

Bihar Skill Development Mission (BSDM)

Department of Labour Resources, Government of Bihar
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
Phone: 0612-2528455 Fax: 0612-2535004

Email: biharskilldevelopmentmission@gmail.com Website: www.skillmissionbihar.org

Notice Inviting Proposals for Empanelment under RTD Scheme
(A Continuous Empanelment Process unless withdrawn)

Notice No: BSDM/RFP/12/2018

(Letter No. BSDM/RFP-11/2018-318)

Date- 16.03.2018

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites proposals from reputed and experienced eligible organizations (Industries/ Employers/ HR-Placement Agency/Training Partners/Start-ups/Industry Associations/Government Training Providers) for empanelment with Bihar Skill Development Mission (BSDM) as an agency for providing domain skilling and employment under Recruit-Train-Deploy (RTD) model.

A Brief on Recruit – Train - Deploy (R-T-D) model projects:

Projects that will have the provision of recruiting the candidates and providing the offer letters upfront and then providing Industry/Employer relevant training before actually deploying the candidates at their work location.

The offer letters to be issued up front will be conditional offer letter and will be formalized subject to passing of the final assessment and completion of other formalities by the candidate. For the specific purpose of RTD model, Employment will mean wage employment only unless otherwise stated or allowed by BSDM for specific and unique kinds of projects (for ex. Entrepreneurship). ***Please note that offer letter will be conditional on only one ground i.e. passing of final assessment and no deviation/changes will be allowed in the conditional offer letter that has been given at the time of screening of candidate and the formalized offer letter that will be issued post completion of training.***

However in case of unforeseen circumstances or events of force majeure, deviation from conditional offer letters may be allowed subject to immediate notice of the existence of such conditions to the Bihar Skill Development mission by an authorized person of the partner organization and only by the specific permission from CEO, BSDM.

The underlying objective is to provide such skill training which meets the specific job requirements of industries/organizations having demand for skilled manpower for their business operations in India or overseas.

BSDM through this special initiative intends to provide such training to people of Bihar which will open up avenues for their instant employment in India or Overseas.

The Training will have to be imparted in courses either prescribed by Qualification Packs (QPs) of Sector Skill Councils (SSCs) **or any other course/s (customized course/s that will suit the specific needs of employing organizations) that may be proposed by the applicant and approved by BSDM.**

Thus a distinguishing feature of this model is that candidates are screened first and offered job and only on their acceptance and readiness for all the terms and conditions of the offered job and location, they are provided necessary customized training, the successful completion of which guarantees them the promised placement. Another distinguished feature includes flexibility of course content, duration of training and assessment and certification by the applicant organization.

BSDM is proposing four types of Associations under RTD model. 1. Industry Led (Type A Association) 2. HR/Placement Agency Led (Type B Association) 3. Training Partner Led (Type C Association) and 4. Special Projects (Type D). The proposal has to be submitted for one type of association only. Please refer scheme documents for the detailed information.

The Proposal must be prepared in the prescribed format along with all annexures and credentials and has to be submitted to:- “Bihar Skill Development Mission, Department of Labour Resources, Government of Bihar, A-wing, Niyojan Bhawan, 5th floor, Bailey Road Patna – 800001” by hand / through courier / through speed post.

Incomplete/deficient and unsound proposals will be summarily rejected and without any liability to inform so or otherwise to the applicant of the insufficiency/deficiency or rejection. If the proposal pass through initial evaluation the applicant will be called for a presentation on a date and time intimated subsequently. A hard copy of presentation will also have to be submitted on the presentation date.

The Proposal must be hard bound and has to be submitted in a sealed envelope super scribed with “**Proposal for Empanelment with Bihar Skill Development Mission (BSDM) as an agency for providing domain skilling and employment under Recruit-Train-Deploy (RTD) model**”. Also a soft copy of the entire proposal will have to be submitted in the form of CD/DVD or as otherwise intimated by BSDM.

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in the scheme document which can be seen or downloaded from the “Announcement Section” of our **website: <http://www.skillmissionbihar.org>**

The undersigned reserves the right to issue addendum/corrigendum/modification in this notice or in the scheme document or to accept or reject any proposal without assigning any reason thereof. Also the CEO, BSDM will have the exclusive right to relax or to make stringent or to insert or delete or modify any provision of the RTD scheme document either generally or specifically and irrespective of stages of the proposal i.e. even at execution or post execution stages.

This notice does not commit BSDM to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of contract or for preparing the proposal for this notice. Kindly note that the selection of agencies under this initiative will not guarantee allocation of work/training target etc. and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

Agreements with all existing RTD partners will automatically come to an end within 3 months from the date of issue of this notice and will have to apply fresh as per terms of this notice and RTD scheme document for a future association, if sought by them.

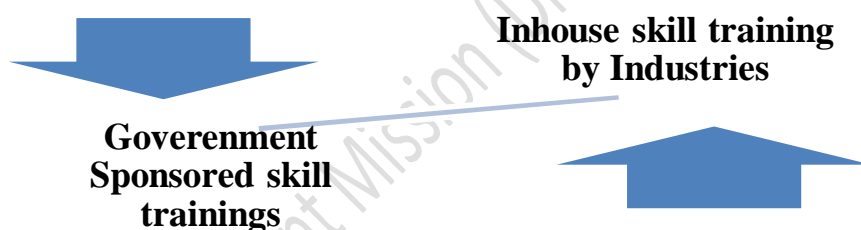
Principal Secretary,
Department of Labour Resources, Government of Bihar,
Niyojan Bhawan, Patna – 800001
-cum- Chief Executive Officer, Bihar Skill Development Mission.

