date of publishing of RFP	<b>11.02.2025</b>
3.	RFP Title	<b>Establishing of Foreign Language Learning Centre to Facilitate the International Placement</b>
4.	Availability of RFP document	Available on government e-portal: <a href="http://jharkhandtenders.gov.in">jharkhandtenders.gov.in</a>
5.	Method of selection	QCBS
6.	Validity of Proposal	6 Months
7.	Cost of Tender Document	10,000/- INR
8.	EMD	1,00,000/- INR
9.	Language of the proposal	English
10.	Last date for receiving Pre-Bid queries*	<b>22.02.2025</b>
11.	Pre-Bid Meeting	<b>25.02.2025</b>
12.	Publishing of responses to Pre-Bid Queries	<b>28.02.2025</b>
13.	Proposal submission Last Date	<b>15.03.2025</b>
14.	Late Proposal submission	Late Proposal i.e., proposal received after the specified date and time of receipt will not be considered.
15.	Date, Time and venue for opening of proposal of all participants	<b>17.03.2025, 01.00 pm at The office of Mission Director-cum-CEO, JSDMS</b>
16.	Date of Presentation of Service Providers	<b>Will be communicated to Technically Qualified Bidders</b>

\*The pre-bid queries must be sent by mail only to [jsdmtenders@gmail.com](mailto:jsdmtenders@gmail.com) , with subject line: Prebid query- RFP- Foreign Language Learning Centre- JSDM/26/2025.

Sd/-  
Mission Director  
Jharkhand Skill Development Mission Society

## **DISCLAIMER**

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Jharkhand Skill Development Mission Society hereinafter referred to as JSDMS, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the JSDMS, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

JSDMS, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

JSDMS may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Mission Director, JSDMS reserves the right to cancel the whole Request for proposal (RFP) process without citing any reason.

## **1. SCOPE OF WORK:**

### **Establishing of Foreign Language Learning Centre to Facilitate the International Placement**

#### **INTRODUCTION**

Jharkhand Skill Development Mission Society (JSDMS) is looking for eligible firms for foreign languages trainings with international standards to train, certify, and place the available mobilized candidates of Jharkhand only. JSDMS is focused to enhance the global competitiveness of youth from Jharkhand and this program will ensure that the candidates are trained to compete in the national and international job markets.

The primary focus will be on setting up the language training Centres and imparting training of foreign languages such as **English, French, German, Japanese, Arabic, Russian** etc. The center to be incorporate with the following:

- i. A robust language lab software tailored for Listening, Speaking, Reading, and Writing (LSRW) skills closely aligned with the minimum certification standard required for seeking employment in the respective regions. E.g. for European languages like French, German, minimum standards are defined as per Common European Framework of Reference (CEFR) levels.
- ii. A minimum two-months face-to face foreign language training as per standards along with digital and financial literacy with fully residential facility.

The objective of the RFP is:

- a. To train and certify the interested & skill qualified youth to meet international manpower/work force demand in above mentioned languages and to support in placement of those candidates in the respective regions.
- b. To elevate the level of foreign languages, for example: from A1 Common European Framework of Reference (CEFR) level to B2 Common European Framework of Reference (CEFR) levels. This will be fully based on outcome (certification & placement) basis i.e. the minimum qualification standard by which a candidate can get placement in that respective language regions.

#### **1.1 Detailed Scope:**

##### **Language Training Centre Establishment:**

###### **a. Language Lab Software**

The bidder is required to supply, install, and manage the necessary licensed software for establishing the language learning centre.

The bidder shall establish a dedicated administrative and resource team to manage the center.

