

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

CORRIGENDUM NOTICE

Date- 17.04.2019

Extension of last date of Download/Submission/Opening of RFP No: **BSDM/11/2018-2019** dated **01.03.2019**. Published in papers vide PR No. – 18650 (LRD) 2018-19.

RFP Name: RFP for Selection of Agency by Bihar Skill Development Mission (BSDM) for “Validation of Claims related to Placement under Bihar Skill Development Mission (BSDM) Skill Programs”

The last date to download the tender document from the website "<https://www.eproc.bihar.gov.in>" is extended from 22.04.2019 (15:00 Hrs.) to 29.05.2019 (15:00 Hrs.). The last date for uploading/submission of Bid is extended from 24.04.2019 (15.00 Hrs.) to 31.05.2019 (15.00 Hrs.) Also the last date of EMD submission is extended from 24.04.2019 (15.00 Hrs.) to 31.05.2019 (15.00 Hrs.). Technical Bid will be opened on 31.05.2019 at 16: 30 Hrs.

The other terms and conditions of the RFP document will remain the same. Please refer the RFP document for other details.

This Corrigendum has also been uploaded in the Tender sections of the websites: www.skillmissionbihar.org and <https://www.eproc.bihar.gov.in>.



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

REQUEST FOR PROPOSAL

FOR

Selection of Agency by Bihar Skill Development Mission (BSDM) for “Validation of Claims related to Placement under Bihar Skill Development Mission (BSDM) Skill Programs”.



RFP No: BSDM/11/2018- 2019

Date: 01.03.2019

**BIHAR SKILL DEVELOPMENT MISSION (BSDM)
DEPARTMENT OF LABOUR RESOURCES
GOVERNMENT OF BIHAR,
A-WING, 5TH FLOOR, NIYOJAN BHAWAN, PATNA- 800001
Email Id: biharskilldevelopmentmission@gmail.com
Website: www.skillmissionbihar.org**

Section 1 –Letter/s of Invitation

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 Request for Proposal

RFP No: BSDM/11/2018- 2019

Date- 01.03.2019

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites proposals (**Two Bid System**) from reputed and experienced Agencies for **“Validation of Claims related to Placement under Bihar Skill Development Mission (BSDM) Skill Programs.**

Kindly note that the selection of agency under this RFP will not guarantee allocation of work 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.

Document Fee and Tender Processing Fee: All Applicants have to pay a non-refundable Document Fee of Rs. 25,000/- (Rupees Twenty Five Thousands only) and Tender Processing Fee of Rs. 1,180.00 (One Thousand One Hundred Eighty only) **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.

Earnest Money Deposit (EMD): An EMD of Rs. 3,00,000/- (Three Lakh) only, in the form of a **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted **in the hard copy** in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 24.04.2019, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

Note: EMD has to be submitted in hard copy/DD mode only and payment through on-line mode, if any, will be out-right rejected.

The Proposal has to be submitted through online mode on <https://www.eproc.bihar.gov.in> and can be searched by clicking the Tab “Tender Free View” on home page of above website and then going to Live Tender/ Hot Tender by searching Department Name as “Labour Resources Department”

The Proposal has to be submitted in online mode containing following cover stage-

- A) Technical Bid Open Stage
- B) Cost Bid Open Stage

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the “e-Procurement Portal <https://www.eproc.bihar.gov.in> and departmental **website:** <http://www.skillmissionbihar.org>. The RFP will be available to download from the above website from **18.03.2019 to 22.04.2019 (15:00 Hrs.)**. The last date for uploading of proposal/bid will be 24.04.2019 up to 15.00 Hrs. Technical Bid will be opened on 24.04.2019 at 16:30 Hrs. The **Evaluation of Bids will be under QCBS system**. Please refer RFP document for complete details.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFP Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned or BSDM for the same.

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



Bihar Skill Development Mission

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NOTICE INVITIG e-TENDER

(Through e-Procurement Mode only)
(<https://www.eproc.bihar.gov.in>)

Tender Notice No: BSDM/11/2018- 2019

Date-01.03.2019

Proposals (**Two Bid System**) are invited from reputed and experienced Agencies for “Validation of Claims related to Placement under Bihar Skill Development Mission (BSDM) Skill Programs.

SL No.	Scope of Work	Tender processing Fee(Non Refundable) (inclusive of GST @ 18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)	Earnest Money Deposit (In Rupees)	Document Fee to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)
1	2	3	4	5
01.	Selection of Agency by Bihar Skill Development Mission (BSDM) for “Validation of Claims related to Placement under Bihar Skill Development Mission (BSDM) Skill Programs”	Rs. 1180.00	Rs. 3,00,000.00 (BY DD Only)	Rs. 25,000/-

Tender Schedule/Program:

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 18.03.2019 to 22.04.2019 (15:00 Hrs.). (https://www.eproc.bihar.gov.in)
2.	Last Date of sending Pre-Bid queries by e-mail	02.04.2019 up to 15.00 Hrs. on rfp.sankalp.bsdm@gmail.com
3.	Date, Time and Place of Pre-Bid Meeting	In the office of Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on 01:00 PM of 03.04.2019.
4.	Publishing of Pre-Bid queries response	Latest by 05.04.2019
5.	Last Date/Time for submission/ uploading of offer/Bid	24.04.2019 up to 15.00 Hrs. (https://www.eproc.bihar.gov.in)
6.	Submission of EMD (Demand Draft) in Hard copy/Original	In the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 15:00 Hrs. of 24.04.2019.
7.	Date & time for opening of Technical Bid	24.04.2019 at 16:30 Hrs. (https://www.eproc.bihar.gov.in)
8.	Contact person/Nodal Officer for queries	Mr. Sanjay Kumar Email: rfp.sankalp.bsdm@gmail.com contact no : 0612-2528455
9.	Financial Bid Opening Date and Time	At a later date as decided by competent authority.

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc.bihar.gov.in>).
- Tender Processing Fee (TPF) and Document Fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only through E-Proc Portal.
- **Earnest Money Deposit (EMD):** An EMD of Rs. 3,00,000/- (Three Lakh) only, in the form of a **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted **in the hard copy** in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before stipulated date, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

Note: EMD has to be submitted in hard copy/DD mode only and payment through on-line mode, if any, will be out-right rejected.