Recruit-Train- Deploy (RTD) Model (Scheme Document)
(A Continuous Empanelment Process unless withdrawn)

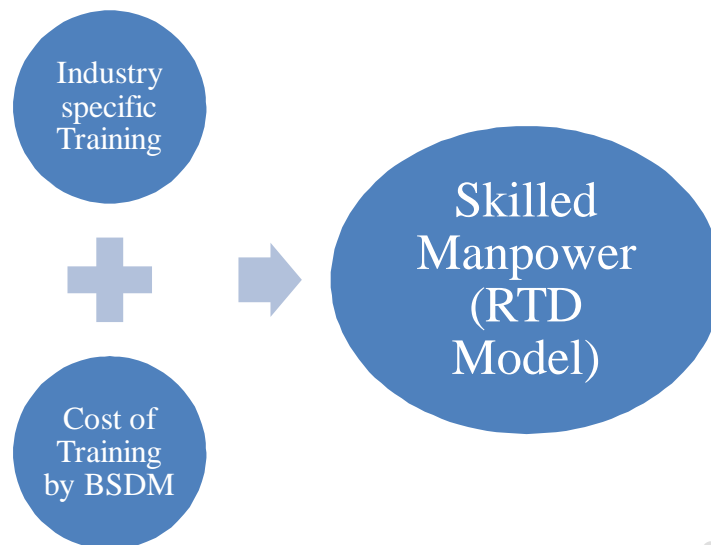
Widespread unemployment across the youth and the working age population is a huge challenge in development of the societal standard of living in Bihar. A majority of the working age population in Bihar is engaged in Marginal works and primarily into agriculture.

Various training initiatives across skill development programs are being conducted to make youth of Bihar employment ready. Skill training is imparted with a view that post training these skilled worked force will be immediately absorbed by manufacture or service sector industries. However it was observed that most of these industries/employers again impart in house skill training to these candidates as per their specific job requirement and unique processes, even though they are trained in NSQF Courses. This issue was raised by many industries and industry associations in the stakeholder meeting conducted by Bihar Skill Development Mission in 2016.

Thus many times the same candidate goes through the training twice, once funded by Government and again funded by Industries/employers for their specific needs. This is thus resulting in repetitive / redundant skill training resulting in duplication of training cost and time.



Bihar Skill Development Mission (BSDM) have proposed for merging of these two different trainings into one, and while the training will be imparted by industries/employers or for the industries/employers as per their norms, the cost of training will be borne by BSDM. BSDM has launched this convergence concept under its initiative - Recruit-Train-Deploy (RTD) model.



Recruit-Train-Deploy (RTD) model is a first of its kind initiative that is aimed to address the Bihar skill development vision constituent of “Dynamic and demand-based system planning” and assist in Bihar’s pursuit of an effective and efficient skill ecosystem.

It was felt that flexibility in terms of empanelment processes, consortium need, location of Training Center, course offerings, placement linkages etc. is needed to fully achieve the vision of the employment linked skill training program under RTD Model. Thus BSDM is of the view to propose a modified process of empanelment under RTD model after consultation with stakeholder viz. industries/ employers, HR/Placement Agencies and Training Providers.

BSDM is thus proposing Continuous engagement of organizations and Online RTD Skill Development Centre (SDC) Empanelment & Registration Process and invites proposals from reputed and experienced eligible organizations {Industries/ employers/ HR-Placement Agency/ Training Partners/ Special Projects/ Industry Associations or Government Training Providers (i.e. A Government Undertaking)} for empanelment with Bihar Skill Development Mission (BSDM) as an agency for providing domain skilling and employment under Recruit-Train-Deploy (RTD) model. The proposal has to be submitted and selection will be made as per eligibility criteria, evaluation methodology/process and terms and conditions as mentioned in this scheme document.

The salient features and flexibility offered under RTD model is below:

- Ø Switching from EOI/RFP selection processes to continuous engagement of Industry/Stakeholders.
- Ø Continuous and online empanelment of new centers.
- Ø Flexibility to design and propose skilling courses by Industries/Stakeholders. (eg. Course Curriculum, Course duration etc.)
- Ø Flexibility in proposing equipment norms and infrastructure norms by Industries/Stakeholders.
- Ø Assessment and Certification can be done by the organization itself.
- Ø Any candidate of Bihar domicile in the age group of 15 to 45 years will be eligible.

Continuous engagement of organizations and Online RTD Skill Development Centre (SDC)

Empanelment & Registration Process:

Recruit – Train - Deploy (R-T-D) model projects:

Projects that will have the provision of recruiting the candidates and providing the offer letters upfront and then providing Industry relevant training before actually deploying the candidates at their work location.

The offer letters to be issued up front will be conditional offer letter and will be formalized subject to passing of the final assessment and completion of other formalities by the candidate.

For the specific purpose of RTD model, Employment will mean wage employment only unless otherwise stated or allowed by BSDM for specific and unique kinds of projects (for ex. Entrepreneurship). *Please note that offer letter will be conditional on only one ground i.e. passing of final assessment by the candidate and no deviation/changes will be allowed in the conditional offer letter that has been given at the time of screening of candidate and the formalized offer letter that will be issued post completion of training.*

The underlying objective is to provide such skill training which meets the specific job requirements of industries/organizations having demand for skilled manpower for their business operations in India or overseas.

BSDM through this special initiative intends to provide such training to people of Bihar which will open up avenues for their instant employment in India or Overseas.

The Training will have to be imparted in courses either prescribed by Qualification Packs (QPs) of Sector Skill Councils (SSCs) **or any other course/s (customized course/s that will suit the specific needs of employing organizations) that may be proposed by the applicant and approved by BSDM.**

Thus a distinguishing feature of this model is that candidates are screened first and offered job and only on their acceptance and readiness for the job role and location, they are provided necessary customized training, the successful completion of which guarantees them the promised placement.

BSDM is proposing four types of Associations under RTD model. 1. Industry Led (Type A Association) 2. HR/Placement Agency Led (Type B Association) 3. Training Partner Led (Type C Association) and 4. Special Projects. An organization can submit the proposal for one type of association only.

