

**REQUEST FOR PROPOSAL**

**FROM**

**Selection of an Assurance firms for validating/certifying invoices on a continuous basis, generated by BSDM portal for KYP / BSCFA training fee or raised by Knowledge Partner (The Knowledge Framework Provider, LMS and eContent Provider of Kushal Yuva Program) of Bihar Skill Development Mission (BSDM), Govt. of Bihar.**



**RFP No: BSDM/07/2021-2022**

**Date: 04.08.2021**

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

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Bihar Skill Development Mission (BSDM)  
Department of Labour Resources, Government of Bihar  
A-Wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001  
Phone: 0612-2528455 Fax: 0612-2535004

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

### Notice Inviting Short Term Request for Proposal

RFP No: BSDM/07/2021-2022

Date-

Additional Chief Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, BSDM, invites short term Request for Proposals (Two Bid System) from reputed and experienced assurance firms for validating/certifying invoices on a continuous basis, generated by BSDM portal for KYP / BSCFA training fee or raised by Knowledge Partner (The Knowledge Framework Provider, LMS and eContent Provider of Kushal Yuva Program) of BSDM, along with past invoices, if any, as required by BSDM.

#### Eligibility Criteria for participating Firms:

- The Firms must be working in **auditing or assurance fields.**
- The Firms must be in operation in India **for at least 05 years after registration**
- The Firms must be able to demonstrate **auditing experience for at-least 03 different Government Clients** in last five years.
- Average Annual Turnover** of the bidder for the **last three FYs ending on 31<sup>st</sup> March 2020** should be equal to or greater than **Rs. 5 Crore.**
- Firms who were associated or working with BSDM in any manner during last five years will not be eligible to participate.**

**Document Fee and Tender Processing Fee:** All Applicants have to pay a **non-refundable Document Fee of Rs. 10,000/-** (Ten Thousand only) and Tender Processing Fee of Rs. 1,180.00 or as applicable (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. **50,000/-** (Fifty Thousand) **through e-payment mode only** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, well before the last date/time for submission/ uploading of offer/Bid, 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.

**The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab “Tender” on home page of above website and then going to Latest 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 and 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.eproc2.bihar.gov.in> and departmental website: <http://www.skillmissionbihar.org>. The RFP will be available to download from the above websites from **04.08.2021**. The last date for uploading of proposal/bid will be **16.08.2021 up to 15.00 Hrs**. Technical Bid will be opened on or after **16.08.2021 post 16:00 Hrs**. **The Evaluation of Bids will be under Least Cost 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 for the same.

**Mission Director,  
Bihar Skill Development Mission,  
Department of Labour Resources, Govt. of Bihar**

**Bihar Skill Development Mission (BSDM)**  
**Department of Labour Resources, Government of Bihar**  
**A-Wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001**  
**Phone: 0612-2528455 Fax: 0612-2535004**

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

**LETTER INVITIG e-TENDER (Letter of Invitation)**

**Tender Notice No:** BSDM/07/2021-2022

**Date-**

Proposals (**Two Bid System**) are invited from reputed and experienced assurance firms for validating/certifying invoices on a continuous basis, generated by BSDM portal for KYP / BSCFA training fee or raised by Knowledge Partner (The Knowledge Framework Provider, LMS and eContent Provider of Kushal Yuva Program) of BSDM.

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)	EMD to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)	Document Fee (Non Refundable) 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 a reputed and experienced assurance firm for validating/certifying invoices on a continuous basis, generated by BSDM portal for KYP / BSCFA training fee or raised by Knowledge Partner (The Knowledge Framework Provider, LMS and eContent Provider of Kushal Yuva Program) of BSDM.	Rs. 1180.00 (or as applicable)	Rs. 50,000.00	Rs. 10,000/-

**Tender Schedule/Programme:**

SN	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 04.08.2021 ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.	Last Date/Time for submission/ uploading of offer/Bid	16.08.2021 up to 15.00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
3.	Date & time for opening of Technical Bid	On or after 16.08.2021 post 16:00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
4.	Financial Bid Opening Date and Time	Post Completion of Technical Evaluation, at e-proc portal, as per decision of competent authority.
5.	Method of Selection	Least Cost Selection (LCS)
6.	Bidding in Consortium	No
7.	Bid Proposal Validity	365 days from the date of opening of bid
8.	Agreement Period	3 year from the date of signing of contract; extendable further based on satisfactory performance and /project requirement and based on the sole discretion of BSDM.
9.	Contact person/Nodal Officer for queries	Mr. B. K. Thakur, Mission Manager (Finance & Accounts) contact no: 0612-2528455/8294568739