- **Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee and Document Fee) must be submitted through e-Procurement portal (<https://www.eproc.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc.bihar.gov.in>) at the respective stage only.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- **Pre-Bid Meeting:** BSDM shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in the above Table of Tender Schedule. The bidders are requested to send their consolidated queries to the e-mail address, as specifically mentioned in the above table, only once and further queries sent by the bidders may not be entertained.

BSDM will host a Pre-Bid meeting as per the scheduled date and time as mentioned in the above table of Tender Schedule in this RFP. BSDM may incorporate any changes in the RFP based on

acceptable suggestions received in pre-bid queries. The decision of BSDM regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments/ clarifications on the websites (<https://www.eproc.bihar.gov.in>) and (www.skillmissionbihar.org) and no bidders/participant would be intimated individually about the responses of BSDM.

Maximum two representative with due authorization from each prospective bidder shall be allowed to participate in the pre-bid meeting.

The purpose of the pre-bid meeting is to provide the prospective bidders with information regarding the business process of BSDM, the RFP and the project requirements and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the Project.

- For support related to e-tendering process, bidders may contact at following address “e-Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: **0612-2523006**, Mob- **7542028164**” or may visit the link “Vendor Info” at (<https://www.eproc.bihar.gov.in>).
- **Corrigendum/ Addendum/ amendments** if any, will be published on the departmental website <http://labour.bih.nic.in> and e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- **Validity of Bids:** Minimum 180 days from Last date of Bid submission.
- Conditional Bids shall be summarily rejected.

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

e-Tendering Process Related Instructions.

➤ Submission of Proposals Through electronic mode only,

1. The bidder shall submit his bid/tender on e-Procurement platform at **www.eproc.bihar.gov.in**.
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal **https://www.eproc.bihar.gov.in** submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
5. Tender Processing Fee (TPF) and Document Fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
6. "Earnest Money Deposit (EMD) has to be submitted through manual mode (DD) only and has to be submitted in the office of BSDM before the stipulated time and date.

Note: "Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc.bihar.gov.in before the date and time specified in the NIT/RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."

7. The tender opening will be done online only.
8. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in> only.
9. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna-800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at www.eproc.bihar.gov.in.

Section 2 -Instructions to Bidders

2.1 Introduction:

2.1.1 Brief background of BSDM:

In Bihar a comprehensive and long-term strategy for skill development is being developed by the Government of Bihar. Accordingly, the Bihar Skill Development Mission (BSDM) has been constituted under the chairmanship of the Honorable Chief Minister with the vision to increase the capacity & capability of the system to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet the growing demand for skilled manpower.

Objectives of the Mission:

1. To facilitate generation of adequate employment opportunities through a policy frame work.
2. To encourage and facilitate skill training for youth of Bihar.
3. To monitor generation of employment in different sectors.
4. To facilitate launching of training programs for both uneducated and educated unemployed persons for up-gradation of their skills.
5. To formulate area and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector.
6. To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the most needy sections of the population.
7. Management of skill development agenda of the State of Bihar.

2.1.2 Brief on objective of this RFP:

The Govt. of Bihar, through its various line department's, and in coordination with the nodal body Bihar Skill Development Mission, is currently implementing various centrally sponsored / split funding schemes such as DDUGKY, SCA to SCSP, PMKVY-CSSM, CTS, etc. and numerous state funded skilling endeavors such as KYP, RTD, PMKVY etc. BSDM realizes that the eventual output of these endeavors is employment generation or sustainable livelihood generation and thus several placement related mandates and incentives have been introduced by BSDM in order to further bolster the drive towards placement. But as placements is one of the most important aspect of the skilling value chain it is imperative that necessary checks and balances are maintained to ensure validity of placement related claims and in turn correct performance evaluations of the ecosystem stakeholders. BSDM thus has decided that in its quest to ensure quality of skill training standards and sustained employment / livelihood generation of trained youth, with the charter to provide outstanding skilled workforce comparable to the best in the world it is quintessential to acquire Post Placement monitoring support including validation and verification of Placement details across all Placement Linked Training Programs.

The mandate under this RFP may not be limited to only "Validation of Claims related to Placement under Bihar Skill Development Mission (BSDM) Skill Programs" but may extend to any other employment linked schemes implemented in the state.

- 2.1.3 BSDM will select a bidder in accordance with the method of selection specified in this section.
- 2.1.4 The Bidders are required to familiarize themselves with the local conditions and Skill Development Programs of BSDM and take them into account while preparing their proposals. To obtain first-hand information on the assignment and local conditions, bidders are advised to go through the BSDM website (www.skillmissionbihar.org) and can have first-hand information about BSDM and its Programs.
- 2.1.5 Bidders shall bear all costs in connection with the preparation and submission of their proposals, etc.

2.1.6 BSDM may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFP for bonafide reasons, which will be notified to all the Bidders invited to tender. Further BSDM hereby reserves its right to annul the selection process at any time prior to the contract award without incurring any liability towards the Tenderers.

2.2 Documents part of RFP

2.2.1 The Request for Proposal (RFP) document for the project consists of the following sections:

Section 1 -Letter of Invitation

Section 2 -Instructions to Bidders

Section 3 – Technical Proposal- Standard Forms

Section 4 – TECH 4 of Section 3, Detailed Terms of Reference (Scope of work and Payment Terms)

2.2.2 The prospective bidders are expected to examine all instructions, forms, terms, project requirements, and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the prospective bidder's risk and may result in rejection of the proposal.

2.3 Fraud / Corruption

2.3.1 BSDM requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, BSDM defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

- a. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection processor in Contract execution;
- b. "Fraudulent practice" means a misrepresentation or omission of facts in order to Influence a selection process or the execution of a Contract;
- c. "Collusive practices" means a scheme or arrangement between two or more bidders with or without the knowledge of BSDM, designed to establish prices at artificial, noncompetitive levels;
- d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract. BSDM will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and

2.3.2 BSDM will terminate the Contract, if already awarded and will declare the bidder ineligible, either in definitely or for a stipulated period of time, to be awarded a Contract, if at any time it

determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.

2.3.3 Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.

2.3.4 Bidders shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal with details of name and address of agents, amount, and purpose, during contract execution as per details in the Financial Proposal submission form (Section 4).