Permissibility of Consortium (Maximum Five Organizations):

1. Under all the above types of proposed associations, a Consortium of maximum five organizations, meeting the requirements stipulated by BSDM may submit a Proposal signed by the Lead Partner have to be submitted.
2. The eligibility criteria may have to be satisfied by the lead partner unless specified otherwise.
3. The consortium agreement have to be executed before the submission of proposal. The composition or the constitution of the consortium shall not be altered without the prior consent of BSDM.
4. For the purpose of implementation, the Lead Partner shall be the single point of contact for the BSDM, shall have the overall responsibility of the management of the assignment and shall have single point responsibility for ensuring that all members of the consortium are complying with the terms and conditions set out in the Contract and will be primarily responsible for obligations under the proposed association.
5. All instructions/communications from BSDM to the Lead Partner shall be deemed to have been duly provided to all the members of the consortium.

6. A Non-Indian Firm is permitted to participate only in a consortium arrangement with any other Indian Firm subject to fulfilment of all statutory requirements. However the lead partner of the consortium has to be an entity registered in India.

Selection Process: Submission of a Complete Proposal and Presentation:

1. The applicant has to submit a complete proposal and presentation before the BSDM. The proposal will be evaluated by BSDM committee. Also a soft copy of the entire proposal will have to be submitted in the form of CD/DVD.
2. The proposal should consists of all the documents as required under Eligibility Criteria.
3. The credentials, claims, awards, etc. in support of proposal has to be submitted. A brief write up to justify their proposed association with BSDM under RTD model along with justification of proposed demand of the skilled worked force that will be met through RTD model and how the employment of the trained candidate will be guaranteed under this model.
4. The syllabus, duration and course curriculum for courses (learning material) in which training will be imparted will have to be proposed to BSDM in the proposal. The course material must have to be approved by at least one of the prospective employer. The decision of BSDM with respect to approval of course will be final. The course approval will be required every time a new consortium will be proposed under this arrangement.
5. If the proposal pass through initial evaluation the applicant will be called for a presentation on a date and time intimated subsequently. A hard copy of presentation will also have to be submitted on the presentation date.
6. The BSDM RTD proposal committee will then submit its evaluation report to CEO BSDM for a final decision. The applicant will then be communicated of BSDM decision on their submitted proposal. BSDM will use its best effort to complete the evaluation process of a proposal within 60 days from the date of proposal submission to BSDM. If approved, then applicant will be allowed to start the online SDC registration process and will be provided the log in ID and password for initiation of SDC registration process.
7. Post selection, the successful applicant has to register their each training center as a Skill Development Center (SDC) on the web portal of BSDM (www.skillmissionbihar.org) by following due online registration processes and terms and conditions. The BSDM portal will also cover the entire value chain of skill development implementation from registration of candidates, monitoring, evaluation of training to tracking along with SDC registration, payment management etc.
8. However an approved organization has to submit additional/new proposal every time they seek to open a new center/s (i.e. Addition of new center/s) or to add a new course/s and has to get approval from BSDM. Also a soft copy of the entire new proposal will have to be submitted in the form of CD/DVD or as otherwise intimated by BSDM.

Industry Led (Type A Association):

1. The ultimate goal under this RTD initiative is to build skilled work force to cater the specific job requirements of a particular industry. The industry/ employers/organizations can directly partner with BSDM or through a consortium with HR/Placement agency or through consortium with training partners (which may also be their sister concerns dealing with training) and can build skilled work force as per their domain requirement for their consumption as well as for consumption of industries in the same sector.

This industry focussed scheme will ensure reduction in training & hiring cost for the industry, as they are being borne by Government of Bihar through BSDM.

Location of Training Centre (Industry Led) and Cap on Number of Training Centers:

BSDM will allow such industry to use their facilities (for e.g. Manufacturing sites, processing points/plants, service centres/ retail malls etc.) or factories or any other suitable space to open a RTD-Skill Development Center (RTD-SDC) which can be anywhere in India. If an industry directly associates with BSDM or through a consortium (lead partner must be the industry), they can open their RTD-SDC anywhere in India. There will be no cap on the number of training centers opened under Industry led association.

However it will be preferred if the training center is established in the industry owned premises as it will bring them flexibility to use some of their existing infrastructure in a training center as and when requirement is there and they are able to form a batch.

Eligibility Criteria: Industry Led (Type A Association):

- A) The Applicant must be a **Company** incorporated under Companies Act. In case of consortium the lead partner has to satisfy this criteria. (Incorporation Documents has to be submitted)
- B) The Applicant must be in operation **since last one year**. In case of consortium the lead partner has to satisfy this criteria. (Incorporation Documents has to be submitted)
- C) **Average Annual Turn-Over of Rs. 50 Crore** in last three/two financial years or A Turn-Over of Rs. 50 Crore in last financial Year. In case of consortium, all the consortium members may jointly satisfy this criteria. (Audited Accounts and a CA Certificate has to be submitted)
- D) There must be a **minimum 200 employees on pay-roll of the applicant organization as on the date of preparation of proposal**. In case of consortium, all the consortium members may jointly satisfy this criteria. (A certificate from the HR of the organization counter certified by a CA)

HR/Placement Agency Led (Type B Association)

BSDM under this initiative wants to associate with such HR/Placement Agency of repute which can after imparting specific skill training to the candidates provide guaranteed placement/employment to them.

However under this initiative the HR/Placement agency has to compulsorily come up with a firm agreement with an industry partner/s or with employers, for whose requirement the training is being conducted under specific domain and course approved by such industry partners/employers.

However there will be a flexibility in terms of adding of industry partners/employers as and when the need arises subject to submission of firm agreement with them.

Those HR/Placement agency which don't have training experience will also have the choice of entering into a consortium with a training partner to enter into such association along with an industry commitment.

Location of Training Centre (HR/Placement Agency Led) and Cap on Number of Training Centers:

BSDM will allow such HR/Placement agency to open a RTD-Skill Development Center (RTD-SDC) which can be opened anywhere in India.

However it will be preferred if the training center is established in the industry pockets as it will bring them flexibility to enter into new agreements once the requirement of old agreement will be over and thus continuous utilization of the training center. BSDM may prescribe a cap on the number of training centers opened under HR/Placement agency led association depending upon viability of each proposal.

