| RFP Name: RFP for Selection of Knowledge Framework Partner vide Ref. No. BSDM/02/2022-2023 dated 15.04.2022 |
|---|
| **In view of pre-bid meeting dated 26.04.2022, the Response to compiled pre-bid queries are as below:** |
| Note 1: This is again to re-iterate and as communicated in the pre-bid meeting, the final outcome/deliverables under this RFP, be it the (i) Portal for all Skill Development Programs Management (ii) E-Content for Kushal Yuva Program (KYP) and BS-CFA Course and (iii) LMS for KYP and BSCFA program, the proposed portal, E-content and LMS should at-least be at par or an improvement of the existing portal, E-content and LMS.<br>Any lesser quality of the deliverables as above will be treated as un-satisfactory performance and the deliverables will be out-rightly rejected without any liability to the BSDM in this regard. As communicated in the meeting, the bidders are strongly requested to visit existing BSDM website/BSDM office/Training centers etc. and have clear understanding of the RFP/ TOR/existing portal/E-content and LMS before participating in this bid.<br>Response_to_Pre-Bid_queries_RFP_for_KFP_BSDM_02_2022_2023<br><br>Note 2: The Session and Topic wise Hourly Break-up of KYP and BSCFA Course is also made available on the respective website of E-Proc 2 and Skillmissionbihar.org.<br>Please visit BSDM office wherein the technical queries can be facilitated with. At implementation stage, BSDM will be open to use of latest technologies, provided the desired output is achieved or better from the current output |
| **Response to Pre-bid Queries** |

| SN | Section/ Page No. | Content of RFP requiring clarifications | Compilation of Changes/ Clarifications requested | BSDM Response |
|----|------|------|------|------|
| 1 | Pre-Qualification Criteria, 13.3 Page No. 33 | The Sole Bidder / Any Partner in case of a consortium, should have experience of at least last 03 years in management and monitoring of training/ skill development/education field on a large scale to cumulatively at least 05 Lakh candidates / students through its franchised or affiliated or authorized centers or at different schools / colleges under State/Central Education / ICT programs. Certificate from a Chartered Accountant (As per format provided in form Prequal-6) regarding students count and centers count. (In case of a Consortium, any one of the partners will have to submit the above evidence) | In this clause you have asked for CA certificate, and we are willing to partictipate in this tender with a govt. institution. Collecting CA certificate will take time/ Hence we request you to amend this clause with Self Certificate from State/ Central Govt or PSU. | No Change. RFP Condition will prevail. |
| 2 | Pre-Qualification Criteria, 13.4 Page No. 33 | The Sole Bidder / Any Partner in case of a consortium should have experience of developing at least three IT portal in state govt/central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of central/state governments/ Govt Universities/ donor funding projects which has managed training/education /skill development value chains. 1. Certificate from a Chartered Accountant (As per format provided in form Prequal-7) 2. Work orders/ Contracts/ Performance Certificates etc. Both the documents as above will mandatorily be submitted. (In case of a Consortium, any one of the partners will have to submit the above evidence) | In this clause you have asked for CA certificate, and we are willing to partictipate in this tender with a govt. institution. Collecting CA certificate will take time/ Hence we request you to amend this clause with Self Certificate from State/ Central Govt or PSU. | No Change. RFP Condition will prevail. |