Bidder shall install comprehensive licensed language software, mapped to standard language levels which should have the following features:

- i. Universally accepted in acquiring fluency & accuracy
- ii. Natural, Proven & Tested basic Listening Speaking Reading Writing (LSRW) Theory
- iii. First Listening & Speaking then only Reading & Writing
- iv. An unconscious learning and practicing of Listening and speaking (LS).
- v. Up skilling Linguistic Intelligence for great Career
- vi. Articulation – How well students can communicate exactly what they think, thereby reducing the communication gap.
- vii. Vocabulary – Along with effectiveness, the variety of words used to contribute for better speaking.
- viii. Pronunciation – Pronouncing words correctly for better communication.
- ix. Grammar – A good language grammar making it easy to communicate in an effective way.
- x. Online version & Branded Mobile app with offline lifetime license version with Offline Online data synchronization.
- xi. App for candidates, Trainers, Admin, Parents & Head of the institution with Online Reports access (Attendance, Activity, Performance, and Exam reports) even in offline version.
- xii. Centralized monitoring System / report access with any levels of hierarchy.
- xiii. Open-source Micro-service architecture to enhance speed/performance so as to work with very low internet speed/mbps & low internet consumption.
- xiv. A.I. - Powered Face authentication, N-Computing, Thin Clients.
- xv. Proctored online exam feature for students to avoid unauthorized access.
- xvi. Initial assessment exam to detect the level of the students.
- xvii. Offline Online data Synchronization.
- xviii. Minimum 10000 hours of practicing materials based on standard levels, 100s of Situational Conversations, Vocabulary builder, and Comprehension Reading, Monologues, Elocutions in the respective languages.
- xix. Listen / Repeat / Space insertion in all modules with Role plays
- xx. availability of eBooks in the eLibrary module
- xxi. Weekly updating of contents with new module
- xxii. The bidder shall install state-of-the-art language lab software that emphasizes LSRW skills.
- xxiii. The bidder shall create a library of educational resources, including textbooks, audiovisual materials, and online resources.

**b. Organization's responsibilities:**

- i. The bidder shall formulate a plan for the gradual introduction of foreign language courses (**English, French, German, Japanese, Arabic, Russian** etc.) in subsequent phases through the language lab software.
- ii. Introduce basic curriculum and learning materials for the selected foreign languages in the language lab software.
- iii. Appointing trained instructors for using the foreign language courses in language lab software as needed.
- iv. The bidder have to provide dedicated certified trainer for the language training.
- v. The bidder shall conduct an orientation program for students to introduce them to the center's facilities and resources.
- vi. The selected bidders are expected to place the trained candidates in the respective language

regions for minimum of six months.

- vii. The selected bidders have to mandatorily provide Pre-Departure Orientation Training Program (PDOT) to all candidates.
- viii. The selected bidders have to establish the hostel facility separately for boys and girls as the training is fully residential.
- ix. The selected Bidders have to be mandatory registered as a “Recruiting Agency (RA)” with Ministry of External Affairs, Gol before signing the agreement or within 6 months from the date of publishing of this RFP.

**c. Capacity Building for Trainers:**

- i. The bidder shall design a training program to enhance the language teaching skills of the trainers.
- ii. The bidder shall conduct workshops and training sessions for trainers, incorporating best practices and innovative teaching methodologies.
- iii. The bidder shall provide trainers with necessary resources to keep them updated with the latest language teaching techniques.

**d. Face-to-Face Foreign Language Training:**

- i. The bidder shall enroll students from Jharkhand for a minimum two-months standard-mapped foreign language training program.
- ii. The bidder shall schedule and organize classroom sessions for students.
- iii. The mode of instruction will be 100% physical/classroom training.
- iv. The bidder shall monitor student progress and conduct regular assessments.
- v. The training will be fully residential.
- vi. Apart from language certification, the bidder shall issue an additional joint certificate of completion with JSDMS (JSDMS logo to be incorporated) upon successful completion of the training program.

**e. Monitoring and Evaluation:**

- i. All candidates will be registered on JSDMS portal for entire training lifecycle management.
- ii. All candidates going for placement should be registered on Shramadhan Portal of Jharkhand Government.
- iii. The selected bidders have to be registered with Dept. of Labour, Training, Employment & Skill Development, Government of Jharkahnd.
- iv. JSDMS will do robust monitoring and evaluation to assess the performance and effectiveness of the language learning center and the programs.
- v. Collect feedback from students, trainers, and other stakeholders to make continuous improvements.