Eligibility Criteria: HR/Placement Agency Led (Type B Association):

- A) The Applicant must be a **Company** incorporated under Companies Act. In case of consortium the lead partner has to satisfy this criteria. (Incorporation Documents has to be submitted)
- B) The Applicant must be in operation **since last one year**. In case of consortium the lead partner has to satisfy this criteria. (Incorporation Documents has to be submitted)
- C) **Average Annual Turn-Over of Rs. 20 Crore** in last three/two financial years or A Turn-Over of Rs. 20 Crore in last financial Year. In case of consortium the lead partner has to satisfy this criteria. (Audited Accounts and a CA Certificate has to be submitted)
- D) There must be a **minimum 100 employees on pay-roll of the applicant organization as on the date of preparation of proposal**. In case of consortium the lead partner has to satisfy this criteria. (A certificate from the HR of the org. counter certified by a CA)
- E) The **HR/Placement Agency must have placed at least 500 candidates in last one year as on the date of preparation of proposal**. (A certificate from the HR of the organization counter certified by a CA along with list of candidates with their contact number)
- F) Firm agreement/s with an industry partner/s or employers for whose requirement the training is being conducted under specific domain and course approved by such industry partners. The HR/Placement Agency will have to deploy candidates in these organizations only with whom they have the firm agreement to place candidates trained under RTD model.

Training Partner Led (Type C Association)

BSDM under this initiative wants to associate with such Training Partner of repute which can after imparting specific skill training to the candidates provide guaranteed placement/employment to them.

However under this initiative the Training Partner has to compulsorily come up with a firm agreement/s with an industry partner/s/HR agencies/employers for whose requirement the training is being conducted under specific domain and course approved by such industry partners/HR agencies/employers.

However there will be a flexibility in terms of adding of industry partners/HR agencies/employers as and when the need arises subject to submission of firm agreement/s with them.

Location of Training Centre (Training Partner Led) and Cap on Number of Training Centers:

Such Training Partner has to open a RTD-Skill Development Center (RTD-SDC) in the State of Bihar only.

However Training Partner will be allowed the flexibility to enter into new firm agreements once the requirement of old agreements will be over and thus continuous utilization of the training center. BSDM may prescribe a cap on the number of training centers opened under Training Partner led association.

Eligibility Criteria: Training Partner Led (Type C Association):

- A) The Applicant must be a **Company/Trust/Society/LLP** incorporated under respective Act. In case of consortium the lead partner has to satisfy this criteria. (Incorporation Documents has to be submitted)
- B) The Applicant must be in operation **since last one year**. In case of consortium the lead partner has to satisfy this criteria. (Incorporation Documents has to be submitted)
- C) **Average Annual Turn-Over of Rs. 05 Crore** in last three/two financial years or A Turn-Over of Rs. 05 Crore in last financial Year. In case of consortium the lead partner has to satisfy this criteria. (Audited Accounts and a CA Certificate has to be submitted)
- D) There must be a **minimum 20 employees on pay-roll of the applicant organization as on the date of preparation of proposal**. In case of consortium the lead partner has to satisfy this criteria. (A certificate from the HR of the organization counter certified by a CA)
- E) The **Training Partner must have trained and placed at least 200 candidates in last one year as on the date of preparation of proposal**. (A certificate from the HR of the organization counter certified by a CA along with list of candidates with their contact number)
- F) Firm agreement/s with an industry partner/s or employers / or HR/Placement agencies for whose requirement the training is being conducted under specific domain and course approved by such industry partners or HR/Placement agencies. The training partner will have to deploy candidates in these organizations only with whom they have the firm agreement to place candidates trained under RTD model.

Empanelment of Government Training Provider/s (GTP/s) under Training Partner Led (Type C Association):

In case the applicant training partner is a Government training partner they will qualify under this category irrespective of their compliance with para C, D and E of Eligibility criteria.

*Government Training Providers: An organization created and registered under some statute of central or state government or in which some sort of control whether on composition or shareholding or otherwise is exercised by central or state government or their undertakings.

Special Projects (Type D Association):

The ultimate goal under this RTD initiative is to build skilled work force to cater the specific job requirements of a particular industry. The industry employers/organizations can directly partner with BSDM or through a consortium with HR/Placement agency or through consortium with training partners (which also may be their sister concerns dealing with training) and can build skilled work force as per their domain requirement for their consumption as well as for consumption of industries in the same sector.

However for New Start-Ups/other entities which do not meet eligibility requirements under above three types of association (i.e. under Type A, B and C) can still apply for Type D association provided their proposal is for special/new/un-common/unique/innovative/ or an unique ideation in a niche / untapped sector or courses for which they can establish huge employment opportunities or can pave way for entrepreneurship, to the satisfaction of Bihar Skill Development Mission.

Location of Training Centre and Cap on Number of Training Centers:

BSDM will allow such start-ups/other entities to use their facilities (for e.g., service centres/retail malls etc.) or factories or any other suitable space to open a RTD-Skill Development Center (RTD-SDC) which can be anywhere in India. If these start-ups directly associate with BSDM or through a consortium (lead partner must be the start-ups), they can open their RTD-SDC anywhere in India. There may be a cap on the number of training centers opened under Type D association.

However it will be more preferred if the training center is established in the industry owned premises as it will bring them flexibility to convert their existing facilities in a training center as and when requirement is there and they are able to form a batch.

Eligibility Criteria: Type D Association:

- A) The Applicant must be a legal entity incorporated under Statutory Act/s. In case of consortium the lead partner has to satisfy this criteria. (Incorporation Documents has to be submitted)
- B) The proposal must be for special/new/un-common/unique/innovative/ or an unique ideation in a niche / untapped sector or courses for which it can establish huge employment opportunities or can pave way for entrepreneurship, to the satisfaction of Bihar Skill Development Mission.

Proposal Submission Forms and Annexures

The applicants are expected to respond to the notice using the forms given in this section with all supporting documents.