| 3 | Pre-Qualification Criteria, 13.5 Page No. 34 | The Sole Bidder / Any Partner in case of a consortium should have experience of developing/ providing Learning Management System (LMS) services in at least three state govt/central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of central/state governments/ Govt Universities/donor funding projects in training/education /skill development field. LMS for E_Content Courses (KYP and BSCFA Course) will mean LMS covering the entire value chain related to training/education /skill development field. (Please refer TOR) LMS developed/deployed for different govt clients under different work-orders issued by them will be treated as separate LMSs for evaluation under this criteria. 1. Certificate from a Chartered Accountant (As per format provided in form Prequal-8) 2. Work orders/ Contracts/ Performance Certificates etc. Both the documents as above will mandatorily be submitted. (In case of a Consortium, any one of the partners will have to submit the above evidence) | In this clause you have asked for CA certificate, and we are willing to participate in this tender with a govt. institution. Collecting CA certificate will take time/ Hence we request you to amend this clause with Self Certificate from State/ Central Govt or PSU. | No Change. RFP Condition will prevail. |
| --- | --- | --- | --- | --- |
| 4 | IPR, Confidentiality, Indemnity Section 2, E- 25, Page No. 23 | The portal, LMS and the eContent developed for BSDM, under this assignment/RFP will be the exclusive sole property of BSDM and will become the explicit Intellectual Property of BSDM only and cannot be used/claimed by the bidder in any manner whatsoever. | Affordable proprietary technology solutions which are custom designed for skill development are available in the market. These solutions are proven to be useful by large number of customers. In such cases, the govt may obtain high quality, tested and successful platforms for this RFP. However, restrictions such as IP transfer prevent such technology to be made available for this RFP. Can the IP transfer for Technology be removed. The IP transfer for content however may be continued. Request for re-evaluation of the terms of IPR, Confidentiality, Indemnity to accommodate for players with proven technology and experience in the private sector. | No Change. RFP Condition will prevail. |

| 5 | Pre-Qualification Criteria: 13.3, Page No. 33 | 3. The Sole Bidder / Any Partner in case of a consortium, should have experience of at least last 03 years in management and monitoring of training/ skill development/education field on a large scale to cumulatively at least 05 Lakh candidates / students through its franchised or affiliated or authorized centers or at different schools / colleges under State/Central Education / ICT programs.<br>Certificate from a Chartered Accountant (As per format provided in form Prequal-6) regarding students count and centers count.<br>(In case of a Consortium, any one of the partners will have to submit the above evidence) | Clarification required on "Any Partner": Does this mean that any single partner from the consortium should satisfy this criteria? | Plesae refer RFP in detail.<br><br>(In case of a Consortium, any one of the partners will have to submit the above evidence) |
|---|---|---|---|---|
| 6 | Pre-Qualification Criteria: 13.4, Page No. 33 | The Sole Bidder / Any Partner in case of a consortium should have experience of developing at least three IT portal in state govt/central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of central/state governments/ Govt Universities/ donor funding projects which has managed training/education /skill development value chains.<br>1. Certificate from a Chartered Accountant (As per format provided in form Prequal-7)<br>2. Work orders/ Contracts/ Performance Certificates etc. Both the documents as above will mandatorily be submitted.<br>(In case of a Consortium, any one of the partners will have to submit the above evidence) | Clarification required on "Any Partner": Does this mean that any single partner from the consortium should satisfy this criteria? | Plesae refer RFP in detail.<br><br>(In case of a Consortium, any one of the partners will have to submit the above evidence) |
| 7 | Pre-Qualification Criteria: 13.5, Page No. 34 | The Sole Bidder / Any Partner in case of a consortium should have experience of developing/ providing Learning Management System (LMS) services in at least three state govt/central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of entral/state governments/ Govt Universities/donor funding projects in training/education /skill development field.<br>1. Certificate from a Chartered Accountant (As per format provided in form Prequal-8)<br>2. Work orders/ Contracts/ Performance Certificates etc. Both the documents as above will mandatorily be submitted. (In case of a | Clarification required on "Any Partner": Does this mean that any single partner from the consortium should satisfy this criteria? | Plesae refer RFP in detail.<br><br>(In case of a Consortium, any one of the partners will have to submit the above evidence) |