2.4 **Only one Proposal**

2.4.1 Bidders will submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified

2.5 **Proposal Validity**

2.5.1 The proposal validity period will be 180 days after the submission date. During this period, Bidders shall ensure the availability of professional staff nominated in the Proposal. Should the need arise; BSDM may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. Bidders, who do not agree, have the right to refuse to extend the validity of their proposals.

2.6 **Clarification and Amendment of RFP Documents**

2.6.1 At any time before the submission of Proposals, BSDM may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the BSDM website and E-Proc Website and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, BSDM may, if the amendment is substantial, extend the deadline for the submission of Proposals.

2.7 **Preparation of Proposals**

2.7.1 The Proposal as well as all related correspondence exchanged by the bidders and BSDM, shall be written in the English Language.

2.7.2 In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal

2.7.3 Batch wise, Training Partners (TPs) / Skill Development Center wise placement data will be shared for validation.

The numbers of Professional staff-months required for the assignment have to be estimated by the Bidders with reference to scope of works as defined under this RFP. BSDM will not be liable for additional cost compensation in case bid proposal is based on inadequate or under-estimated staff months or under estimation of costs.

The bidders have to build its all expected costs and expenses, while quoting its bid Per Candidate for "Validation of Claims pertaining to one candidate (covering entire placement cycle of 12

months from the initial placement date) shared by BSDM” and of Physical Verification including field visits.

It is clarified that the placement data for a particular batch may be shared in different tranches as the training partner may not be able to place all the certified candidates of a particular batch simultaneously.

However it is clarified that a particular training partner has to place the certified candidates within 90 days of the declaration of result. Only such placements will be taken into account by the training sponsoring authority for the purpose of the placement claim. Hence the different tranches of sharing of placement data of a particular batch, with the bidder may at the most span for a maximum period of 90 days.

2.7.4 Language: Documents to be issued by the bidders, as part of this assignment must be in English.

2.7.5 The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority/ Board Resolution/ Power of Attorney. A bid which does not fulfill this criterion will be treated as non-stand and will be liable to be rejected.

2.8 **Earnest Money Deposit (EMD)**

2.8.1 An EMD of Rs. 3,00,000/- (Rs. Three Lakh) only in the form of a Demand Draft drawn from a Scheduled Commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted separately (in the hard copy) in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before stipulated date and time as mentioned in the notice, failing which the bid will be rejected.

2.8.2 Unsuccessful Bidder’s EMD will be discharged/refunded as promptly as possible and but not later than 60 days after the final selection.

2.8.3 The successful Bidder’s EMD will be discharged only after the completion of the contract papers.

2.8.4 The EMD shall be forfeited:

- a. If a Bidder withdraws the bid after the final date of during the period of Bid validity specified by the Bidder on the Bid Form.
- b. Or in case of a successful Bidder, if the Bidder fails to sign the contract; or
- c. If a bidder fails to furnish the Performance Security as stated in para 2.18.

2.8.5 Proposals not accompanied by EMD will not be considered for Technical and Financial evaluation.

2.9 **Pre-Qualification Criteria**

2.9.1 Pre-qualification criteria will be applied to short-list the bidders for technical and financial evaluation.

2.9.2 Documentary proof for pre-qualification criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders who have submitted EMD and are satisfying the pre-qualification criteria.

2.10 Technical Proposal

2.10.1 **The bidders shall submit their eligibility and qualification details, Technical bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of Tech-Forms and all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site.**

The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

Bidders are required to submit scan and upload on E-Proc Portal (as per prescribed procedure) of original Full Technical Proposal (FTP) along with required documents. The RFP indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal or non-uploading of required documents will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3).

- a. Format of letter to be submitted by the Bidder along with the Proposal (FormTECH-1)
- b. A brief description of the Bidders' organization and an outline of recent experience of the Bidder, assignment so a similar nature are required in Form TECH-2 of Section 3. For the assignment, the outline should indicate the names of Professional staff who participated, duration of the assignment, Contract amount, and bidder's involvement. Information should be provided only for those assignments for which the bidder was earlier awarded Contract as an individual Agency or as a lead partner in a Consortium. Assignments completed by individual Professional staff working privately or through other Companies cannot be claimed as the experience of the bidder, or that of the Agency's associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience, if so requested by BSDM.
- c. Comments and suggestions may be proposed on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment. The bidder however, should not make any deviation from the Terms of Reference, which reduces the scope of services. (Form TECH-3 and TECH-4). The bidder may suggest their own methodology, work plan over and above the ones detailed in the project report.
- d. A description of the approach, methodology, and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, activity schedule, organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4.

- e. The team composition by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- 2.10.2 **The uploaded Technical Proposal documents shall not include any financial proposal information. A Technical Proposal containing financial proposal information shall be declared non responsive.**
- 2.10.3 No Hard Copy of any Document/Proposal (except Demand Draft) is required to be submitted. The otherwise of which may result in tender rejection.
- 2.11 **Financial Proposal:**
- 2.11.1 **The bidders shall submit their financial bid as per the online standard formats given in e-Procurement web site at the respective stage only.**
- 2.11.2 The quote should be in Indian Rupees and should be inclusive of all taxes as applicable except GST. GST will be paid extra.
- 2.11.3 Nothing will be paid over and above the Financial Quote.
- 2.11.4 BSDM does not give any commitment/s for the number of candidates that will pass/certified under various skill development programs for which placement validation will be required/shared by BSDM.
- 2.11.5 Payment shall be made for a candidate who is certified i.e. successfully passed the skill development training and whose data will be shared by BSDM for placement validation.
- 2.11.6 **All expenses by whatever name called, like remuneration to personnel employed for this project, out of pocket expenses / Per-diem / statutory levies / taxes, other cost items like technical / managerial / operational expenses, etc. will be treated as inclusive in the Financial Quote and nothing will be paid over financial quote, except GST. The GST will be paid extra.**
- 2.11.7 No adjustment of the contract price shall be made on account of any variations in cost of labor and materials or any other costs components affecting the total cost in fulfilling the obligations under the contract. The prices, once offered, must remain fixed and will be subject to yearly escalation of 8% only during the project period.
- 2.11.8 ***Validation of claims***

Validation of Placement Claims will include but not limited to as below:

Desktop Validation: This shall comprise of the following:

- To establish genuineness of submitted documents, both in the cases of self-employed candidates and candidates placed on wages.
- To establish genuineness of Employers
- Cross verification with the placed/ self-employed candidates
- Cross verification with the employers

Validation by Physical Verification:

- Physical verification, including field visits, should comprise of all anomalies found in placement validation claim or 30 % of shared data of a particular batch for a particular training provider, whichever is higher.