Proposal shall comprise of following forms and annexures:

- Ø Tech 1: Covering Letter with Correspondence Details
- Ø Tech 2: Details of the Applicant's Business Operations and Other details
- Ø A detailed write up on the course, training approach & methodology, training target over a period, uniqueness of proposed training, how the placement will be ensured, detailed information about consortium partners, organizations with whom firm agreement is signed etc.
- Ø Annexure I: Affidavit
- Ø Annexure II: Power of Attorney in favour of Authorised Representative
- Ø Annexure III: Form of Contract
- Ø Annexure IV: Course details
- Ø Annexure V: Annual Targets for recruitment-training-deployment.

*The applicant has to mandatorily fill and submit the above tech forms and annexures with required supporting documents, failing which the proposal of the applicant will summarily be rejected.

Note: One Copy of the scheme document with each page signed and stamped by the authorised representative has to be submitted along with proposal document as an acknowledgement and acceptance of the terms and conditions and scope of work under this scheme document.

Tech 1

Covering Letter on Letterhead of the Organization with Correspondence Details

<Location, Date>

To,
The Principal Secretary
Department of Labour Resources
Government of Bihar -cum-
Chief Executive Officer, Bihar Skill Development Mission

Dear Sir,

We, the undersigned, offer to provide services as stated in the Notice No. _____ dated _____. We are hereby submitting our proposal against “**Notice Inviting Proposals for Empanelment under RTD Scheme**” for empanelment with Bihar Skill Development Mission (BSDM) as an agency for providing domain skilling and employment under Recruit-Train-Deploy (RTD) model under TYPE _____ (_____ led) association

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this document may lead to our disqualification and cancellation of the association at any stage by the BSDM.
- (b) Our Proposal shall be valid and remain binding upon us for a period of 365 days from the last date of submission of this proposal.
- (c) In submitting the Proposal, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.

We understand that BSDM is not bound to accept any Proposal that it receives.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Authorised Signatory:

Name of Organisation:

In the capacity of / Designation:

Correspondence Address:

Contact information (Mobile No. and e-mail):

Tech 2

Important Information and Details

Sl. No.	Particulars	Details
1	Name of the Organization:	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status (Whether Company, Society/Trust etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of the Agency	Submit Incorporation Certificate Page No. at which enclosed: __
8	Date of Incorporation/ Registration	
9	Power of Attorney in the name of the Authorized signatory	Page No. at which enclosed: __
10	Turnover in the last 3 Years:	FY 2014-15: _____ /- FY 2015-16: _____ /- FY 2016-17: _____ /- Submit a CA Certificate stating the above figures Page No. in which CA Certificate has been enclosed: __
11	Number of Employees on the Payroll of the applicant organization	_____ Page No/s. at which proofs are enclosed: __
12	Number of candidates placed by the applicant organization in last one year.	_____ Page No/s. at which proofs are enclosed: __
13	Number of candidates trained by the applicant organization in last one year.	_____ Page No/s. at which proofs are enclosed: __
14	A detailed write up on the course, training approach & methodology, training target over a period, uniqueness of proposed training, how	Page No. at which enclosed: __

	the placement will be ensured, detailed information about consortium partners, organizations with whom firm agreement is signed etc.	
11	PAN Number	Page No. at which enclosed: __
12	GST Registration Number	Page No. at which enclosed: __
13	A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government or their Undertakings. Note: in case of foreign entity, a self-undertaking on organization letter head will suffice.	Page No. at which Affidavit has been enclosed: __
16	One Copy of the whole of the scheme document with each page signed and stamped.	Page No. at which enclosed: __

• ***For RTD-Overseas Employment:***

The Applicant must have a **valid and active recruitment license** for overseas placement, if placement is intended in overseas. In case of consortium any consortium member may satisfy this criteria.

(Affidavit on non-judicial stamp paper by Authorized Representative of the applicant with his / her dated signature and organization seal)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our proposal and all the claims/commitments expressed or implied in response to the Notice No. _____ dated _____ against “Notice Inviting Proposals for Empanelment under RTD Scheme” for empanelment with Bihar Skill Development Mission (BSDM) as an agency for providing domain skilling and employment under Recruit-Train-Deploy (RTD) model and for our proposed association under TYPE _____ (_____ led) and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my proposal at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of (Name of the organization), with its registered office at do hereby declare that the above-mentioned enterprise is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of (Name of the organization) do hereby affirm and undertake that we have carefully read and understood the whole of the scheme documents and will unconditionally abide by all the terms and conditions given in the scheme document and process and cost norms of Bihar Skill Development Mission (BSDM) and also as amended time to time by Bihar Skill Development Mission.
4. I/We understand that the proposal inviting authority is not bound to accept any or all proposals that it may receive.

Note: in case of foreign entity, a self-undertaking on organization letter head will suffice.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)

(Power of Attorney in favour of Authorized Representative)
(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more.

In case of foreign entity, a self-undertaking on organization letter head will suffice)

Know all men by these presents that We.....
..... (name of the organization and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name)son / daughter / wife ofand presently residing atwho is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into agreement, as are necessary or required in connection with or incidental to submission of our proposal in response to the Notice No. _____ dated _____ against "Notice Inviting Proposals for Empanelment under RTD Scheme" for empanelment with Bihar Skill Development Mission (BSDM) as an agency for providing domain skilling and employment under Recruit-Train-Deploy (RTD) model and for our proposed association under TYPE _____ (_____ led).

The attorney is fully authorized for providing information/ responses to the proposal inviting authority, representing us in all matters before the proposal inviting authority including negotiations with the proposal inviting authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our proposal, and generally dealing with the proposal inviting authority in all matters in connection with or relating to or arising out of our proposal.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,,

THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF

For

{ Signature, name, designation and address }

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.

2.

Form of contract

AGREEMENT BETWEEN

Bihar Skill Development Mission

AND _____

This Agreement is made at Patna, Bihar this ____ day of _____, 2018

BETWEEN

Bihar Skill Development Mission, under Department of Labour Resources, Government of Bihar (“GoB”) a Society registered under the Society Registration Act, 1860, having registration no. _____ and having its Registered office at _____, Patna _____, Bihar INDIA, hereinafter referred to as “BSDM” (which expression unless repugnant to the context and meaning thereof, shall mean and include its permitted successors and assigns), represented by _____ as the party of the First part,

AND

_____, an Organization incorporated/ registered under the _____ Act, and having its registered office at _____, hereinafter referred to as “the Organization ” (which term shall so far as the context admits be deemed to mean and include its successors and assignees) of the Second Part.

