

REQUEST FOR PROPOSAL

FOR

Empanelment of Training Providers with Bihar Skill Development Mission (BSDM) to run Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles of Traditional Art and Handicraft in the State of Bihar.



RFP No: BSDM/09/2018- 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**

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/09/2018- 2019

Date- 01.03.2019

Tender Notice for Empanelment of Training Providers with Bihar Skill Development Mission (BSDM) to run Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles of Traditional Art and Handicraft in the State of Bihar.

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, BSDM invites proposals (**Single Bid System**) from Training Providers for running Skill Development Center/s under CSSM Component of PMKVY 2.0 for specified Job Roles of Traditional Art and Handicraft in the State of Bihar.

Kindly note that the selection of agencies under this RFP shall not guarantee allocation of work and BSDM assumes no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

Earnest Money Deposit (EMD) : An EMD of Rs. 10,000/- (Ten Thousand) only in the form of **Demand Draft** drawn from a Scheduled Commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna and should be submitted (**through hard copy only**) in the office of Mission Director, BSDM # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before **03:00 PM of 18.04.2019**, failing which the bid will be out rightly 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.

Document Fee and Tender Processing Fee: All Applicants have to pay a non-refundable Document Fee of Rs.1, 000/- (Rupees One Thousand only) and a 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.

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-

- ❖ Technical 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 e-proc website from 18.03.2019 to 16.04.2019 (15:00 Hrs.). The last date for uploading of proposal/bid will be 18.04.2019 up to 15.00 Hrs. Technical Bid will be opened on 18.04.2019 at 16:00 Hrs. Please refer RFP document for complete details.

Please note that the organization will have to get its center/s accredited and affiliated on SMART portal of NSDC for the selected course/s within a period of 30 days from the date of issuance of Letter of Empanelment (LOE) as per the terms and conditions of the SMART Portal. Further, all the centers have to be mandatorily registered on BSDM portal at www.skillmissionbihar.org by following registration processes and terms and conditions.as per BSDM norms.

The undersigned reserves the right to issue addendum/corrigendum/modification 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



Department of Labour Resources, Government of Bihar
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NOTICE INVITIG e-TENDER

(Through e-Procurement Mode only)

(<https://www.eproc.bihar.gov.in>)

Tender Notice No: BSDM/09/2018- 2019

Date-01.03.2019

Proposals (**Single Bid System**) are invited from Training Providers for running Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles of Traditional Art and Handicraft in the State of Bihar.

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 (In Rupees) (Through on-line mode only i.e. NEFT/RTGS/,Credit Card/Debit card)
1	2	3	4	5
01.	Selection of Training Providers for running Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles of Traditional Art and Handicraft in the State of Bihar.	Rs. 1180.00	Rs. 10,000.00 (By DD Only)	Rs. 1000.00

Important Note:

- Those organizations which are not registered on e-proc portal are advised to get registered much before the actual date of submission by paying requisite amount of registration (detailed on e-proc portal). Please note that registration of an organization on e-proc portal takes at least 24 hours and hence should be done in advance.
- Regarding EMD submission, please note that although there exist an option to submit EMD through E-Proc portal **but the EMD should not be submitted through online medium**. It must be submitted (**in the hard copy only**) in the form of **Demand Draft** drawn from a Scheduled Commercial Bank of India in favor of "Bihar Skill Development Mission" payable at Patna in the office of Mission Director, BSDM # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before **03:00 PM of 18.04.2019**. If the EMD is not submitted in hard copy at the office of BSDM, the proposal will be disqualified. Kindly attach a forwarding letter (in the letter head of the organization along with Seal and duly signed) while submitting the EMD in the office of BSDM.

Tender Schedule/Programme:

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 18.03.2019 to 16.04.2019 (15:00 Hrs.) (https://www.eproc.bihar.gov.in)
2.	Date/Time for submission/ uploading of offer/Bid	18.04.2019 Up to 15.00 Hrs. (https://www.eproc.bihar.gov.in)
3.	Submission of Document Processing Fee (Through Online Mode)	Through e-payment mode (NEFT/RTGS/Credit Card) on E-Proc Portal on or before 03:00 PM of 18.04.2019
3.	Submission of EMD (through Demand Draft) in Hard copy and original only (and not on e-proc portal)	At 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 18.04.2019.
4.	Date & time for opening of Technical Bid	18.04.2019 at 16:00 Hrs. (https://www.eproc.bihar.gov.in)
5	Contact person/Nodal Officer for queries related to RFP	Dr. Md. Hasib, SPMU- BSDM Email: md.bsdm@gmail.com with cc to ahfr.bsdm@gmail.com Contact no : 7761946628
6	Address, Contact Number for queries related to –E Proc Portal	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

- 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.
- **Earnest Money Deposit (EMD) and Document Fee:** An EMD of Rs. 10,000/- (Ten Thousand) by **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 only** (and not through e-proc website), 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 18.04.2019, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. However If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.
- Bids along with necessary online payments (Tender Processing 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, Delay in Registration on portal, Non-compatibility of software, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, if any. 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 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>). It will be bidder's sole responsibility to ensure that the uploaded documents, upon downloading 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.
- 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, 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.