**f. Reporting:**

- i. The bidder shall prepare regular progress reports for JSDMS management, detailing the achievements, challenges, and any recommendations for improvement.

- ii. Submit a final report at the conclusion of the project outlining all accomplishments and lessons learned.

**g. Stakeholder Engagement:**

- i. Foster collaboration with relevant government agencies, educational institutions, and industry partners for support and resources.
- ii. Organizing round table meetings with organization involved in international placement.

**h. Compliance and Quality Assurance:**

- i. Ensure compliance with all applicable regulations and standards in language education.
- ii. Implement quality assurance measures to maintain high educational standards.

**i. Project Communication:**

- i. Establish a communication plan to keep all stakeholders informed and engaged throughout the project's lifecycle.

**j. Others:**

- i. Each batch of the training program must consist of a minimum of 15 and a maximum of 30 candidates.
- ii. Apart from the English language training, all other language training programs must include a basic English training module.
- iii. For the English Language Training, the minimum TOEFL band score should be 5 (in the scoring range of 1 – 12).
- iv. The daily training hour should be of 8 hours.
- v. The training program is fully residential, and the residential costs will be reimbursed to the selected bidders as per the applicable Common Cost Norms (CCN) and its amendments.

**2. ELIGIBILITY CRITERIA:**

- i. Legal Entity: The applicant must be a legally registered entity in India, such as a non-profit organization, Proprietorship Firm, Partnership Firm, Private Limited Company, Public Limited Company, LLP, Company registered under Sec 8, Society, NGO, Trust, and any other registered organization.
- ii. The Indian bidders must have a valid PAN and GST Registration number.
- iii. The average annual turnover for last three financial year should be not less than 1 (one) Crore.
- iv. The bidder shall have minimum experience of providing foreign language training (Anyone from French, German, Japanese, Arabic, Russian apart from English) of three

years as on bid submission date and should have established atleast one foreign language lab/center in either of French, German, Japanese, Arabic, Russian apart from English in any training institute.

- v. The bidders must have minimum 2 years of experience of providing foreign language training or established atleast one language training centre of that language or completed certification of atleast 100 candidates of those languages in which the bidder is bidding.
- vi. The Bidder should not have been blacklisted/ barred by any Central or State Government or a statutory authority or a public sector undertaking, as the case may be, from participating in any project. In case, the bar subsists as on the date of Proposal, bidder would not be eligible to submit a proposal either by itself or through its Associate in India. (Self-Declaration as per format 6).
- vii. The bidder should have proposed language trainers on roles with at least a master's degree in proposed languages from recognized university and preferably with experience of working as language trainer or coach.
- viii. Consortium/Joint Venture between two or more bidders is not allowed.

### **3. Procurement of bid documents:**

The bidder is required to pay of Rs. 10,000/- (Rupees Ten thousand) only towards the cost of non-refundable tender fee of this Bid document, through **Payment gateway** of the Jharkhand Tender portal. The Tender document fee in any other form shall not be entertained.

### **4. Earnest Money Deposit (EMD)**

- i. Every applicant participating in the bidding process must furnish the required earnest money deposit (EMD) of **Rs. 1,00,000/-** (Rupees One lakh only) through the Payment gateway of the Jharkhand tender's portal.
- ii. EMD of an applicant lying with Jharkhand Skill Development Mission Society in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The EMD originally deposited may, however, be taken into consideration incase proposals are re-invited.
- iii. Refund of EMD: The EMD of unsuccessful applicants shall be refunded without any interest after completion of empanelment process.
- iv. Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases.
  - a. When the applicant does not sign the agreement within a period of 30 working days of issue of Letter of Award (LoA).
  - b. When the applicant withdraws or modifies his proposal after opening of proposals.
  - c. To adjust any dues against the firm from any other Agreement with Jharkhand Skill Development Mission Society.
  - d. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this RFP.