2.11.8 The Financial quote has to be made for two components as below:

A) Desktop Validation of Claims pertaining to one candidate (covering entire placement cycle of 12 months from the initial placement date) shared by BSDM

B) Physical verification, including field visits, (Fees per candidate)

The financial evaluation will be done after taking into consideration both the quotes as per the formula under financial evaluation.

2.11.9 The agency by participating undertake that their Financial Proposal shall be binding upon them.

Note: Please note that any scanning and then up-loading of financial bid is strictly prohibited. The financial bid format shared under this RFP is for reference only. The financial bid will have to be submitted as per standard on-line format (E-proc) only.

2.12 **Conflict of Interest**

2.12.1 BSDM's policy requires that bidders should provide professional, objective, and impartial advice and at all times hold BSDM's interests paramount and strictly avoid conflicts with other assignments or their own corporate interests.

2.12.2 Without limitation on the generality of the foregoing, Companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

2.13 **Conflicting activities**

2.13.1 A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, affirm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

2.14 **Conflicting assignments**

2.14.1 Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.

2.15 **Conflicting relationships**

2.15.1 The bidder (including its personnel) that has a business or family relationship with a member of BSDM's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to BSDM throughout the selection process and execution of the Contract.

2.15.2 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of BSDM, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

2.16 **Ownership Rights**

2.16.1 Ownership of all new artifacts (reports, presentation sand other publications) will rest with BSDM and it will have the right to/implement or share the same with any other organization.

2.17 **Negotiations**

2.17.1 Negotiations may be done with the selected bidder.

2.18 **Performance security**

2.18.1 An amount equivalent to INR Rs. 10,00,000/- (Ten Lac) will be deposited by the successful bidder as performance guarantee in form of demand draft or a Bank Guarantee issued from a Scheduled/Nationalized Bank in favour of “Bihar Skill Development Mission” payable at Patna within 30 days of issuance of LOA. The demand draft should be payable at Patna. This performance guarantee will be returned to the successful bidder after the expiry of the selection period. However no interest will be given to the successful bidder for this deposited performance guarantee.

2.18.2 It the bidder fails to perform satisfactorily as per terms of the agreement, BSDM reserves the right to cancel the selection and terminate the agreement and may forfeit the performance guarantee without assigning any reason. The decision of CEO, BSDM will be final and conclusive in this regard

2.19 **Confidentiality**

2.19.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who have not submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its future prospects.

2.20 **Authorization of signatory:**

2.20.1 The Bid may be signed and uploaded either by the Principal Officer of the Agency or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid and uploaded.

2.21 **Submission, Receipt, and Opening of Proposals:**

2.21.1 The bidder shall submit his bid/tender on e-Procurement platform at www.eproc.bihar.gov.in.

2.21.2 No Hard Copy of any Document/Proposal (except Demand Draft) is required to be submitted. The otherwise of which may result in tender rejection.

2.22 **Proposal Evaluation**

2.22.1 From the time the Proposals are opened and up to the time the Contract is awarded, the bidders shall not contact BSDM on any matter related to its Technical and/or Financial Proposal. Any effort by bidder to influence BSDM in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder’s Proposal.

2.23 Evaluation of Technical Proposals:

2.23.1 Technical Evaluation:

Technical Qualification:

Agency will be evaluated for its technical capabilities as per the format provided below.

Agency must pass the technical criteria with minimum of 60 marks to be eligible for considering their Financial Proposals to be opened.

Date of Presentation will be announced later.

2.23.2 Financial Evaluation:

Quality (80%) and Cost Based (20%) Selection.

The lowest quote for the purposes of evaluation (Fm) will be calculated as sum of 0.7*lowest of Part "A" and 0.3*lowest of part "B", of all Financial Bids received. This will be given the maximum financial score (Sf) of 100. It is clarified that in this method lowest of Part "A" and lowest of Part "B" may belong to the financial quotes of different bidder.

The Financial quote of a particular bidder (F) will be the sum of 0.7*quote for part "A" and 0.3*quote for part "B" of that particular bidder.

The formula for determining the financial scores (Sf) of all Proposals/ bids is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score.

2.23.3 Combined Evaluation:

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.80, and P = 0.20

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

The bidder securing the highest combined marks will be considered for award of the contract.

2.24 Pre-Qualification Criteria

Note: In case of a Consortium or Joint Venture, only the Lead Agency will be evaluated for the Eligibility and Technical Criteria. There will be a maximum consortium of three partners including Lead Partner/ Agency.

Sl. No.	Parameters	Documents to attach with each
1	The Agency must be a Company, Partnership Agency, Proprietorship, Trust or Society or must be a Registered legal entity in India; in existence for at least 5 years as on the date of issuance of this RFP.	Certificate of incorporation or any other registration certificate; GST registration certificate
2	The Agency must have an average annual turnover of at least INR 10 Crores in the last three financial years (FY 2015-16, 2016-17 and 2017-18)	Chartered Accountants Certificate providing the Average annual turnover of at least INR 10 Crores of last three financial years. Also Audited Financial Statements have to be mandatorily uploaded.
3	The Agency must have a positive Net-worth of at least INR One Crore as on 31.03.2018.	Chartered Accountants Certificate providing the Net-worth as on 31.03.2018. Also Audited Financial Statements have to be mandatorily uploaded.
4	The Agency must have at least 100 resources working in the organization	Provident fund registration or Insurance certificate/self-certified documents from HR
5	The Agency must have at least one successful implementation or ongoing contracts of review and validation of documents/data, out of which payment under one single contract or value of a single contract is minimum Rs. 50 lacs during last 3 years from the date of issuance of this RFP.	Work Orders/ Contract /Agreements letter of completion from clients/ payment certificates along with documentary proof (if any).
6	The Agency must not have been blacklisted by Government of India, any State Government in India or their undertakings or by any multilateral agency at the time of bidding.	Affidavit to be submitted as per format

2.25 Technical Evaluation Criteria

This Section complements the Instructions to Proposers. It contains the criteria that the Purchaser shall use to evaluate a bid and determine whether a Bidder qualifies in accordance with the technical criteria being laid down.