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

E-Tendering Process Related Instructions.

1. The bidder shall submit his bid/tender on e-Procurement Platform through www.eproc.bihar.gov.in. Proposals in Hard copy are not required to be sent as all documents (except EMD) are to be submitted online through e-procurement platform. Any proposal sent in Hard Copy to BSDM Office shall not be considered.
2. Registration on e-proc portal is an important activity before submitting the proposal on the portal. Those organizations which are not registered earlier on e-proc portal are advised to get registered much before the actual date of submission by paying requisite amount of registration (detailed on e-proc portal). Please note that registration of an organization takes at least 24 hours and hence should be done in advance. BSDM will not be responsible if an organization does not get registered and the submission of proposal is delayed till the last minute.
3. Regarding EMD submission, please note that though there exist an option to submit EMD through E-Proc portal **but the EMD should not be submitted through online medium** . The EMD has to be submitted in the form of Demand Draft **in the hard copy** form only. The DD should be drawn from a Scheduled Commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna in the office of Mission Director, BSDM # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before **03:00 PM of 18.04.2019**. If EMD is not submitted in hard copy, the proposal will be disqualified. Please attach a forwarding letter (in the letter head of the organization and duly signed with seal) while submitting the EMD in the office of BSDM.
4. 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 his/her DSC if it's available. The bidder 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> and submit their bid online on the same portal. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform. It is advised to get registered on e-Procurement Portal well before time so as to receive the user id and password before stipulated time for submission. It is advised to get accustomed with this process much in advance by making a call to the designated person on e-proc portal.
5. The bidder shall submit their eligibility and qualification details, Technical bid etc. in the online standard formats provided on 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 and 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.
6. 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.
7. Tender Processing Fee (TPF) and Document Fee should be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only.
8. **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 don't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of**

online Payment caused due to Non availability of Internet Connection, Delay in Registration on portal, Non-compatibility of software, Network Traffic/ Holidays or any other reason.”

9. **Hard copy of the tender/proposal should not be submitted to BSDM office. Only thing which needs to be submitted in hard copy is the DD of EMD with a forwarding letter to the BSDM's office as mentioned in earlier section.**
10. Document Processing Fee should be deposited online. It is non-refundable.
11. The tender opening will be done online only.
12. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in> only.
13. 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.

Brief background of Bihar Skill Development Mission:

Bihar Skill Development Mission (BSDM) is mandated to implement all skill development programs in the State of Bihar. The vision is to increase the capacity and capability of the system to deliver quality skill training and professional knowledge to the youth of Bihar to enhance their employability and bridge the skill deficit with a view to meet the growing demand for skilled man power in various economic sectors by setting up Skill Development Centers (SDCs).

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.

Background of this RFP:

Bihar has been allocated a target of training 89664 candidates under Centrally Sponsored State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 State Engagement till March, 2020. Out of the total target it is planned to train 13450 candidates in selected job roles of Traditional Art and Handicrafts of Bihar as per the guidelines of Ministry of Skill Development & Entrepreneurship (MSDE). Through this RFP, BSDM intends to invite eligible organizations to set up Training centers in the state of Bihar and run the program as per the guidelines of MSDE and BSDM. The selected organizations will have to successfully register their center/s both on Smart Portal of National Skill Development Corporation (NSDC) as well as on the BSDM's Portal within a specified time.

Allocation of target to specific applicant for a specific job role would be made keeping in mind the overall target of BSDM based on the demand of particular job role and the capacity and availability of centers run by applicants of this RFP. BSDM may allocate whole/part of the target and may chose not to allocate target in one or more job roles keeping in view the demand of job role/s.

- 1. Eligibility Criteria:** An Organization/Entity can apply either in Group 'A' or Group 'B'. Besides fulfilling the Preliminary Eligibility Criteria of the respective Group, each of the Applicant Organization should also fulfil the General Criteria which is mentioned under the head – 'General Criteria for both the Groups'.

Group 'A' - Training Partner Mode

Preliminary Eligibility Criteria for Group 'A.': The applicant organization:-

1.1 Should be a registered Proprietorship/Partnership Firm/ Private Limited Company/Public Limited Company/Registered Society/Trust/Association/ Public Sector Units.