WHEREAS:

A. The BSDM has requested the Organization to provide certain services and execute the project as defined in the RTD Scheme document (hereinafter called the “Services”); and

B. The Organization, having represented to the BSDM that they have the required professional skills, personnel, technical resources, requirements, scale of operations, industry connects have agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. Documents

This Contract shall be comprised of the following documents:

- a) Form of Contract
- b) Letter of Award
- c) Whole of the scheme documents and consequent proposal submitted by the organization
- d) Process and Cost Norms of Bihar Skill Development Mission as amended time to time

This Contract constitutes the entire agreement between the Parties in respect of the organization's obligations and supersedes all previous communications between the Parties. BSDM also reserves the right to modify and amend any of the condition/criterion as stipulated in whole of the scheme document and process and cost norms of BSDM and the organization will have to mandatorily abide by that else it will lead to unilaterally termination of agreement by BSDM without incurring any liability or cost towards it.

2. The mutual rights and obligations of the BSDM and the Organization shall be as set forth in the Contract; in particular

(a) The Organization shall carry out the Services in accordance with the provisions of the Contract; and

(b) BSDM shall make payments to the Organization in accordance with the provisions of the Contract.

Commencement and Duration of the Services

The Agency shall start the Services on ____ [please insert date] ("the Start Date") and shall complete them by ____ [please insert date] ("the End Date") unless this Contract is terminated earlier in accordance with its terms and conditions.

3. Financial Limit

Payment rates under this Contract shall not, in any circumstances, exceed as mentioned in the scheme document or process and cost norms of BSDM.

However, if for a particular batch, the placement is not made as per "Placement Definition and Mandate" i.e. within the stipulated timeline and terms and conditions as specified in the BSDM process and cost norms and as amended time to time, the training fee and other payment already made to the

organization for that entire batch, may be recovered by the BSDM. The decision of CEO, BSDM will be final, conclusive and binding on all in this regard.

However if the organization claims and seeks exemption that he has failed to deploy the candidate/s of a particular batch as per the stipulated norms or timelines, for just and proper reasons to the satisfaction of BSDM, CEO BSDM may relax the condition of recovery of payment already made for that batch.

4. Time of the Essence

Time shall be of the essence as regards the performance by the Organization of its obligations under this Contract.

5. Termination for Default by BSDM:

The BSDM may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the organization, terminate the Agreement in whole or in part:

(a) The agreement may be terminated if it is discovered at any stage that the organization has been furnishing false claims or manipulating information with respect to enrolment of trainees, conduct of training or placement of candidate or any other aspect related to program.

(b) If the organization, in the judgment of the BSDM, is found to be engaged in corrupt, fraudulent, coercive and restrictive or collusive practices in competing for or in executing the Agreement.

(c) If the organization commits breach of any condition of the Agreement.

(d) If the organization is de-empanelled at any stage during the course of the Agreement.

(e) If BSDM terminate the Agreement in whole or in part, legal actions including blacklisting may be instituted against the organization.

(f) The decision of CEO, BSDM will be final, conclusive and binding on all in this regard.

Payment upon Termination: Upon termination of the Agreement, no payment may be made by the BSDM to the organization.

6. Termination for Convenience: The BSDM, by a written notice of at least 30 days sent to the organization, may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of Termination shall specify that termination is for the BSDM's convenience, the extent to which performance of the organization under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the organization may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement, if any, due to such termination.

7. Prohibition on sub-letting/ sub-contracting/ franchisee arrangement:

The organization has to run the RTD training center by itself as per the agreed arrangement and understanding with BSDM and any kind of sub-letting or sub-contracting or franchisee arrangement for the RTD training center or conduct of training is strictly prohibited and impermissible under any circumstances.

8. Jurisdiction

All disputes and differences, whatsoever arising out of these presents or any part thereof and whether as to the construction thereof or otherwise shall be referred to the courts at Patna, Bihar which shall be the courts having jurisdiction to entertain and try the same.

9. Agreement Validity:

The Agreement will be valid for a period of Five Years and may be extended for further period as per mutual agreement of both the parties. However at the end of every year the performance of the organization regarding compliance to the conditions of the RTD scheme document and process and cost norms of BSDM and the agreement shall be reviewed and the agreement may be terminated by BSDM by giving a notice of three month, if the performance is not found satisfactory. The decision of BSDM shall be final in this regard.

First Party : Name: Address : Tel: Fax: Email :	Second Party : Name : Address : Tel: Fax: Email :
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IN WITNESS WHEREOF the parties hereto have set their respective hands to these presents and a duplicate hereof the day and year therein above written.

for

for

Signature:

Signature:

Name:

Name:

Designation:

Designation:

Witnesses :

for

for

Signature:

Signature

Name:

Name:

Designation:

Designation:

Bihar Skill Development Mission (Draft Concept Paper-RTD)

Annexure-IV

Course details in which recruitment-training-deployment will be made.

S. No.	Sector Name (e.g. Construction/Health/Tourism/Solar/IT etc.)	Course Name	Duration of Training (in Hours)	Whether customized course or QP course	Course code / ID (if QP)	Training will be Residential or Non Residential	State and District of Proposed RTD-Center	
							State	District

*The applicant will have to mandatorily submit for each course, the proposed syllabus and course curriculum to facilitate course approval by BSDM.

*Insert rows if applicable

Bihar Skill Development Mission (Draft Concept Paper-RTD)

Terms of Reference (TOR), Fees to be charged by BSDM, Training Cost/s, Payment and Other Terms:

1. Sector/Course Identification:

BSDM will be opening Continuous Online RTD Skill Development Centre (SDC) Empanelment & Registration Process across all sector/courses except as below:

1. Sectors/courses under which sufficient number of SDCs have already been opened in the State of Bihar and
2. Sectors/courses which generally generate self-employment and have the opportunity of wage employment is lesser.