## 5. Selection Process:

- i. Bids will be evaluated on the Basis of Quality and Cost Based Selection (QCBS) in the ratio of 70:30 for Technical and Financial Bids respectively.
- ii. A three-stage procedure will be adopted in evaluating the proposal.
- iii. In the first stage, the eligibility of the bidder will be ascertained on the basis of document provided as per qualification criteria. Bidder must fulfill the eligibility criteria.
- iv. In the second stage, a technical evaluation which will be carried out prior to opening the financial proposal.
- v. Evaluators of Technical Proposal shall have no access to the Financial Proposals until the technical evaluation is concluded.
- vi. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference. A minimum of 70 marks will have to be obtained in technical score by bidder to qualify for the next stage of financial bid opening and evaluation.
- vii. *A physical verification visit of the ongoing language labs/centres of the bidders will be conducted, who qualify the technical round.*
- viii. Quality-and Cost-Based Selection (QCBS) procedures will be followed in this RFP. The marks are distributed as - Total (100 marks) = technical marks (70%) + financial marks (30%).
- ix. In case of QCBS, the lowest evaluated Financial Proposal will be given the maximum financial score (SF) of 30 points. The financial scores (SF) of the other Financial Proposals will be computed by comparing the proposed cost.
- x. Proposals will be ranked according to their combined technical (ST) and financial (SF) scores out of maximum weights 100. Total Score= ST (Technical Score) + SF (Financial Score). The bidder achieving the highest combined technical and financial score will be invited for signing an agreement with Jharkhand Skill Development Mission Society for executing the work.

Technical Bid Score: The Technical Bid Score '**St**' of the Bidder shall be derived as under  $St = (Stm / SH)$

Where,

St is the Technical Bid Score

Stm = Total technical bid marks of the bid under consideration

SH = Highest total technical bid marks amongst all evaluated bids

At any time during the process of evaluation the Authority may seek specific clarifications from any or all bidders.

### **Evaluation of Financial Bids**

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be considered. Formula to determine the scores for the Financial Bids shall be as follows

$Sf = (FL / F)$ ,

Where,

**Sf** is the Financial Score

FL is the value of lowest financial Bid

F is the price quoted in the bid under consideration

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

The Total score of the Bidder will be determined as under

$$\text{Total Score (Ts)} = (70 \times \text{St}) + (30 \times \text{Sf})$$

- xi. Jharkhand Skill Development Mission Society reserves the right to accept or reject any proposal, and to annul the tendering process/Public procurement process reject the entire proposal at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidder.

### **6. Information of the Bidder:-**

<b>Sl. No.</b>	<b>Information</b>	<b>Details to be furnished.</b>
1.	Name of the Company/Firm	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number)/Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	
7.	Self-declaration that entity is not blacklisted by any Govt. Agency for any of its works.	

### **7. Technical Bid**

<b>Sl. No</b>	<b>Specific Requirements</b>	<b>Documents Required</b>
1.	Existence of the Entity Below 3 years: 0 Marks More than 3 years-<= 5 years: 08 Marks More than 5 years-<= 10 years: 09 Marks above 10 years : 10 Marks	Incorporation Certificate In case, the bidder is registered as Trust, then Registered trust deed is mandatory. (Maximum 10 Marks)
2.	Average annual turnover of bidder in last 3 financial years (FY 2021-22, FY 2022-23, FY 2023-24) Below 1 crore 0 marks More than 1 Crore-<= 3 Crore: 10 Marks More than 3 Crore-<= 5 Crore: 15 Marks More than 5 Crore: 20 Marks	CA Signed Average Annual Turnover certificate by CA with valid UDIN. (Maximum 20 Marks)