The bidder which meets the Pre-Qualification criteria mentioned above will only be evaluated for Technical Evaluation & Presentation.

Note: In case of a Consortium or Joint Venture, only the Lead Agency will be evaluated for the Eligibility and Technical Criteria.

S. N	Technical Requirement & Experience	Maximum Marks (100)	Documents to attach
1	Agency should have experience of successful or ongoing contracts projects involving validation of data/documents during last 3 years as on the date of issuance of this RFP. a. One project in which payment received or contract value is minimum Rs. 50 lacs – 10 marks b. Two projects in which payment under any one single contract or value of a single contract is minimum Rs. 50 lacs – 15 marks c. Three projects in which payment under any one single contract or value of a single contract is minimum Rs. 50 lacs – 20 marks d. Four or more projects in which payment under any one single contract or value of a single contract is minimum Rs. 50 lacs – 30 marks	30	Work Orders/ Contract /Agreements letter of completion from clients/ payment certificates along with documentary proof (if any).
2	The bidder should have a minimum average annual turnover (T) of INR 10 Crores in last three financial years (FY 2015-16, 2016-17 and 2017-18). a. T = 10 crores – 10 marks b. 10 crores < T <= 20 crore – 15 marks c. T>20 crores – 20 marks	20	CA Certificate along with Audited Financial Statements
3	The bidder should have a minimum net-worth (NW) of INR 01 Crores as on 31 st March, 2018. a. NW = 01 crores – 5 marks b. 01 crores < NW <= 05 crores – 8 marks c. NW> 05 crores – 10 marks	10	CA Certificate along with Audited Financial Statements
4	Approach and Methodology (To be determined via the technical proposal and presentation) 1. Bidder's understanding level adherence to TOR/Scope of Work and their A&M – 20 marks 2. Work Plan and time schedule– 10 marks 3. Quality assurance including use of data validation tools – 10 marks	40	Technical proposal and presentation
	Total	100	

Note: During the process of evaluation of the technical proposal, the bidder will be required to make presentation on its Proposal covering Experience/Technical Proposal including Implementation Methodology, Team Composition, Work Schedule and Activity Schedule. The date and time of the presentation will be intimated individually. Note: Agency must pass the technical criteria with minimum of 60 marks to be eligible for considering their Financial Proposals to be opened.

2.26 Taxes

2.26.1 The bidder shall include in Bid Price all local taxes and duties as applicable on amounts payable by the Agency under the Contract except GST. All taxes, duties and other impositions as applicable in India except GST, shall always be deemed to be included in the Financial Proposal. GST will be paid extra as per the prevalent rate.

2.28 Award of Contract

2.28.1 The bidder securing the highest combined score will be considered for award of Contract.

2.28.2 BSDM shall award the Contract to the selected bidder by issue of Letter of Award (LOA) and notify the same on BSDM website.

2.28.3 The selected bidder is expected to commence the assignment on the date specified in the LOA/ Contract.

2.28.4 If the selected bidder does not sign the Contract within the stipulated period or does not submit the Performance Guarantee within time, the LOA may be cancelled and the bidder securing the next higher combined marks will be considered for award of Contract. The Format of Agreement will be shared at the time of issuance of LOA.

2.28 Agreement Validity.

The Agreement will be valid for a period of Three 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 bidder regarding compliance to the conditions of this RFP 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.

However the project duration/ contract period may further be extended upon mutual agreement of both the parties subject to same terms and conditions and on the basis of same financial quote/ rate card with 8% yearly escalation clause.

2.29 Commencement of Services:

The date for the commencement of services is within 30 calendar days of contract signing or as per terms of the LOA. Till the time a formal agreement is executed, the LOA and this RFP will constitute a binding agreement between BSDM and the selected bidder.

2.30 Limitation of Liability:

Limitation of Liability: In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

Technical Proposal- Standard Forms

Technical Proposal

TECH FORMS	FORM NAME	Yes / No	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission (see Form Tech A) Bidder's Authorization Certificate (see Form Tech B) Bidder Details (Form Tech C)		
TECH-2	Bidders organization and experience		
	(A).Bidders organization		
	(B).Bidders experience		
TECH-3	Description of the approach, methodology and work plan for performing the assignment/job		
TECH-4	Work Schedule (Section 4)		
TECH-5	Team composition and task assignments/jobs		
	(A). Summary of project team / team composition		
	(B).Curriculum Vitae(CV)for proposed professional staff		
TECH-6	Information regarding Non -blacklisting		
	Annexure –I: Format of Affidavit (Non-Blacklisting)		
	Annexure –II: Format of Power of Attorney		

Note: No Hard Copy of any Document/Proposal (except Demand Draft) is required to be submitted. The otherwise of which may result in tender rejection. All the required documents has to be properly scan and to be uploaded on on e-Procurement platform at www.eproc.bihar.gov.in.

(On Bidder's Letter-head)

Form Tech 1A: Letter of Proposal Submission

[Location, Date]

To

The CEO

Bihar Skill Development Mission,

Patna, Bihar - 800001

Dear Sir

We, the undersigned, offer to provide the complete solution for selection of agency by BSDM for "Validation of Claims related to Placement under different Skill Programs and Training in Bihar", in accordance with your Request for Proposal dated xxx. We are hereby submitting our proposal, which includes this Technical Proposal, and also the Financial Proposal as indicated in the published RFP.

We undertake the total responsibility for performance of the contract, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

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

Yours faithfully,

*Authorized Signatory [In full and Designation]:

Name and Title of Signatory:

Name of Bidder:

Address:

Form Tech 1B: Bidder's Authorization Certificate

To,

The CEO

Bihar Skill Development Mission

< Bidder's Name> ,<Designation>.....is hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference <Reference No. &Date> .<Bidder's Name> is also authorized to attend meetings and submit technical & financial information as may be required by you in the course of processing above said proposal.

Thanking you,

Authorized Signatory.