BSDM will have the sole discretion to reject any/all proposals to exclude any such sectors/courses. Such sectors and courses will be notified and amended by BSDM from time to time.

2. Target population: A Bihar domicile only.

For a training center opened and operated outside Bihar, the applicant has to upload along with other required documents for each of the candidate a domicile certificate issued in last six months from Bihar to establish that the candidates belong to Bihar domicile only.

3. **Mobilization of Candidates:** The responsibility to survey and mobilize the candidates will be on the applicant only. However BSDM will use its best endeavours to assist in mobilizing the candidates through awareness in print media and through State machineries.

4. Training Cost:

Category 1: INR 42.40 per candidate per course per hour

Category 2: INR 36.30 per candidate per course per hour

Category 3: INR 30.30 per candidate per course per hour

However the BSDM will deduct portal usage charges @ INR 0.50 per candidate per course per hour from the above rates.

These rates are subject to revision every year as per BSDM cost norms which is generally revised as per MSDE common norms.

BSDM at the time of approval will categorize the approved courses of an Organization as per the above 3 categories based on their capital intensiveness and their likeness to the existing course categorization. The decision of the BSDM in this regard will be final and conclusive.

5. Target Beneficiary Age Group: Working age population – 15 – 45 Years.

6. Target Beneficiary: Minimum Qualification: No such minimum qualification is prescribed by BSDM for R-T-D model. However the organization will be free to fix a minimum qualification as per the course of training and employment needs thereafter.
7. Training Duration: The proposed duration of training for each course have to be proposed by the organization and approved by BSDM post scrutiny.
8. Placement: Definition & Mandate:
 - (i) Placement Definition: Placement to be mandatorily done in 90 days from result declaration date. Placements by definition would mean that the placed candidate has joined the offered job and is in employment for the next 3 months at least. Placements can be in the form of wage employment only.
 - (ii) Placement Mandate: The placement % will be at least 80% of the candidates who passed the assessment test.

Note 1: The offer letters to be issued up front will be conditional offer letter and will be formalized subject to passing of the final assessment and completion of other formalities by the candidate. For the specific purpose of RTD model, Employment will mean wage employment only unless otherwise stated or allowed by BSDM for specific and unique kinds of projects (for ex. Entrepreneurship). Please note that offer letter will be conditional on only one ground i.e. passing of final assessment and no deviation/changes will be allowed in the conditional offer letter that has been given at the time of screening of candidate and the formalized offer letter that will be issued post completion of training.

However in case of unforeseen circumstances or events of force majeure, deviation from conditional offer letters may be allowed subject to immediate notice of the existence of such conditions to the Bihar Skill Development mission and only by the specific permission from CEO, BSDM.

Such events include natural calamities, acts or omissions of any Government or agency thereof, compliance with rules, regulations or order of any Government Authority or when an prospective employer organization ceased to be a going concern. The decision of CEO, BSDM will be conclusive and binding with respect to existence of such conditions and consequent relaxation thereof from the conditional offer letters.

Note 2:

Service conditions need to be intimated to the intended candidates in advance, i.e. at the time of recruitment and must be mentioned in the conditional offer letter. The conditions need to mandatorily include the following points:

1. Salary package
2. Working hours
3. Job locations
4. Job role
5. Other amenities

Note 3: Please note that the conditional offer letters of each candidate has to be uploaded on BSDM portal at the time of Batch Formation.

Note 4: If for a particular batch, the placement is not made as above (Placement Definition and Mandate) i.e. within the stipulated timeline and terms and conditions, the training fee and other payment already made to the organization for that entire batch, may be recovered by the BSDM. The decision of CEO, BSDM will be final, conclusive and binding on all in this regard.

However if the organization claims and seeks exemption that he has failed to deploy the candidate/s of a particular batch as per the stipulated norms or timelines, for just and proper reasons to the satisfaction of BSDM, CEO BSDM may relax the condition of recovery of payment already made for that batch.

For the Type A association (Industry Led):

However for the Type A association (Industry Led), out of the minimum 80% to be placed, at least 20% should be mandatorily placed within the lead/consortium industry and rest 60% may be placed at any other organization in the same sector. In case placements are proposed (60% of the 80%) at any other organization, then the selected organization will have to submit Placements Tie Up letter with such organization before approval of each batch.

For the Type D association “**Special Projects**”:

In case of Entrepreneurship not leading to wage employment, The entrepreneurship % will be at least 80% of the candidates who pass the assessment test. For proof of entrepreneurship of the candidates, Proofs as Bank Tie-up letter, Formation of legal business entity etc. to the satisfaction of BSDM has to be submitted. **Also note that triggering events of payment milestone will be separately set-up depending on the nature of proposal.**

9. Post Training / Placement tracking mandate: All candidates need to be marked as placed or unplaced on the BSDM portal in 3 months from result declaration date.

For Placed candidates: 1 year of employment related tracking with the provision of uploading 6 months’ payslip/ evidence of monthly salary payment (in the aforementioned 1 year). Other relevant details, which will also have to be furnished on the BSDM portal, are as follows:

- Ø Date of Placement
- Ø Name, Address, Sector and contact details of Employer Organization/Company
- Ø Employment Location (City, District, State)
- Ø Salary/wages
- Ø Role/Designation
- Ø Candidates current contact number
- Ø Declaration of data correctness from Skill Development Centre (SDC) centre operator
- Ø Soft copy of offer letter/contract copy / salary slip– uploading mandatory
- Ø In case of Overseas placement: Boarding pass/ Copy of Air-Ticket etc.

10. Assessment & Certification:

- Ø Assessment: The assessment will be done by the Industry Organization or by the respective SSC (in case of SSC affiliated course)
- Ø Certification: There will be joint certification (Applicant Organization & BSDM) or by the respective SSC (in case of SSC affiliated course)

11. Empanelment Process of training centers of Organizations (as Skill Development Centers i.e. SDCs) :

The organization would be required to register their each training center with BSDM on its web portal as a SDC in order to avoid duplication of center as well as the beneficiaries being trained in that center.