3.a	<p>Experience in providing of atleast 1 foreign language training (Applicable languages: French, German, Japanese, Arabic, Russian apart from English)</p> <p>Below 1 Languages: 0 marks 1 to 3 languages: 5 Mark 3 to 5 languages: 8 Marks More than 5 languages: 10 Marks</p>	<p>1. Proof of linkage with language certifying body. 2. List of candidates certified in last 3 three years. 3. Affidavit</p> <p>(Maximum 10 Marks)</p>
3.b	<p>Experience in establishment of atleast 1 foreign language learning lab/centre. (Applicable languages: French, German, Japanese, Arabic, Russian apart from English)</p> <p>Below 1 lab/centre: 0 marks 1 to 3 lab/centre: 3 Mark 3 to 5 lab/centre: 4 Marks More than 5 lab/centre: 5 Marks</p>	<p><b>1. Rent Agreement / ownership document</b> <b>2. Electricity bills of last three month</b> 3. Proof of running the training center. 4. Affidavit</p> <p>(Maximum 05 Marks)</p>
4.	<p>Experience of Agencies (RA registration) in successfully placing the language trained candidates in overseas in last three years.</p> <p>Below 100 candidates: 00 marks Up to 100 candidates: 06 Mark 100 to 500 Candidates: 08 Marks More than 500 candidates: 10 marks</p>	<p>1. Copy of Offer letters/ Joining letters and salary slips atleast 1 month. 2. Copy of work permit / visa of the country where candidate was placed.</p> <p>(Maximum 10 Marks)</p>
5.a	<p>Average Experience of Trainer in teaching in that particular language (separate profiles for each language trainer should be submitted for marking purpose) (only one trainer for each proposed language shall be considered)</p> <p>Below 6 months: 00 marks 6 months to 3 years: 05 Marks 3 years to 5 years or In case of PhD holders without any experience: 07 Marks More than 5 years or in case PhD holders with any experience: : 10 Marks</p>	<p>Bio-data along with experience certificates (Maximum – 10 Marks)</p>
5.b	<p>Qualification of trainer</p> <p>Below Master degree: 00 Marks Master Degree in proposed language: 03 Marks PhD in proposed language: 05 Marks</p>	<p>Self-attested qualification certificate (maximum- 05 marks)</p>
6.	<p>International Presence</p> <p>Presence only in India: 00 marks Presence in 2-3 countries: 03 marks Presence in more than 3 countries: 05 marks</p>	<p>Relevant documents regarding office operation (maximum marks- 05 marks)</p>

7.	Technical Presentation (Bidders shall be eligible for technical presentation only if they score 50 or more in 1 <sup>st</sup> six parameters, and will be intimated atleast before 15 days.)	Maximum 25 Marks
	<b>Total</b>	<b>100 Marks</b>

Note: All supporting documents for the above listed criteria should be submitted along with the bid. In absence of the supporting documents, the bid will not be considered for evaluation.

## 8. INVITATION OF PROPOSAL

### Bid Submission:

- i. The bids should be submitted duly on Jharkhand Tenders portal on or before the due time & date.
- ii. Any bid received after the deadline for submission of bids shall be rejected.

### 9. General Terms and Conditions:-

- i. The Successful bidder will submit Security deposit of 3% of the contract value as performance Bank Guarantee (BG) to “**Jharkhand Skill Development Mission Society**”, valid till 90 days beyond completion of the contract period and will be forfeited in case of failure to execute the contract. The BG is to be submitted within 15 days from the date of issue of work order and will be returned upon completion of the project without any interest.
- ii. Delivered a global foreign language Training Program mapped in any central/state, PSU departments, universities.
- iii. The Bidder should submit a Power of Attorney duly authorizing the authorized signatory, provided, further, that if the bid submission is signed by a Partner or Director (on the Board of Directors) of the Bidder, a copy of board resolution shall be submitted.
- iv. Bidder should have an office in Jharkhand or should give an undertaking to open up a local office in Jharkhand after the award of the contract.
- v. Successful bidders have to establish the language lab/centre in Jharkhand only.
- vi. Consortium/Joint Venture between two or more bidders is not allowed.
- vii. Bidders, who will eligible for technical presentation, have to mandatorily attend the technical presentation round on given date, otherwise the bidders shall be rejected.
- viii. The Successful Bidder should not seek escalation in the rates quoted during the contract period.
- ix. JSDMS reserves the right to reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.
- x. JSDMS is not bound to accept any bid under this process or to assign any reason for non-acceptance.
- xi. JSDMS reserves the right to withdraw/cancel the bid document partially or completely at any stage.
- xii. JSDMS reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.

xiii. All disputes will be settled under the Jurisdiction of the Hon'ble Courts of Ranchi, Jharkhand.