| | | Consortium, any one of the partners will have to submit the above evidence) | | |
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| 8 | Pre-Qualification Criteria: 13.5, Page No. 34 | The Sole Bidder / Any Partner in case of a consortium should have experience of developing/ providing Learning Management System (LMS) services in at least three state govt/central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of entral/state governments/ Govt Universities/donor funding projects in training/education /skill development field.<br>1. Certificate from a Chartered Accountant (As per format provided<br>in form Prequal-8)<br>2. Work orders/ Contracts/ Performance Certificates etc. Both the documents as above will mandatorily be submitted.<br>(In case of a Consortium, any one of the partners will have to submit<br>the above evidence) | With the advent of ed-tech in India, LMS has been deployed in private institutions on a license basis. This ensures better quality, enhanced user experience and high user satisfaction. Teachmint has successfully deployed LMS in 4,000+ private institutes in India and also internationally. Request for a criteria to be included for technical evaluation to acknowledge the experience of annual license based companies. | No Change. RFP Condition will prevail. |

| 9 | Pre-Qualification Criteria: 13.5, Page No. 34 | The Sole Bidder / Any Partner in case of a consortium should have experience of developing/ providing Learning Management System (LMS) services in at least three state govt/central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of entral/state governments/ Govt Universities/donor funding projects in training/education /skill development field. LMS for E_Content Courses (KYP and BSCFA Course) will mean LMS covering the entire value chain related to training/education /skill development field. (Please refer TOR) LMS developed/deployed for different govt clients under different work-orders issued by them will be treated as separate LMSs for evaluation under this criteria. 1. Certificate from a Chartered Accountant (As per format provided in form Prequal-8) 2. Work orders/ Contracts/ Performance Certificates etc. Both the documents as above will mandatorily be submitted. (In case of a Consortium, any one of the partners will have to submit the above evidence) | It is critical for any LMS to manage a large user base. Request to include a criteria for number of users that are managed by LMS. | No Change. RFP Condition will prevail. |
| --- | --- | --- | --- | --- |
| 10 | Section 6.-2 Terms of Reference (TOR), Page No. 64 | A. Candidate's learning life-cycle management system | Given the mobile and internet penetration in Bihar, in order to ensure adoption of the training and skilling programs among the youth, it is highly critical for a system to have a mobile app along with a web portal. The app should also be 2G friendly for ensuring that the services reach to the most remote corners of the state. Is there a requirement that can be added for a mobile app support? This can also include a qualification criteria for existing no. of users. | No Change. RFP Condition will prevail. |
| 11 | Section 6.-2 A.Terms of Reference (TOR), Page No. 64 | A. Candidate's learning life-cycle management system | What is the expected number of users (teachers / instructors, admin, students) for the LMS platform? | Please refer RFP and Scope of Work in detail. |

| 12 | Section 6.-2 A.Terms of Reference (TOR), Page No.. 64 | A. Candidate's learning life-cycle management system Course Management | Any benchmark examples for content that can be used as a reference for better understanding | The final outcome/deliverables under this RFP, be it the (i) Portal for all Skill Development Programs Management (ii) E-Content for Kushal Yuva Program (KYP) and BS-CFA Course and (iii) LMS for KYP and BSCFA program, the proposed portal, E-content and LMS should at-least be at par or an improvement of the existing portal, E-content and LMS. The bidders are strongly requested to visit existing BSDM website/BSDM office/Training centers etc. and have clear understanding of the RFP/ TOR/existing portal/E-content and LMS before participating in this bid. The Session and Topic wise Hourly Break-up of KYP and BSCFA Course is also made available on website of Skillmissionbihar.org |
|----|----|----|----|----|
| 13 | Section 6.-2 A.Terms of Reference (TOR), Page No. 65 | A. Candidate's learning life-cycle management system LMS Features | Students these days are bombarded with online content and courses. In order to ensure a  student's enhanced learning experience, it is critical for students to interact with the instructor / teacher for an effective understanding of concepts. This can be done with the help of live classes which can be utilised for interacting with students, solving their doubts and also for conducting special activities to increase peer engagement. In addition to courses, can we | Please refer RFP and Scope of Work in detail.