<Agency Name> Seal

*** NB: Authorization in form of power of Attorney is required on a non-judicial Stamp Paper, the scan of which will have to be uploaded along with proposal documents.**

Form Tech 1C: Bidders 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, Proprietorship, Partnership, Society/Trust etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of the Agency	Submit Incorporation Certificate <i>Page No. at which enclosed: __</i>
8	Date of Incorporation/ Registration	
9	Power of Attorney in the name of the Authorized signatory	<i>Page No. at which enclosed: __</i>
10	Turnover in the last 3 Years:	FY 2015-16: _____ /- FY 2016-17: _____ /- FY 2017-18: _____ /- Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed: __</i> Audited Financial Statements also have to be mandatorily uploaded.
11	Net worth as on 31-03-2018	As on 31-03-2018 _____ /- Submit a CA Certificate stating the above figure <i>Page No. in which CA Certificate has been enclosed: __</i>
12	Successful implementation or ongoing contracts of review and validation of documents/data, during last 3 years from the date of issuance of this RFP.	<i>Page No. from _____ to _____ at which enclosed.</i>
13	PAN Number	<i>Page No. at which enclosed: __</i>
14	GSTIN Number	<i>Page No. at which enclosed: __</i>
15	A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government / Public Sector	<i>Page No. at which Affidavit has been enclosed: __</i>
16	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed: __</i>

Note: No Hard Copy of any Document/Proposal (except Demand Draft) is required to be submitted. The otherwise of which may result in tender rejection. All the required documents has to be properly scan and to be uploaded on on e-Procurement platform at www.eproc.bihar.gov.in.

Form Tech 2: Bidder's Organization and Experience

(A) - Bidder's Organization

[Provide here a brief description of the back ground and organization of your Agency/entity and each associate for this assignment. The brief description should include ownership details, date and place of incorporation/registration of the agency, objectives of the agency etc.

Attach Incorporation/Registration Certificate with PAN, GST/TIN/ Service Tax registration certificate, Audited Account Sheets/P&L Sheets.

(B) - Bidder's Experience

Using the format below, provide information on each assignment/job for which your agency, had legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment/job similar to the ones requested under this assignment/job (exact assignment / job details may be submitted).

(Format: Bidder's Experience)

Name of the Agency:

Assignment Name:		Country:	
Location within Country:		Key professional staff Provided by Your Firm / entity (profiles):	
Name of Client:		No. of Staff:	
Address:		No. of Staff-Months; duration of assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in INR):	
Name of Associated Consultants, if any:		No. of Months of Key professional staff, provided by Associated Consultants:	
Name of Senior Staff (Project Director/Coordinator, Team Leader)involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Note: Please provide documentary evidence i.e. copy of work order, Contract for each of above mentioned assignment. The experience shall not be considered for evaluation, if such requisite support documents are not provided with the Proposal

Form Tech 3: Description of Approach, Methodology and Work Plan for Performing the Assignment/ Job

[Technical approach, methodology and work plan are key components of the Technical Proposal]. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing

a) Technical Approach and Methodology: In this you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan: The Bidder should propose and justify the main activities of the Assignment/job, their content and duration, phasing and inter relations, milestones (including interim approvals by BSDM, if any), and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them in to a feasible working plan. A list of the final deliverables should be included here. The work plan should be consistent with the Work Schedule of Form TECH-5.

c) Organization and Staffing: The Bidder should propose and justify the structure and composition of the team. Bidder should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.

Form Tech 5:

(A) - Tentative Team Composition and task assignments / jobs

(B)-Format of Curriculum Vitae (CV) For Proposed Key professional staff

1. Proposed Position [i.e., team leader, etc...]
2. Name of Firm [Insert name of firm proposing the staff]:
3. Name of Staff [Insert full name]:
4. Date of Birth: Nationality:
5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:
8. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:
9. From [Year]: To [Year]:

Employer:

Positions held:

10. Detailed Tasks Assigned

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

[List all tasks to be performed under this assignment]

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of staff member:

Full name of authorized representative:

Form Tech 6 – Annexure I and II.

Annexure-I

(Affidavit on Rs. 1000/- non-judicial stamp paper by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated..... 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 bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of (Name of the Agency), with its registered office at do hereby declare that the above-mentioned bidder 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 Agency) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above mentioned RFP.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)

Annexure-II

(Power of Attorney in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We.....
..... (name of the enterprise and address of the registered office do hereby irrevocably constitute,
nominate, appoint and authorize Mr/ Ms (name)
.....son / daughter / wife of
.....and presently residing at
.....who 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 negotiation, as are necessary or required in
connection with or incidental to submission of our Bid for the RFP Reference
No..... Dated.....

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

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.

**Section 4 (TECH 4 of Section 3):
Terms of Reference (Scope of Work and Payment
Terms)**

Scope of Work

The scope of work will include support to BSDM's, Department of Labour Resources and other departments (as and when required), which are running skill development program under the framework of BSDM or as will require by BSDM, for placement validations, to facilitate the outcomes of the scope of services mentioned below using the best of its global knowledge base for benchmarking, domain expertise to analyze and evaluate, and skills to concisely undertake the placement validation exercise. The scope would comprise of validation and verification of data/documents related to Placement updated / intimated upfront and later at placement tracking stages as well. The current skill programs and business rules (and as amended time to time) of Placements across is given below:

Bihar Skill Development Mission (BSDM)

For Domain specific skilling

- **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).
- **50% 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) for candidates who did not pass the assessment.
- **10% of the training fee** – For all the certified candidates after a minimum of 50% of the batch has been placed.
- **10% of the training fee** - This amount will be paid post the 12 month tracking completion and compliance.

For R-T-D model Projects

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

If advance is not taken

- **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).
- **40% 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.
- **10% of the training fee** – For all the certified candidates after a minimum of 80% of the batch has been placed.
- **20% of the training fee** – For all the certified candidates this amount will be paid post the 12 month tracking completion and compliance.

Placement Definition:

Placement for the purpose of this assignment would comprise of wage employment in the formal / in-formal sector and self-employment.

Batch wise, Training Partners/ Skill Development Center wise placement data will be shared for validation.

It is clarified that the placement data for a particular batch may be shared in different tranches as the training partner may not be able to place all the certified candidates of a particular batch simultaneously.