**10. Other Conditions of bid submission:**

- i. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected.
- ii. No modification by the bidder in any of the conditions will be permitted after the Bid is opened.
- iii. Please Note that all the formats given has to be duly filled up, signed, sealed and submitted in the bid failing which the bid submitted shall be summarily rejected.
- iv. The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid. JSDMS will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- v. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and JSDMS, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. No overwriting in the Bid documents or any other document submitted with Bid is allowed.
- vi. It shall be deemed that the bidders have done careful study and examination of the Tender document and has fully understood the implications.
- vii. The response to the Tender should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the EMD.
- viii. All materials submitted by the bidder shall become the property of JSDMS and may be returned at its sole discretion.
- ix. If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- x. The bid submitted should be properly page numbered and appropriately flagged/ tagged; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- xi. The bid shall contain no interlineations, erasures or overwriting.
- xii. The Tender should be signed on all the pages by the Bidder or his authorised representative and should be affixed with the bidder's Seal.
- xiii. The proposals must be properly signed in ink by one of the partners of the firm, or a person holding Power of Attorney from the partners.
- xiv. The agency will be initially engaged for a period of 3 (three) years and may be extended on successful completion of the project.

**11. Termination of bidding process:**

JSDMS reserves the right to accept any bid and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any

obligation to inform the affected Bidders of the grounds for JSDMS's action. JSDMS makes no commitments; either expresses or implied that this process will result in a business transaction with any bidder.

## 12. Pre-qualification & Technical Bid Documents:

The bid documents will consist of the following:

Sl. No.	Particulars	Documents to be submitted
1	Format 1	Covering Letter
2	Format 2	Applicant Details
3	Format 3	Cost of bid documents & EMD
4	Format 4	Financial Details
5	Format 5	Experience Details
6	Format 6	Declaration of Clean Track Record
7	Format 7	Master Trainer Details
8	Format 8	Name of Languages in which bidding.
9	Document as proof of Eligibility Criteria	<ul style="list-style-type: none"> <li>i. Proof of constitution of business</li> <li>ii. Work Orders/MOUs and Completion Certificate of works executed.</li> <li>iii. GST certificate &amp; PAN</li> </ul>
10	Tender Document Fees	As mentioned in RFP
11	Earnest Money Deposit	As mentioned in RFP

## 13. Payment Schedule against suggested Minimum Deliverable (Milestones).

SN	Installment	% of Installment (of Project Cost)	Deliverable (Milestones)
1	1 <sup>st</sup>	25%	On Signing of MoU & Identification of Training center
2	2 <sup>nd</sup>	25%	On 20 % Training completion and assessment with 7% of verified placement
3	3 <sup>rd</sup>	25%	On 60 % Training completion and assessment with 25% of verified placement
4	4 <sup>th</sup>	25%	On 100 % Training completion and assessment with 70% of verified placement

## 14. Penalty Clause

- i. In case of delay of delivery of milestones, 0.5% penalty on the invoice amount to be

deducted per day for the delay.

- ii. If the delay is caused for some unavoidable circumstances which is beyond control, approval to be taken from MD, JSDMS

**15. Force Majeure.**

In the performance of any obligation of any of the parties is prevented or restricted or interfered with by reason of fire, explosion, strike, causality, riots, sabotage, accident, lack or failure of transportation facilities, food, war, civil commotion, terror attack, lightning, acts of God, any law, order or decree of any government thereof or any other cause similar to but not limited to those above enumerated, beyond the reasonable control of the party, the party so affected shall, upon the giving of prompt notice to the other parties, may be excused from performance hereunder to the extent and for the duration of such prevention, restriction or interference.