At implementation stage, BSDM will be open to use of latest technologies, provided the desired output is achieved or better from the current output. |

| | | | add a live class feature to the list of requirements? | |
|---|---|---|---|---|
| 14 | Section 6.-2 B. eExamination management system ), Page No. 67 | J. MIS and Dashboard | Exam reports can be more effective for analysis if they are generated basis classes and classrooms instead of venues. Is there a possibility to re-evaluate the exam wise - venue wise reports requirement and change it to a classroom-wise report? | Please refer RFP and Scope of Work in detail.<br><br>At implementation stage, BSDM will be open to use of latest technologies, provided the desired output is achieved or better from the current output. |
| 15 | Section 6.-2 C. Assignment management system , Page No. 67 | C. Assignment management system | What will be the nature of assignments? Will there be subjective assignments that teachers / instructors will need to evaluate? At the teacher's end, can there be an option for evaluation which is mobile-friendly and also enables providing feedback to the students? | Please refer RFP and Scope of Work in detail. |
| 16 | Section 6: Terms of Reference (TOR) 4, Page No. 96 | . | What are the possible models of implementation that can be explored between BSDM and the consortium partners? Is there some benchmark for the same with respect to previous projects? What will be the extent of support provided by BSDM in terms of manpower and other resources? | No Change. RFP Condition will prevail. |

| 17 | Section 2 – Instructions to Agencies and Data Sheet, General Provisions B (ii), Page No. 15 | (ii) Conflict among assignments: Neither the Agency (including their personnel and) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Agency. The Agency cannot be empanelled as a Training Service Provider/Skill Development Center (SDC) with Bihar Skill Development Mission (BSDM) or any other Department in the State of Bihar. | Conflict among assignments: Neither the Agency (including their personnel and) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Agency. The Agency cannot be **currently** empanelled as a Training Service Provider/Skill Development Center (SDC) with Bihar Skill Development Mission (BSDM) or any other Department in the State of Bihar | No Change. RFP Condition will prevail. |
|---|---|---|---|---|
| 18 | Pre-Qualification Criteria: 13.6, Page No. 34 | The Sole Bidder /Any partner in case of a consortium, must have developed or should have fully owned titles of high-quality multimedia-based eLearning content for skill development/educational courses in Hindi/ English languages for state govt/central govt/ donor funding projects. | The Sole Bidder /Any partner in case of a consortium, must have developed or should have fully owned titles of high-quality multimedia based eLearning content for skill development/educational courses in Hindi/ English languages for state govt/central govt/corporate clients/ donor funding projects/ Sector Skill Councils. | No Change. RFP Condition will prevail. |
| 19 | Pre-Qualification Criteria: 13.7, Page No. 34 | The Sole Bidder / All Partners in case of a consortium should not be debar/blacklisted from any of the Government Departments in the last 5 financial years i.e. FY 2015-16 to till date. Affidavit (As per format provided in form Prequal-3) signed by the authorized signatory of Bidder.) | The Sole Bidder / All Partners in case of a consortium should not be currently debar/blacklisted from any of the Government Departments in the last 5 financial years i.e. FY 2015-16 to till date. Affidavit (As per format provided in form Prequal-3) signed by the authorized signatory of Bidder.) | The Sole Bidder / All Partners in case of a consortium should not be debar/blacklisted from any of the Government Departments as on bid submission date. Affidavit format provided in form Prequal-3 shall be accordingly modified. |