Document to be submitted: Scanned copy of the relevant documents as under:

Sl. No	Nature of Applicant Organization	Document to be submitted (Scanned Copy)
1	Private Limited Company/Public Limited Company	Certificate of Incorporation of company
2	Proprietorship Firm	Certificate of the Proprietorship duly certified by a Chartered Accountant. or Copy of Trade License/Sales Tax Registration/IT Registration/Udyog Aadhar
3	Partnership Firm	Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant
4	Registered Society / Trust / Association	Registration Certificate and Bylaws of Society / Trust / Association
5	Public Sector Units	Any relevant document which can confirm the date of establishment of the entity.

1.2 Should have been active and operational since last three years as on the last date of submission of proposal under this RFP.

Document to be submitted: Scanned copy of the relevant legal document bearing the date of registration and PAN/TAN of the Organization

1.3 Has an average annual turnover of Rs. 25 lakh or more from Skill Development and Total Average Annual Turnover of Rs. 50 lakh or more during last three financial years (2015-16, 2016-17, 2017-2018). The Agency is required to submit the scanned copy of audited financial statements for the last three financial years (2015-16, 2016-17 and 2017-2018) as well as a CA Certificate as per Annexure-3.

1.4 Should have the experience of working in Traditional Art and Handicrafts sector in any state of India

Document to be submitted: Work Order/s from Government Agency/NSDC/SSC/Companies for CSR/PSUs for undertaking training in Traditional Art and Handicrafts. The decision of CEO-BSDM regarding the relevance of work order as related to Traditional Art and Handicrafts would be final and conclusive.

OR

Group 'B'

Following entities can apply under this group:

1. Government Institutions (working in the area of Art and Handicrafts)
2. Universities, Educational institutes including technical and professional institutes having affiliation or recognition of relevant Board or Council (working in the area of Art and Handicrafts)
3. Cluster Level Federation/Producer Group/Producer Companies under BRLPS related to Art and Handicrafts
4. Clusters/Cluster Level Federation promoted by Industry Department, Govt.of Bihar/MSME related to Art and Handicrafts

Preliminary Eligibility Criteria for Group 'B':

Sl. No	Type of Organization/Entity	Preliminary Eligibility Criteria	Document/s to be submitted
B.1	Government Institutions (working in the area of Arts and Handicrafts)	Should be associated with teaching /training/promotion of Traditional Art and Handicrafts	Any relevant document which can confirm the establishment of the entity.
B.2	Universities, Educational institutes including technical and professional institutes having affiliation or recognition of relevant Board or Council (working in the area of Arts and Handicrafts)	Should be associated with teaching /training/promotion of Traditional Art and Handicrafts	Any relevant document which can confirm the establishment of the entity and its recognition/affiliation.

B.3.1	Cluster Level Federation (CLF) under BRLPS	Should be at least one year old as on the date of submission of RFP; should be working in the area of Art and Handicrafts; should possess a unique ID with BRLPS and should have a Bank Account	a) An affidavit mentioning its unique ID (as provided by BRLPS ,date of registration, .and a declaration that it is involved with promotion of Art and Handicrafts b) Copy of Passbook
B.3.2	Producer Group (PG) under BRLPS	Should be at least one year old as on the date of submission of RFP, should be working in the area of Art and Handicrafts and should have unique ID with BRLPS and should have a Bank Account.	a) An affidavit mentioning its unique ID (as provided by BRLPS, date of registration and a declaration that it is involved with promotion of Art and Handicrafts. b) Copy of Passbook
B.3.3	Producer Company (PC) under BRLPS	PC should be registered under Company Act /Cooperative Act, should be working in the area of Art and Handicrafts and should have a Bank Account.	a) Copy of Registration Certificate b) Copy of Passbook
B.4	Clusters/Cluster Level Federation promoted by Department of Industries, Govt. of Bihar/MSME related to Art and Handicrafts	Should be at least one year old as on the date of submission of RFP, Registered under an Act and should be working in the area of Art and Handicrafts.	Copy of Registration Certificate

General Criteria for both the Groups

1.5 Not have been blacklisted by any donor agency/State Government/Central Government or their undertakings (An Affidavit in a judicial stamp of a minimum of INR 100 must be submitted as per Annexure-4). This is mandatory to be submitted by both Group A and Group B.

1.6 Submission of A Self-Declaration: A self-declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency in the official Letterhead bearing official seal as per Annexure-5. This is mandatory to be submitted by both Group A and Group B.