## Format-1 Format of the Covering Letter

*The Covering Letter is to be submitted on official Letterhead with official seal*

To  
Mission Director-cum-CEO  
Jharkhand Skill Development Mission Society  
Ranchi, Jharkhand 834002

**Sub: RFP for “Establishing of Foreign Language Learning Centre to Facilitate the International Placement”**

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the RFP referred above. We hereby confirm that:

- i. The proposal has been submitted by us in accordance with the conditions stipulated in the RFP.
- ii. We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by JSDMS. We agree and undertake to abide by all these terms and conditions along with subsequent communication from JSDMS. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from JSDMS.
- iii. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that JSDMS will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application, formats and the Annexures attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- iv. We acknowledge the right of JSDMS to reject our Proposal 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.
- v. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
- vi. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
- vii. We have enclosed an EMD of Rs. 45,000/- as required in the RFP along with Bid Document cost of Rs. 1,000/-. This EMD is liable to be forfeited in accordance with the provisions of the tender document.
- viii. 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.
- ix. The terms and conditions of this Tender are valid for a period of 180 calendar days from the last date of submission of bids.
- x. We understand that our bid is binding on us and that you are not bound to accept a bid you receive.
- xi. We agree to all the terms and conditions of this RFP including the terms of agreement format prescribed with this RFP.

**For and on behalf of:**

Signature:

Name:

Designation:

Date:

Business Address:



### Format-2 Applicant Details

Sl. No.	Information	Details to be furnished.
1.	Name of the Company/Firm	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number)/Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	

### Format-3 Cost of bid document & EMD Particulars

Sl. No.	Particulars	Date	Ref No.	Amount (Rs.)	Remarks
1.	EMD				
2.	Tender Document Fees				

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address

## Format-4 Financial Details

***Declaration to be submitted under the signature of Chartered Accountant on Letterhead***

**To whomsoever it may concern**

On the basis of audited financial statements, we hereby certify that M/s .....having registered office at .....has the following average annual turnover during last three financial years starting from FY 2021-22, 2022-23 & 2023-24 as mentioned below:

Sl.No	Financial Year	Annual Turnover (Rs.)
1	2023-24	
2	2022-23	
3	2021-22	
4	Average Annual Turnover	

Signature:

Chartered Accountant firm:

Membership No:

Contact No:

UDIN

Seal:

### Format-5 Experience Details

- a. Total Work Experience in setting up Language lab/centre in PSU, Universities and Departments in last three years from the date of issue of this RFP.

Sl. No.	Name of Client	Scope of Work	Type of Client (Central/State/ PSU, universities and Departments)	Date of Work Order	Estimated No. of students/ candidate	Value of Work Order	Date of Commencement	Date of Completion

- b. Total Work Experience in Running Foreign Language Training Program in Central/State/ PSU Schools, Colleges, Universities and Departments.

Sl. No.	Name of Client	Scope of Work	Type of Client (Central/State/ PSU schools, Colleges, universities and Departments)	Date of Work Order	Estimated No. of students/ candidate	Value of Work Order	Date of Commencement	Date of Completion

**Note:** Submit Work Orders/ client testimonial/ completion certificate for all the projects mentioned above and the completion certificate

Yours faithfully,

(Signature of the Bidder)

Name:

Designation:

Seal:

Date:

Business Address:

**Format-6 Declaration Regarding Clean Track Record**

(To be enclosed in the Bid)

*(To be signed and executed in non-judicial stamp paper of Rs. 100/- and notarised)*

To,

The Mission Director

Jharkhand Skill Development Mission Society  
Ranchi, Jharkhand

**Sub: Establishing of Foreign Language Learning Centre to Facilitate the International Placement**

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above TENDER Document. I hereby declare that my company/ organisation have not been debarred/black listed by any Government / Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

**Format-7 Experience Details of Master Trainer**

Sl. No.	Name of the Trainer	Language	Qualification	Age	Total Experience	List of companies worked.
1.						
2.						
3.						
4.						
5.						

Please Attached the CVs of all above mentioned Master Trainers.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

**Format-8 (Bidding Languages Details)**

<b>Sl. No.</b>	<b>Name of Bidding Languages</b>	<b>Number of years of experience</b>	<b>No. of Language Training Centre</b>	<b>No. of certified candidates</b>
1	English			
2	French			
3	German			
4	Japanese			
5	Arabic			
6	Russian			

*Please fill the appropriate.*

*Please attach the relevant proof/documents.*

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address