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| 20 | Technical Proposal Evaluation Criteria 14.1.1, Pg 34/35 | Average Annual Turnover of the Bidder as per the audited consolidated financial statements for the last 3 financial years (FY 2017-18, FY 2018-19 and FY 2019-20): <br> > 200 Crore: 15 Marks <br> > 150 Crore & <= 200 Crore: 12 Marks <br> > 100 Crore & <= 150 Crore: 10 Marks <br> > 50 Crore & <= 100 Crore: 08 Marks | Average Annual Turnover of the Bidder as per the audited consolidated financial statements for the last 3 financial years (FY 2017-18, FY 2018-19 and FY 2019-20): <br> > 100 Crore: 15 Marks <br> > 80 Crore & <= 100 Crore: 12 Marks <br> > 65 Crore & <= 80 Crore: 10 Marks <br> > 50 Crore & <= 65 Crore: 08 Marks | No Change. RFP Condition will prevail. |
| 21 | Technical Proposal Evaluation Criteria 14.2.4, Pg 36 | The Sole Bidder /Any partner in case of a consortium, must have developed or should have fully owned titles of high-quality multimedia based eLearning content for skill development/educational courses in Hindi/ English languages for state govt /central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of central/state governments/ Govt Universities/ donor funding projects More than Five eContents: 10 Marks  Two to Five Contents: 7 Marks One eContent: 5 Marks <br> (Maximum of 10 Marks) | The Sole Bidder /Any partner in case of a consortium, must have developed high-quality multimedia based eLearning content for skill development/educational courses/corporate training in Hindi/ English languages for state govt /central govt/corporate clients/ donor funding projects/ Sector Skill Councils <br><br> More than Five eContents: 10 Marks <br> Two to Five eContents: 7 Marks <br> One eContent: 5 Marks <br> (Maximum of 10 Marks | No Change. RFP Condition will prevail. |
| 22 | Formats for Pre-Qualification Proposal ,Form Prequal-8, Page No. 47 | The Agency has experience of developing/ providing Learning Management System (LMS) services in at least _____ (number of projects) state govt/central govt/ undertakings/ agencies/ corporations/ Boards/ Societies etc. of central/state governments/ Govt Universities/ donor funding projects in training/education /skill development field. | The Agency has experience of developing/ providing Learning Management System (LMS) services in at least _____ (number of projects) state govt/central govt/**recognized university/** donor funding projects/ Sector Skill Councils in training/education /skill development field | No Change. RFP Condition will prevail. |

| 23 | Formats for Pre-Qualification Proposal ,Form Prequal-9, Page No. 48 | Undertaking We declare that we have developed following high quality multimedia-based eLearning content and have fully owned titles of high-quality multimedia based eLearning content for skill development/educational courses in Hindi/ English languages for state govt /central govt/ donor funding projects. | Undertaking We declare that we have developed following high quality multimedia-based eLearning content of high-quality multimedia based eLearning content for skill development/educational courses/corporate training in Hindi/ English languages for state govt /central govt/ corporate client/donor funding projects/ Sector Skill Councils. | No Change. RFP Condition will prevail. |
|---|---|---|---|---|
| 24 | RFP, Point- B, Page-1 | b) eContent Provider for Kushal Yuva Program (eCP-KYP) and Bihar State – Certificate in Financial Accounting (BS-CFA) including GST and Tally | For the e-content 1. Do you need instructed led video comprising of only recording of instructor 2. Or you need graphics and presentation 3. Is it mandatory that instructor to appear on screen | Please refer RFP and Scope of Work in detail. |
| 25 | A TENTATIVE SNAPSHOT OF SKILL DEVELOPMENT PROGRAMS IMPLEMENTED BY BSDM IS AS BELOW: Pgae: 110 | A TENTATIVE SNAPSHOT OF SKILL DEVELOPMENT PROGRAMS IMPLEMENTED BY BSDM IS AS BELOW | From the statistical data provided for Kushal Yuva Program, we undestand that the Content,Trainer,Question Bank & Assessors are available. Please Confirm | Please refer RFP and Scope of Work in detail. |
| 26 | Notice Inviting Request for Proposal , Page No.- 5 | Under Build-Operate-Transfer (BOT) model for BSDM. | Under Build-Operate-Transfer (BOT) model,when will the transfer process start? And we understand the team will be provided by BSDM. Please Confirm | Please refer RFP and Scope of Work in detail. |