2. Entities not permitted to participate:

- a) Joint Venture/Consortium is not allowed.
- b) An Organization/ Training Partner/Skill Development Center which has been blacklisted or debarred as on the date of this RFP by any entity of State Govt/Central Govt/PSU cannot participate in this RFP

3. Performance Guarantee (PG):

- Successful applicant has to submit for each allotted center, a Performance Guarantee of INR 10,000/- (Indian Rupees Ten Thousand only) with a forwarding letter (on the letterhead of the organization) bearing details of the center for which PG is submitted. The PG should be submitted in the form of a Demand Draft drawn from a Scheduled/Nationalized Bank in favour of “Bihar Skill Development Mission” payable at Patna. In case, the applicant fails to submit the required PG for the allotted centers, the EMD will be forfeited.
- The PG will be returned within six months from end of the Agreement period. In case of extension of agreement, the PG will be returned within six months from the end of extended period of agreement.
- PG may be forfeited if the agency fails to fulfil its obligation under the terms of agreement. The decision of CEO-BSDM will be final in this regard and will be binding on the agency.

4. Letter of Engagement (LoE):

- A Letter of Engagement (LoE) will be issued to the successful organization/s only after the initial round of document verification and technical presentation. The LoE would serve as the preliminary empanelment with BSDM and would not entail awarding of target or final approval. Successful Organizations will be provided a time period of 30 days (may be increased on case to case basis by BSDM in view of genuine issues on SMART Approval Process which falls beyond the control of AO) to complete the accreditation and affiliation for center/s for selected job role/s through SMART Portal of NSDC followed by successful registration on BSDM Portal as per the prevailing terms and conditions of the respective portals.
It may be noted that LoE does not guarantee final allotment of target. If a number of training partner/s is found to apply for same job role in same/different district, BSDM would select organization/s according to their total marks scored as per Evaluation Criteria (Detailed under relevant Section of this RFP).

5. Letter of Award (LoA) and Agreement

- A Letter of Award (LoA) would be issued to organizations for those centers which is ready in all aspect (successful registration on Smart as well as BSDM portal) to begin the training.
- The successful organization/s who has been awarded Letter of Award (LoA) will have to execute an Agreement within one month of the issue of LoA as per a prescribed format.

6. Other Terms and Conditions:

6.1 An organization can propose a maximum of overall five centers in Bihar and a maximum of two job roles per center. That means combining all districts a maximum of five centers with a maximum of two job roles per center can be applied.

6.2 Prohibition on sub-letting: The selected Agencies will have to run the program by itself and any kind of sub-letting or sub-contracting or franchisee arrangement for the conduct of training is strictly prohibited

and impermissible under any circumstances. Any such instance would lead to cancellation of empanelment and other legal actions. No joint venture or consortium or association is permissible.

6.3 Mere fulfilment of the eligibility criteria or selection of organization will not guarantee allocation of work or award of target to the agency. BSDM reserves the right to restrict the number of Training Providers for a particular job role in a particular district.

6.4 Distribution of Targets: The distribution of target amongst the successful centers will be based on number of centers, expected capacity of the center and total target of BSDM with due consideration on coverage of scheme to potential districts of Bihar with respect to different courses. BSDM will have the sole discretion to devise the method of distribution of targets amongst the eligible centers in different districts of Bihar and the decision will be final and binding on the agencies.

6.5 Training Cost Payment: It will be paid as per CSSM PMKVY guidelines (as issued by Ministry of Skill Development & Entrepreneurship). BSDM reserves the right to modify the payment milestone as per the BSDM's State Cost Norms Policy (available on BSDM's portal www.skillmissionbihar.org under Resources Section) and are subject to amendments from time to time. No amount will be paid over and above as mentioned under CSSM PMKVY guidelines of Ministry of Skill Development & Entrepreneurship (MSDE).

6.6 The selected organization has to ensure uninterrupted power/ electricity for the conduct of training and will have to ensure safety measures of the candidates, personnel deployed at the center and the available infrastructures at its own cost and risks.

6.7 A security deposit of Rs.1000 (Rupees One Thousand only) is applicable as per State Skill Policy and will have to be taken from each candidate and deposited to BSDM during batch formation stage .The security deposit is refundable and is done to those candidate/s who completes the training successfully and receives certification of training. For such candidate/s the security deposit would be refunded by BSDM directly in the account of the candidate.

6.8 A portal usage fee of Rs. 0.50 per hour per candidate would be charged from the successful training partner who undertakes training under the program.

6.9 Duration of the Project: The agency will be empanelled till March, 2020 subject to a Performance Review any time after six months of the start of the training. The performance review will be based on the following parameters (list is illustrative and not exhaustive):

- a. Accomplishment of allocated training target within time
- b. Adherence to quality as mandated by PMKVY/BSDM, and
- c. Successful placement/self-employment of the candidates as mandated.