However it is clarified that a particular training partner has to place the certified candidates within 90 days of the declaration of result. Only such placements will be taken into account by the training sponsoring authority for the purpose of the placement claim. Hence the different tranches of sharing of placement data of a particular batch, with the bidder may at the most span for a maximum period of 90 days.

Placement Mandate:

All the schemes following BSDM guidelines will have to ensure a minimum of 50% placement including self-employment. The breakup of placement percentage for wage and self-employment can be decided by the implementing department as per the nature of the course and their target group inclinations. The minimum placement percentage may be more than 50% in accordance to any specific scheme's guidelines such as DDU-GKY, DAY-NULM, PMKVY etc.

In case of Recruit – Train - Deploy (R-T-D) model projects the placement % will be as agreed between the Industry partner and BSDM (Or the relevant Department) but will be at least 80%.

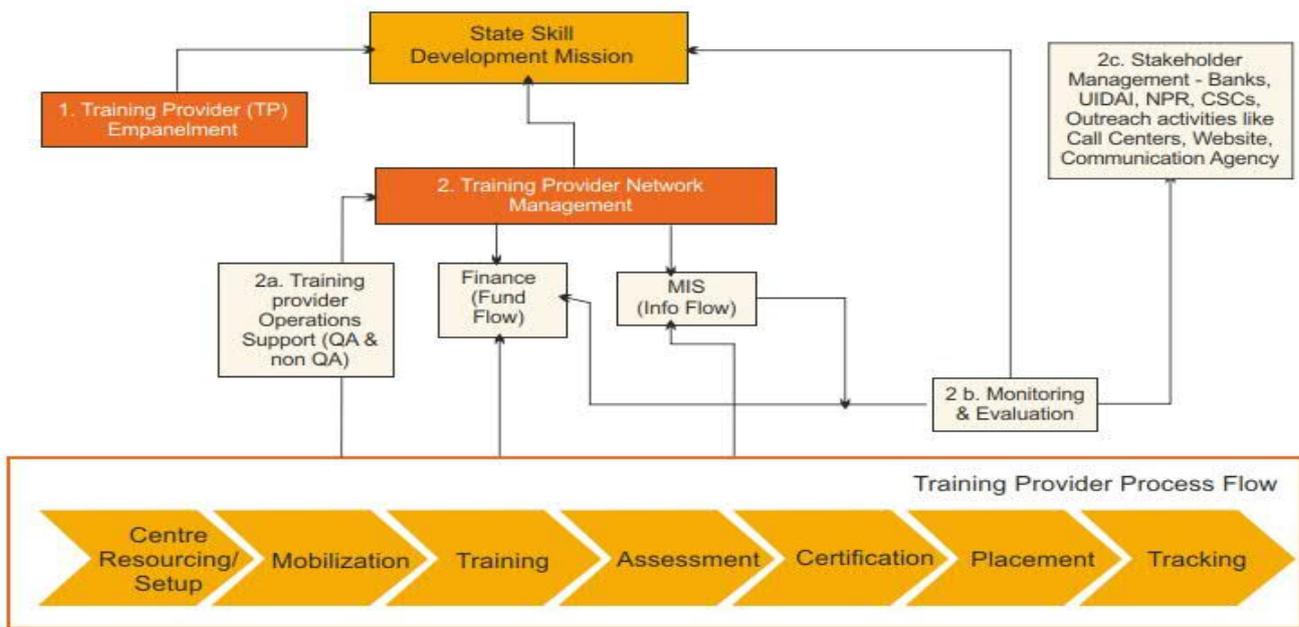
For R-T-D model Projects

Service conditions need to be intimated to the beneficiaries in advance, i.e. at the time of recruitment. The conditions need to mandatorily include the following points:

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

For PMKVY 2.0 Centrally Sponsored State Managed (CSSM)

The role of the state in the CSSM can be depicted from the following figure:



The placement mandate in CSSM component says:

The definition of Placement is as per the common norms notification amended from time to time under the applicable scheme guidelines given by MSDE. For placement under CSSM component, the role of State SDM would be as follows:

- a) Support for industry internships & OJT: MSDE encourages state governments to inculcate On the Job Training as an integral part of the training program. State Governments through their respective SSDMs are required to ensure that their Training Providers (TPs) abide by the norms as per scheme guidelines in this regard
- b) Linkage of skill trainings with apprenticeship: In view of the revised apprenticeship policy, MSDE encourages all state governments to direct empaneled training providers to link trainees (RPL or Fresh Trainings) to apprenticeship scheme for a period of one year. MSDE shall notify state governments on the procedures and guideline for linking PMKVY 2.0 trainings with Apprenticeship scheme

Therefore all placements being done under this component whether through direct deployment at industry, self-employment mode, OJT or Apprenticeship mode, all such deployments will be covered.

For Labour Resources Department

- Placement of Candidates under various skill development / vocational education schemes linked with placement such as Craftsman Training Scheme (CTS) etc.
- Placement of Candidates through Job Fairs / Job Camps organized periodically by Directorate of Employment and Training (DET), Labour Resources Department, Govt. of Bihar and National Skill Development Corporation (NSDC) State office situated at Labour Resources Department office in Patna.

For other Department(s)

Rural Development Department through its State Rural Livelihood Promotion Society – JEEVIKA is running Deen Dayal Upadhyay Grameen Kaushalya Yojana (DDU-GKY) scheme – a centrally sponsored scheme for skilling the rural youth. It is a placement linked program where 70% placement mandate is to be covered by selected Project Implementing Agencies (PIAs).

The target placements under different skill programs are mentioned below:

Scheme / Intervention	Yearly Estimated Target
Domain Skilling including RTD	20000
PMKVY 2.0 (State Component)	15000
Job Fairs / Camps	10000
Apprenticeship Program	5000
DDU GKY	10000
Kushal Yuva Program*	10000

**Kushal Yuva Program is not a placement linked program but its ultimate objective is to enhance the employability of the youth of Bihar and thus one of the key indicators for assessing the success of the program will be the employment factor of the candidate who has been trained under this program. Whenever it will be so required, to check the sanctity of the data being furnished by agencies who are claiming to place KYP trained candidates, the same will also be validated.*

The objective of this exercise is to validate the placement supporting documents submitted by training partner and on compliance to applicable policies. This will help in BSDM to release payments towards the correct documentation as per the policy. BSDM is receiving large number of claims which are to be reviewed and commented upon.