- Ø SDC operator / SDC (due-diligence) empanelment processing fee:

A non-refundable processing fee of INR 500 (To be revised by BSDM from time to time) per SDC will be charged from all the SDC applicants against the desk appraisal and due-diligence conducted by BSDM. This fee may be revised by BSDM from time to time.

- Ø Centre Registration Fee and annual renewal fee from empaneled SDCs:

All empaneled SDCs will pay a center registration fee of INR 3000. The center registration will be renewed at the end of the financial year in case of satisfactory performance of the SDC. A renewal fee of Rs. 1500 per year shall be charged. However, the initial registration for centers shall be valid up to 31st March, 2019. Thereafter it shall be only up to the end of financial year, in which the center is registered. This fee may be revised by BSDM from time to time.

- Ø Course Registration Fee and annual renewal fee from empaneled SDCs:

All empaneled SDCs will pay a course registration fee of INR 1000 / course. The course registration fee will be renewed at the end of the year in case of satisfactory performance of the SDC. A renewal fee of Rs. 1000 per year per course shall be charged. However, the initial course registration for centres shall be valid up to 31st March, 2019. Thereafter it shall be only up to the end of financial year, in which the course is registered. This fee may be revised by BSDM from time to time.

Note 1: Authorization as SDC shall be given subject to completion of all the prescribed procedural formalities and submission of all the requisite documents.

Note 2: BSDM shall not be liable to refund the processing fee even if the application for registration gets rejected or the organization withdraws the application.

Note 3: BSDM shall not be liable to refund the annual center registration fee and course affiliation fee once the centre is authorized as SDC and the centre code is generated if the organization wants to withdraw the application subsequently or is de-empaneled by the BSDM.

Ø Refundable security deposit from candidates:

INR 1000 will be taken as refundable security deposit (to be paid to BSDM through the SDC operator /i.e. the organization) from candidates which shall be refunded at the end of the course directly to the Bank Accounts of the candidates provided the candidate is certified and joins the offered placement.

12. Release of Funds:

Ø 30% of the training fee as advance – Against a 110% BG at batch commencement for the entire batch size.

If advance is not taken

Ø 30% of the training fee – On completion of 1/3rd of the duration of the course or 1 month whichever is later for all the candidates with attendance equal to at least 80% against the covered duration of the course (in hours).

Ø 30% of the training fee – On passing the final assessment by the BSDM authorized assessment & certification agency – for the passed candidates only, post adjustment of the 30% (paid earlier either as advance or post completion of 1/3rd of the training duration) for candidates who did not pass the assessment.

Ø 20% of the training fee – For all the certified candidates after a minimum of 80% of the batch has been placed.

Ø 20% of the training fee – For all the certified candidates this amount will be paid post the 12 month tracking completion and compliance.

Note:

All the invoices of instalments shall be raised through the system and the payment will be made within 30 days of the raising of invoice.

In case, the payment is not made within 30 days of raising the invoice and no further information is required from the SDC for payment processing, BSDM shall be liable to pay simple interest on the due payment @ 0.5% per month till the time of actual payment.

Also note that if the placement will not be made as per point 8 as above (Placement Definition and Mandate) i.e. within the stipulated timeline and terms and conditions, the training fee and other payment already made to the organization for that entire batch, may be recovered by the BSDM. The decision of CEO, BSDM will be final and conclusive in this regard.

In case of Entrepreneurship not leading to wage employment, triggering of payment milestone will be separately set-up depending on the nature of proposal.

13. Training Calendar:

Any training batch will be able to start on 1st of the Month or 15th of the month. In case any of these dates is a holiday the common batch starting date applicable will be the next working day.

14. Batch Size: Minimum 20 candidates per batch

15. Tool Kit or any other teaching aid or uniform: If required, this will have to be arranged by the organizations at their own cost.

16. Boarding and Lodging: Applicable where Residential Training is being conducted.

Note: A minimum training duration of 6 hours per day will be assumed for calculation of total number of days for which boarding and lodging amount will be provided.

Boarding and lodging cost at actuals for residential training subject to maximum per trainee per day as below:

Categories	Allowance per Trainee (INR)
X category cities/town per day	300
Y category cities/town per day	250
Z category cities/town per day	200
Other Rural or Non notified areas as municipal or town area	175

17. One time Transportation cost: Applicable where Residential Training is being conducted.

In case of residential training, one time transportation charges will be provided at actuals (To be paid directly to the candidates through their bank account) subject to a maximum amount of INR 1000.

18. Career Progression (for every candidate who gets Rs 15,000 per month (cash in hand) and holds the job for at least 3 consecutive months within the 1 year tracking period) @INR 5000 per candidate.

Note: This component will be paid for all the candidates who receive a salary of INR 15,000/- (cash in hand) for at least 3 consecutive months within the 1 year tracking period.

19. Counselling support including medical check-up: @INR 10000 per candidate

Note: The invoice for this amount will be raised for the candidates who have got overseas deployment and have completed at least 3 months in the job post deployment.

20. Placement Incentive:

If the batch placement rate is 80 to 85 % placement incentive will be – INR 3000 for all the certified candidates who are deployed and continue in the job for at least 3 months.

If the batch placement rate is more than 85 % placement incentive will be – INR 5000 for all the certified candidates who are deployed and continue in the job for at least 3 months.

21. Post-placement support (PPS) for Special Areas:

Special Areas in context of Bihar: Left Wing Extremists (LWE) Areas as per the Home Ministry notification.

Special Groups: Would comprise of Women, Persons with Disability (PwD) candidate

In order to enable the newly skilled persons from Special Areas/Groups to settle into their new jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs 1500/- per month for the following durations:

- Ø Placement within District of domicile – 1 month for Men, 2 months for Women
- Ø Placement outside District of domicile – 2 month for Men, 3 months for Women

22. Assessment & Certification cost:

- Ø Only for QP/NOS courses – INR 600- 1500 as per the prevalent course / SSC assessment rate will be paid by the BSDM to the respective SSC/assessment agency.
- Ø In the case of assessment by the organization itself, no separate assessment and certification cost will be paid.

End of the Document.