6.10 Conduct of Training and Branding of Program: The Applicant has to follow PMKVY's guidelines/ any circular issued by BSDM pertaining to CSSM component (as amended from time to time) for Branding of the Program, Training Delivery Assessment & Certification, Placement, Tracking etc. Any promotional/mobilization content should be vetted by BSDM before circulating among potential beneficiaries.

6.11 Jurisdiction: All disputes and differences, whatsoever shall be referred to the courts at Patna, Bihar which shall be the courts having jurisdiction to entertain and try the same.

6.12 Allotment of target: The allotment of target for a particular Job Role would be done as per the available target of BSDM. In case two or more organizations have applied for same job role in the same district, the organization having higher score in the Evaluation Criteria would be given preference while allotting target.

7 Evaluation Criteria

7.1 Evaluation Criteria for Group 'A'

The Applicants Organization will be initially scrutinized on the fulfilment of the preliminary eligibility criteria as specified under Section-1. The evaluation of proposals preliminary eligibility criteria will be based on four major parameters- Year of Registration of the Organization, Average Annual Turnover (Total) of last three consecutive years (2015-16, 2016-17 and 2017-18), Average Annual Turnover from Skilling over last three consecutive years (2015-16, 2016-17 and 2017-18) and availability of at least one work order of past trainings in Art and Handicraft sector conducted in any part of the country. Only those organization/s which fulfil the preliminary eligibility criteria will be called for the Technical Presentation. Overall an applicant organization has to score a minimum of 600 marks of the total score to be considered for selection of which a minimum of 300 marks should be scored in technical presentation round section. This means even if an organization obtains 500 marks in Preliminary Evaluation Criteria and if it fails to obtain at least 300 marks in Presentation Round, it will not be considered for selection.

Evaluation Criteria and Marks:

Sl. No.	Preliminary Evaluation Criteria	Marks
1.	The Organization must have been registered on or before 14.02.2016. Registered between: a. 01.04.2014 to 01.03.2016 b. 01.04.2013 to 31.03.2014 c. 01.04.2012 to 31.03.2013 d. 01.04.2011 to 31.03.2012 e. 01.04.2010 to 31.03.2011 f. On or Before 31.03.2010	Full marks – 150 a. 75 marks b. 90 marks c. 105 marks d. 120 marks e. 135 marks f. 150 marks
2.	The bidder's Average Annual Turnover (T) over the last three financial years i.e. (2015-16), (2016-17) and (2017-18) a. T = 0.5 crores b. 0.5 crores < T <= 0.75 crore c. 0.75 crores < T <= 1.0 crore d. 1.0 crores < T <= 2.0 crore e. 2.0 crores < T <= 5.0 crore f. > 5 Crores	Full marks – 150 a. 75 marks b. 90 marks c. 105 marks d. 120 marks e. 135 marks f. 150 marks

3	<p>The bidder's Average Annual Turnover from Skill Trainings (TS) over the last three financial years i.e. (2015-16), (2016-17) and (2017-18)</p> <ol style="list-style-type: none"> TS = 0.25 crores 0.25 crore < TS <= 0.50 crore 0.50 crore < TS <= 1.00 crore 1.00 crore < TS <= 2.00 crore 2.00 crore < TS <= 5.00 crore 5.00 crores < TS 	<p>Full marks – 200</p> <ol style="list-style-type: none"> 100 marks 120 marks 140 marks 160 marks 180 marks 200 marks
Presentation- Time allotted :15 min		Total – 500
4.	<p>Technical Presentation : To be done on following aspects:</p> <ol style="list-style-type: none"> Overall Organizational Capacity, Presence in Bihar, Knowledge of cluster areas of Traditional Art and Handicrafts of Bihar, Registration with DC Handicraft and Backward and Forward linkage, Annual Action Plan for execution with timelines. Logical Justification of proposed target-district wise and job role wise Past Experience of conducting training in Traditional Art and Handicrafts in any state of the India. Organizations need to bring along the original copy of work order/s (which may be asked by presentation committee for scrutiny) and details of candidates trained with contact number should be brought in soft copy which may be verified later.) <p>Note: For existing organization empanelled under BSDM, its performance under BSDM monitored scheme will also be taken into consideration while evaluating their performance in this round. (Presentation to be made keeping a maximum of 6 slides only).</p>	<p>Full Marks 500</p> <ol style="list-style-type: none"> 300 100 100

7.2 Evaluation Criteria for Group 'B':

The Applicants under this group will be initially evaluated based on the fulfilment of the preliminary eligibility criteria as specified under Section-1. The data/document furnished by applicant will be cross-checked with BRLPS/ Department of Industries, Govt.of Bihar/MSME and only those fulfilling the minimum eligibility criteria will be called for technical presentation. The selection of organization will be based on the points/marks earned as per the Technical Presentation. An applicant organization has to score a minimum of 60% of the total score (i.e. 300 marks out of total 500 marks) to qualify for preliminary empanelment in the form of LoE with BSDM under this Group.