Planning

- Preparation and approval of time bound “validation plan” including but not limited to geographical coverage for placement validation and scheduling of manpower in consultation with BSDM
- Preparation of checklist of information/documents to be verified as per verification framework already prepared by BSDM and training/orientation of the staff who will be conducting validation
- Finalizing the reporting format as per the requirement of BSDM

Validation of claims

Validation of Placement Claims will include but not limited to as below:

Desktop Validation: This shall comprise of the following:

- To establish genuineness of submitted documents, both in the cases of self-employed candidates and candidates placed on wages.
- To establish genuineness of Employers
- Cross verification with the placed/ self-employed candidates
- Cross verification with the employers

Validation by Physical Verification:

- Physical verification including field visits, should comprise of all anomalies found in placement validation claim or 30 % of shared data of a particular batch for a particular training provider, whichever is higher.

The scope shall include but not limited to the following:

- Claims assessment of 100% or as decided by BSDM, of certified and placed candidate's claims and validated by TC, information/documents submitted by TCs as proof of employment against the mandated list of documents on month on month basis for a period of 3 months for Post Placement Support as Tranche 3 validation and for establishing placement for a period of 12 months for Tranche 4 validation on account of the post placement tracking mandate.
- Physical verification including field visits, should comprise of all anomalies found in placement validation claim or 30 % of shared data of a particular batch for a particular training provider, whichever is higher.
- Upload the validation status of claim validation on BSDM portal and prepare periodic reports.
- Coordination with multiple stakeholders such as TP, TC, Candidate, Employer in case discrepancies are found in desktop validation of the documents/ physical verification including field visits.
- Preference to be given to parties using advanced technology to speed up the process. Use of any kind of technology to speed up the process and maintain the efficiency of claims assessment may be preferred. Additional scoring to be given to parties which present methodology to detect anomalies in submissions and predictive analysis.

Data analysis

- Analysis of the claims data using data analytic tools to provide relevant insights about process improvement etc.
- To detect and provide anomalies through predictive analysis, anomaly analysis etc. for the process of claim validation.
- The agency shall recommend its claim validation for each candidate through BSDM portal and periodic reporting. The agency is mandated to update the records on BSDM portal of each candidate month on month for a period of 3 months of validation to establish placement upfront and update the records for 12 months tracking period of each candidate month on month with regard to the post placement tracking mandate
- Submission of report (Batch wise, TP wise) to BSDM consisting of insights from data analysis, project performances against defined timelines, etc. or otherwise as required by BSDM.

Schedule for completion of tasks

<u>Work assigned</u>	<u>Frequency / Period</u>
Validation of Claims related to 100% or as decided by BSDM, of Certified and Placed candidates for Target Reallocation and for candidates eligible for Post Placement Support.	On-going basis (All the candidate's placement document upload & verified by the TP needs to be validated in 15 working days)
Validation of Claims documents of 100% data of Certified and Placed Candidates clearing for Tranche 3 and Tranche 4 payout to the Training Providers (as the applicable norms for a particular Skill programme)	On-going basis 3rd month of employment with same or different employers
Upload of Placement claims validation status of all the candidates validated.	Weekly

<u>Work assigned</u>	<u>Frequency / Period</u>
Preparation of monthly reports	Monthly
Analyzing placement data & project performance	Monthly
Ensure proper maintenance of supporting documents & validation records	on an on-going basis
Review and provide suggestions on Process Improvement for placements and validation of placement	on periodic basis
Support Audit related queries and ensuring that appropriate and timely follow up action is taken to address the issues identified in audit.	on an on-going basis
Any other matters as required to be fulfilled within the broad scope of work related to Placement tracking and claim validation	As per requirement

FINANCIAL PROPOSAL FORMAT

(This is for reference only, not to be scanned and uploaded, failing which the bid will be outright rejected, financial bid has to be submitted in online format only)

To,
Chief Executive Officer
Bihar Skill Development Mission

Dear Sir,

We, the undersigned, offer to provide the services in accordance with your Request for Proposal No.
Dated.....

Our Financial Proposal for the assignment is as follows:

Particulars	Amount in Rs. (Quote Per Candidate)
A) Fee for Desktop Validation of Claims pertaining to one candidate (covering entire placement cycle of 12 months from the initial placement date) shared by BSDM	
B) Fees per candidate: Physical verification including field visits	

The quote should be in Indian Rupees and should be inclusive of all taxes as applicable except GST.

- Nothing will be paid over and above the Financial Quote.
- BSDM does not give any commitment/s for the number of candidates that will pass/certified under various skill development programs for which placement validation will be made.
- Validation claim has to be made for only those candidates which will be shared by BSDM (who may be certified candidates i.e. successfully passed the skill development training or otherwise as required by BSDM)
- **All expenses by whatever name called, like remuneration to personnel employed for this project, out of pocket expenses / Per-diem / statutory levies / taxes, other cost items like technical / managerial / operational expenses, etc. will be treated as inclusive in the Financial Quote and nothing will be paid over financial quote, except GST. The GST will be paid extra.**
- The agency by participating undertake that their Financial Proposal shall be binding upon them.
- We understand you are not bound to accept any Proposal you receive.
- Payment will be made Batch wise and TP wise, in two installments for each candidate data. The 1st installment will be due after the validation report of initial placement/self-employment details and placement/self-employment details of 1st three months for all eligible candidates (meaning those candidates who is marked as placed within 90 days of declaration of result) of a particular batch of a particular training provider is submitted. The 2nd and final installment will be due after all the placement /self-employment details of next nine months for all eligible candidates (meaning those candidates who is marked as placed within 90 days of declaration of result) of a particular batch of a particular training provider is validated and the final report pertaining to that batch is submitted. The report will contain a clear recommendation as per the norms of that particular scheme as to whether any tranche of payment is due/ payable to the training provider, if any tranche of payment is linked to placement/ self-employment.
- The reports will necessarily include the list of documents that have been verified/ cross checked/ validated and the results thereof.

- The invoice will be raised Batch wise and TP wise, on a monthly basis. BSDM will then pay to the agency in next 15 days from the date of submission thereof, subject to acceptance of deliverables and satisfaction thereof.
- Batch wise, Training Partners/ Skill Development Center wise placement data will be shared for validation.