| Title of NOS/unit or other component | Estimated size (learning hours) |
|---|---|
| **Bihar State Certificate in Information Technology (BS-CIT)** | |
| Computer Basics: Introduction to Computers Recognize the basic components of computers and familiar with the computer terminology, Memory, Keyboard, Mouse Getting Started with Computers, etc | 5 |
| Operating System (Windows 10): Start Windows, Logoff and Hibernate, Windows Basics, Organize Your Work, OPERATING SYSTEM Concepts, file Management, Paint, Notepad etc. | 10 |
| Word Processing (Microsoft Word 2013 / Google Docs): Overview of Word Processing, Creating and Editing a Document Revising and Refining a Document Creating Reports and Tables Changing the Display of the Document Using Mail Merge Using Standard Templates Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW), Formatting documents Learn MS WORD, document creation, saving, editing, insertion of tables, review etc in document, Creating and Editing PDF documents, Using track changes, Inserting ActiveX controls, Using Mail Merge, Protecting Document etc. | 14 |
| Spreadsheet (Microsoft Excel 2013 / Google Sheets): Overview Creating and Editing Using Charts Using Charts Managing a workbook Overview of Spreadsheets Managing a workbook Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW) Learn about creation of SPREADSHEETS, Editing Cell, Insertion and deletion of rows, columns, charts, graphs, insert functions, Data analysis and management, Manage Multiple Sheets, Pivot Tables and Pivot Charts, Advanced Functions, Data Validation etc. | 15 |
| Presentation Graphics (Microsoft PowerPoint 2013 / Google Slides): Overview of Presentation Graphics Creating a Presentation Modifying and Refining Presentation Using Advanced Presentation Features Overview of Presentation Graphics Creating a Presentation Modifying and Refining a Presentation Using Advanced Presentation Features Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW) Learn about MS PowerPoint, making presentations, inserting slide, animations, Creating Video of Presentations, Various Formats, Using Templates, Slide Master etc. | 15 |
| Personal Information Manager (Microsoft Outlook 2013 / Gmail): Getting started Using the Address Book Overview of Personal Information Managers Getting Started with Mozilla Calendar Using the Address Book Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW), Signature in Outgoing Message, Schedule Meetings, Create Contacts and Appointments etc. | 6 |
| Online tests including TAC/TABC (Internal Evaluation) | 20 |
| 21st Century Daily Life Skills: Use of Internet and Mobile for daily life tasks like Google Play Store, Paytm App, Online Shopping, Pay Bills Online, use of various apps on Smartphone, Movie Tickets, Tickets Online and 50 such skills. | 5 |
| 21st Century Citizenship Skill: Use Government Services Online like Birth Certificate, Aadhar Card, Domicile, Passport, Insurance Online, Voter ID, PAN Card, Marriage Certificates and 50 such skills. | 5 |

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|---|---|
| 21st Century Study Skills: Use of Search Engine, Justdial, YouTube, Volt, NCERT Books Online, Dictionary.com, Google Docs, TED Talks, eDX, NPTEL, VISA Application, UPSC Preparation and 50 such skills. | 5 |
| 21st Century Office Skills: Writing Skills, Greeting Cards, Visiting Card, Registration Form, Invitation Letter, Newsletter, Checklist, Budget Analysis, Photo Album, Magazine Cover, Posters and 50 such skills. | 5 |
| Cyber Security Skills: Strong Passwords, Emergency Texts on Android, Secure Online Banking, Use Antivirus, Use Whatsapp, Data Theft and IT Act 2000, Protect oneself from Online Lottery cheat, Protect oneself from Work from Home scams, steps to follow if Mobile lost, secure Aadhar Card Data etc. | 5 |
| Basic IT Awareness: Booting, Google Story, Data, Software, hardware, Project Loon, Smart Watches, Google Glass, Flexible Technology, e-commerce, Wikipedia, Internet Modem, Larry Page, Takshasila, Larry Page, Bus Line, CV Raman, Steve jobs, Mass Storage Device, Analog and Digital, Bandwidth etc | 5 |
| Smart Typing Skills: Practice Typing in Hindi and English Language | 3 |
| Computer Ethics: Ergonomics, Go Green, Netiquettes | 2 |
| **Bihar State Certificate in Language Skills (BS-CLS)** | |
| **English Language Skills using 51 Context Topics:** | |
| **Following skills are covered in each Context Topics:** | **60** |
| **Listening, Speaking, Conversing, Reading and Writing (L+S+C+R+W).** | |
| Home and Surrounding | |
| Greetings- Routine, Seasonal | |
| Health-Healthy Habits | |
| Farms-Farmers | |
| Occupations | |
| Travelling-Transportations | |
| Family-Relatives- | |
| Neighbours | |
| Telling time | |
| Friends | |
| Describing people-places | |
| Future plans-Savings | |
| Accommodation | |
| Public services: Bank, Post office etc. | |
| Education-Schooling | |
| Competitions | |
| Hobbies | |
| Holidays-Picnics | |
| Social media | |
| Current Affairs | |
| Remembering past | |
| Safety | |
| Natural disasters | |
| Nationalities-Countries | |
| Meetings -Presentations | |
| Television-Films | |