	Presentation- Time allotted : 20 min	
1.	<p>Technical Presentation : To be done on following aspects:</p> <p>a. Overall Organizational Capacity, Knowledge of cluster areas of Traditional Art and Handicrafts of Bihar and its prospects , Past experience of working in Traditional Art and Handicrafts, backward and forward linkage mechanism, Annual Action Plan for execution with timelines, Resource persons available</p> <p>b. Logical Justification of proposed target-district wise and job role wise</p> <p>(Presentation to be made keeping a maximum of 6 slides only).</p>	<p>Full Marks 500</p> <p>a. 400</p> <p>b. 100</p>
	Total	500

8. Technical Presentation and Verification of Claims/Work Orders: A detailed technical presentation (as mentioned under Section 7) covering all the points would have to be made by eligible organization/s. The date and venue of the presentation would be intimated in advance to eligible organization (within 1-2 week/s after opening of the Tender). BSDM may ask for additional data/information afterwards for verification of claims/facts made during/after presentation as a part of evaluation process.

9. Instructions to the Bidders:

9.1 Completeness of Response

- A. Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.

9.2 RFP Proposal Preparation cost & related issues

- A. The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by BSDM to facilitate the evaluation process and Awarding of Contract.
- B. BSDM shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

9.3 Definitions/ Terms of Reference (TOR):

- A. This RFP does not prevent or force BSDM to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.

- B. The selected organization to which Letter of Award (LOA) has been issued will have to enter into an Agreement with the BSDM within 30 days of issue of LOA as per a prescribed format of agreement to be shared after issue of LoA to the organization.
- C. Agreement Validity: The Agreement will be valid for a period of one year 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 two month, if the performance is not found satisfactory. The decision of BSDM shall be final in this regard.

9.4 Right to Terminate the Process and issue of Corrigendum and other Right

- A. BSDM may, for any reason, modify the RFP Document by a corrigendum and may, at its discretion, extend the last date for the receipt of Proposals.
- B. BSDM may terminate the RFP process at any time without assigning any reason. BSDM makes no commitments, express or implied, that this process will result in a business transaction with anyone or between anyone.
- C. BSDM reserves the right to modify and amend any of the condition/criterion as stipulated in whole of this RFP Document depending upon project priorities vis-à-vis urgent commitments.

9.5 Submission of Proposals

Interested agency/ies fulfilling eligibility conditions can submit the proposal through online mode on <https://www.eproc.bihar.gov.in> . The proposal 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” on or before 3rd of March , 2019 till 03:00 P.M. The proposal should carry following documents as per checklist given in the RFP.

- a) Covering Letter with Proposed Job Role wise Target -Annexure-1 (**Mandatory requirement for both Group ‘A and Group ‘B’**)
- b) Applicant details along with required documents as per Annexure-2 (**Mandatory requirement for both Group ‘A and Group ‘B’**)
- c) Copy of the both Audited Financial Statement of the organization as well as Annexure 3 in CA Certificate strictly as per the format. (**It is a mandatory requirement for Group ‘A’ and applicable for Group ‘A’ only**)
- d) Work Order/s for training beneficiaries under Traditional Arts/ Handicrafts in any state of India. **It is a mandatory requirement for Group ‘A’. If an organization under this group fails to submit at least one work order of past training in Art and Handicraft, then it may be disqualified in preliminary round.**
- e) An affidavit in Judicial Stamp (INR 100) containing details on the unique ID ,date of registration and a declaration that it is involved with promotion of Traditional Art and Handicraft in case of Cluster Level Federation (CLF)/ Producer Group (PG)/Producer Company (PC) under BRLPS along with a copy of Passbook (for confirming Savings Account). **It is mandatory for those applying under Group ‘B’ especially as CLF/PG/PC promoted under BRLPS.**
- f) Registration Certificate in case of Clusters/Cluster Level Federation promoted by BRLPS/Department of Industries, Govt. of Bihar/MSME related to Art and Handicrafts along with the copy of Passbook wherever applicable. **It is mandatory for those applying under Group ‘B’ as Clusters/CLF promoted under BRLPS/Department of Industries, Govt.of Bihar/MSME.**
- g) An affidavit in Judicial Stamp (INR 100) for not being blacklisted as per Annexure-4 (**Mandatory requirement for both Group ‘A and Group ‘B’**)

- h) A Self-Certificate/Declaration as per Annexure-5. (**Mandatory requirement for both Group 'A and Group 'B'**)
- i) One Copy of this RFP document with each page signed and duly 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 RFP.

Note: The CEO, BSDM reserves the right to accept or reject any proposal without providing any reason, what so ever. The decision of BSDM shall be final and binding upon the Company/Agency.

9.6 Other Information on Submission:

A. The Proposal must submitted online mode containing single stage as below-

A) Technical Bid Open Stage

B. Bidder shall submit all the required documents as mentioned in the annexures. It should be ensured that various formats mentioned in this RFP should be adhered to and no changes in the format should be done.

C. Any proposal received by the BSDM after the stipulated deadline shall be rejected and returned unopened to the Bidder.

D. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

E. BSDM shall not be responsible for any postal delay or non-receipt/ non delivery of the documents. No further correspondence on the subject will be entertained.

. 10. Payment Terms

A. No advance payment shall be made. Statutory deductions (if applicable) will be made on applicable rates.

B. All payments to the successful Bidder (with whom an agreement is made) shall be made on, as and when eligible, basis upon submission of invoices along with the sign off of related documents thereof.

C. BSDM will pay the invoice within 30 days from the receipt of the invoice, if complete in all respect and eligible for payment, through NEFT/RTGS in the Bidders account or through cheque.

D. By inviting proposals under this RFP, BSDM does not give any guarantee/commitment expressed or implied for the number of candidates or targets that will be trained under this RFP. However, BSDM will make its best efforts to have the largest participation of targeted youth as envisioned by the state.

Annexure -1
Format of the Covering Letter

<< The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal (Letter of authorization is also to be enclosed) >>

To

The Chief Executive Officer,
Bihar Skill Development Mission
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna – 800001

Sub: Empanelment of Training Providers with Bihar Skill Development Mission (BSDM) to run Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles of Traditional Art and Handicraft in the State of Bihar.

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the “Empanelment of Training Providers with Bihar Skill Development Mission (BSDM) to run Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles of Traditional Art and Handicraft in the State of Bihar, in response to the Request for Proposal (RFP) Document issued by the Bihar Skill Development Mission (BSDM), dated_____.

We hereby confirm that:

1. The proposal is being submitted by _____ (**Name of the agency** who is the applicant, in accordance with the conditions stipulated in the RFP) under **Group..... (Please mention Group “A” or “B”)** applicant. We understand that our proposal will be evaluated as per above declared type only, irrespective of our credentials
2. We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by BSDM. We agree and undertake to abide by all these terms and conditions along with subsequent communication from BSDM. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from BSDM.
3. We have also read the detail guideline of CSSM PMKVY 2.0 (both past and recently updated) issued by MSDE/NSDC and have also gone through BSDM’s portal registration process and Cost Norms Guidelines thoroughly.
4. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that BSDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
5. We acknowledge the right of BSDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfil all the legal requirements and meet all the eligibility criteria laid down in the RFP.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent

practice, coercive practice, undesirable practice or restrictive practice.

This Proposal is made for the purpose of empanelment under CSSM PMKVY Training Programme of BSDM as following action plan:

9. Proposed Target (CSSM-PMKVY):

Sl. No	Proposed District of Bihar	Proposed Job Role Name (as per Annexure :6)	QP Code	Proposed Target till Mar, 2020

Note: Use separate row for each job role in case you propose more than one job role per district.
Maximum of five (05) centers can be allowed in Bihar with two job roles only per center.

Annexure- 2

Important Information and Details

Sl. No.	Particulars	Details
1	Name of the Organization/CLF/PG/PC:	
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/Government Institution/ Society/Trust/Organization under BRLPS/Organization under Industry Department, GoB/MSME etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of Proprietorship/Partnership Firm/ Private Limited Company/Public Limited Company/Registered Society/Trust/Association/ Public Sector Units/CLF (under Department of Industries, Govt.of Bihar/MSME) and Relevant document in case of Government institution/ Universities, Educational institutes including technical and professional institutes (Mandatory for all applicant under Group 'A' and for B.1, B.2, B.3.3 and B.4 of Group 'B')	Yes/No (Submit scanned copy of the relevant document; Refer Section 1 on document to be submitted) Page No. at which enclosed:___
8	Date of Incorporation/ Registration/Establishment	
9	Power of Attorney in the name of the Authorized signatory (if any)	Page No. at which enclosed:___
10	Turnover in the last 3Years (For Group 'A' applicant only):	FY 2015-16: _____ /- FY 2016-17: _____ /- FY 2017-18: _____ /- Submit a CA Certificate stating the above figures Page No. in which CA Certificate has been enclosed:___ Also submit Audited Financial statements for the FYs. (Proposal not accompanying Audited Financial statement will be rejected) (Note: Proposals not accompanied by CA Certificate in the letter head of CA as per Annexure-3 will be rejected). Both needs to be submitted.
11	Work Order/s on past trainings conducted in Traditional Arts and Handicrafts in any state of India (Mandatory For Group 'A' applicant)	Yes/No (Submit a scanned copy of work order) Page No. at which enclosed:___
12	PAN Card/TAN	Page No. at which enclosed:___
13	GSTIN Number (if any)	Page No. at which enclosed:___