| | |
|---|---|
| Books-literature | |
| Food | |
| Requests | |
| Dressing-clothing | |
| Garden | |
| Animals -Birds | |
| Directions and addresses | |
| Personal information | |
| Games-Sports | |
| Home town | |
| Work and jobs | |
| Look to the future | |
| Giving gifts | |
| City -Village life | |
| Dreams | |
| Shops- Market places | |
| Family traditions-Festivals | |
| Office-workplace | |
| Soldiers-Army | |
| Workplace ethics | |
| Science-Technology | |
| Computers & The Internet | |
| Environment | |
| Weather-Seasons | |
| Numbers-Prices | |
| **Grammar** | **10** |
| Pronouns, Auxiliary and Action verbs | |
| Punctuation | |
| Conjugations | |
| Participles | |
| Prepositions | |
| Questions | |
| Articles | |
| Verbs and Nouns | |
| Present, Past and Future Tenses | |
| Modal Verbs | |
| Adjectives and Adverbs | |
| Direct and Indirect Speech | |
| Interrogative Sentences | |
| Active and Passive Voice | |
| Sentence Constructions | 18 |
| Turning Point Videos | 2 |
| **Bihar State Certificate in Soft Skills (BS-CSS)** | |
| Psychology of Success | 2 |
| Self-Awareness and Self-Acceptance | 2 |

| | |
|---|---|
| Self-Management | 2 |
| Interpersonal Relationships | 2 |
| Effective Communication | 2 |
| Listening | 2 |
| Non-Verbal Communication | 2 |
| Collaboration and Cooperation | 2 |
| Time Management | 2 |
| Smart Goal Setting | 2 |
| Decision Making | 2 |
| Presentation Skills | 2 |
| Problem Solving | 2 |
| Emotional Intelligence | 2 |
| Positive Health | 2 |
| Ethics and Values | 2 |
| Being Sensitive towards others, Society | 2 |
| Respecting Diversity | 2 |
| Preparing for an interview | 1 |
| Appearing for an interview | 1 |
| **Smart Habits** | 2 |
| **Total** | **240 Hrs** |

| Topic | Estimated Learning Hours |
|---|---|
| 1.  Accounting Concepts– | 5 |
| 2. Introduction to Financial Accounting (Theory) | 5 |
| 3. Tally History and Journey (Theory) | 5 |
| 4. Introduction to GST (Theory) | 4 |
| 5. Tally with GST | 5 |
| 6. Financial Accounting Basics (Theory + Practical) | 5 |
| 7. Maintaining Company Data | 8 |
| 8. Incorporation of various laws under GST (Theory) | 5 |
| 9. Creating Masters | 8 |
| 10. Voucher Entry | 8 |
| 11. Constitutional Amendments in GST (Theory) | 4 |
| 12. Inventory | 5 |
| 13. Economic Survey in regard to GST (GST) | 4 |
| 14. Payroll | 5 |
| 15. TDS | 4 |
| 16. Other Scenarios | 4 |
| 17. Reports | 5 |
| 18. Tally Software Services (TSS) | 4 |
| 19. Data Management | 4 |
| Challenges | 5 |
| Interview Practice | 8 |
| Practice Assignments | 10 |

110+10 = 120