14	An Affidavit mentioning that the relevant years of existence as on the date of submission of RFP, mentioning its unique ID provided by BRLPS and the Savings Account No of the Group/cluster. (Mandatory for Group 'B' (Mandatory for Applicant applying under CLF/PG/PC mode of Group 'B' Sl. No B.3.1, and B.3.2))	Page No. at which Affidavit has been enclosed:___
15	A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government / Public Sector	Page No. at which Affidavit has been enclosed:___
16	One Copy of the whole of the RFP document with each page signed and stamped.	Page No. at which enclosed:___
17.	A Self Declaration in the letter head	Page No. at which enclosed:___
18	Name, Contact No and E-Mail ID of Primary Person for all communication	
19	Name, Contact No and E-Mail ID of Secondary Person for all communication	

Note: For Type of the Organization, please provide copy of the registration certificate from the appropriate Registering Authority as given below:

If Company

- Certificate of Incorporation of company

If Proprietorship Firm

- Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant. or Copy of trade license/sales tax registration/IT registration

If Partnership Firm

- Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.
- Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association.

If Society / Trust / Association

- Copy of Registration Certificate and Bylaws of Society / Trust / Association.

Note: In addition to the registration certificate, a copy of legible PAN Card also needs to be submitted.

Annexure -3

Audited Financial Details of last three consecutive years (2015-16), (2016-17) and (2017-18)

<< Declaration to be submitted under the signature of Chartered Accountant on his/her Letterhead with his /her Sign and Seal with date >>. **(It's mandatory and applicable for Group 'A' only)**

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rs. 25 lakh or more from skill development program AND Rs. 50 lakh or more from various activities, in the past three consecutive financial years (2015-16), (2016-17) and (2017-18) as mentioned below:

Sl. No	Financial Year	Total Annual Turnover (INR)	Annual Turnover from Skill Development (INR)
1	2017-18		
2	2016-17		
3	2015-16		
Average Value (INR) for above three years			

Note: Audited financial statements for the past three years (2015-16), (2016-17) and (2017-18) should be submitted by the Applicant.

Chartered Accountant:

Signature

Name

Registration No

Contact No.

Seal

Date:

Place:

Annexure-4

(Affidavit on 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 Organization/TP), 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 Organization/TP), 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 - 5
Self-Declaration

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant
agency on official Letterhead and official seal >>

To whomsoever it may concern

On the basis of registration document/certificates, we M/s (Name of agency), having office at (Office address), hereby give our consent for following as per norms of PMKVY/BSDM (As amended from time to time):

1. To establish the required center within one month of the issue of LoE and maintain the infrastructure throughout
2. To run and maintain the selected Skill Development Center (SDC) as per given specification in the guideline with specified capacity.
3. To maintain sufficient space, furniture, equipment, tools, trainers, training aids, induction kit, trainers' as well as trainees' books, raw material, electricity, water supply and other essentials including branding of program as per PMKVY/BSDM norm required for imparting training to youth in the proposed course(s) during entire period of training.
4. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self-employment) after training.
5. To hire/engage competent and eligible ToT certified trainer(s) to undertake training in the proposed courses and ensure ToT as per norms of PMKVY 2.0,
6. To adhere to the attendance system and bio-metric devices as per PMKVY/BSDM guideline
7. To arrange assessment and certification of trained youth through as per PMKVY/BSDM guideline
8. To arrange employment for trained youth as per PMKVY/BSDM guideline
9. To ensure tracking of youth as per PMKVY/BSDM guideline.
10. To maintain records of trainings, invoice generated and amount received including placement details for 4 years post training and payments.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure-6

List of Traditional Arts and Handicrafts Job Roles offered under CSSM component in the state of Bihar under this RFP.

Sl. No.	Job Role	Local Name	QP Code
1	Casting Operator (Metal Handicrafts)	Copper Statue	HCS/Q2801
2	Handloom Weaver (Carpets)	Kalin Shilp	HCS/Q5412
3	Engraving/ Carving/ Etching Assistant	Woodwork Shilp	HCS/Q7001
4	Carving Artisan	Rock Shilp	HCS/Q1502
5	Traditional Hand Embroiderer	Zari/Sujani Shilp	HCS/Q7301
6	Hand Crochet Lace Maker	Bunai Shilp	HCS/Q7703

(For detailed information on the job role, please visit Handicraft Sector Skill Councils website - www.hcssc.in)