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- 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, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.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.eproc2.bihar.gov.in>) at the respective stage only.
- The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at bidder's own risk and may be liable for rejection.
- 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.eproc2.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.**
  - ❖ BSDM shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system
  - ❖ BSDM will notify the bidders for submission of original hardcopies of the uploaded documents, if required.
- 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.
- Conditional Bids shall be out-rightly rejected.
- **Validity of Bids:** Minimum 365 days from Last date of Bid submission.
- **For support related to e-tendering process, bidders may contact at following address:**

"e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2<sup>nd</sup> Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. **Toll Free Number: 1800 572 6571**" Email ID: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in).
- **Corrigendum/ Addendum/ amendments** if any, will be published on the departmental website <http://www.skillmissionbihar.org> and e-Procurement, Bihar <https://www.eproc2.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.
- Associates or JV arrangement or networking is not allowed under the assignment.
- 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.

SD/-  
Mission Director,  
Bihar Skill Development Mission,  
Department of Labour Resources, Govt. of Bihar

## **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.eproc2.bihar.gov.in](http://www.eproc2.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.eproc2.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.

**Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.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."**

5. The tender opening will be done online only.
6. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.
7. 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.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).

## Disclaimer

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- i. The information contained in this Request for Proposal document (RFP) or subsequently provided to bidders, whether verbally or in documentary or in any other form, by or on behalf of the Tendering Authority (Tenderer) or any of their employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. This RFP is not an agreement and is neither an offer nor invitation by the Tendering Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tenderer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Tenderer, its employees or advisers to consider the objectives, technical expertise and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- iii. Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Tenderer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. The Tenderer, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- v. The Tenderer also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- vi. The issue of this RFP does not imply that the Tenderer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Tenderer reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- vii. The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tenderer or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Tenderer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



## Section 1 – Letter of invitation

RFP Ref. No.: BSDM/07/2021-2022

Date-

To:

*[insert: Name and Address of Prospective Bidder].*

.....

Attention: Mr/Ms

1. The CEO, BSDM, invites proposals (Two Bid System) from reputed and experienced assurance firms for validating/certifying invoices on a continuous basis, generated by BSDM portal for KYP / BSCFA training fee or raised by Knowledge Partner (The Knowledge Framework Provider, LMS and eContent Provider of Kushal Yuva Program) of BSDM.
2. The Background Information and Terms of Reference for the consulting services, Scope of Work are provided in Section 5 of the Request for Proposal (RFP)
3. This RFP is available to all eligible firms working in **auditing or assurance fields**
4. A firm will be selected under Least Cost basis Method and as per procedures described in this RFP.
5. The RFP includes the following documents:  
Section 1 - Letter of Invitation  
Section 2 - Instructions to Bidders (including Data Sheet)  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 - Terms of Reference  
Annexures: I and II
6. The bidders shall submit their proposal, eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
7. 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.eproc2.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.**
8. The Tendering Authority reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Yours sincerely,

SD/

Mission Director,  
Bihar Skill Development Mission,  
Department of Labour Resources, Govt. of Bihar

## Section 2- Instructions to Bidders

### 1. Introduction

#### General

- 1.1 The Tendering Authority will select a Firm in accordance with the method of selection specified in the Data Sheet.
- 1.2 The bidders should familiarize themselves with BSDM functions, Scope under this assignment, local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, bidders are encouraged to visit the project site.
- 1.3 Bidders shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations etc.
- 1.4 The Tendering Authority is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder/s.
- 1.5 In preparing their Proposals, bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

#### 1.6 **Conflict of Interest**

The Tendering Authority requires that the Firm provide professional, objective, and impartial auditing and at all times hold the Client's interest's paramount, avoid conflicts with other assignments or their own corporate or other interests and act without any consideration for future work. The Firm shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Tendering Authority. Without limitation on the generality of the foregoing, The Firm, and any of their Personnel shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:

- (i) If the Firm combines the function of auditing/consulting with those of contracting and/or supply of equipment; or
- (ii) If the Firm is associated with or affiliated to a contractor or manufacturer or other service provider; or
- (iii) If there is a conflict among auditing/consulting assignments, the Firm (including its personnel and sub-consultants) and any subsidiaries or entities controlled by such Firm shall not be recruited for the relevant assignment. The duties of the Firm will depend on the circumstances of each case. While continuity of auditing/consulting services may be appropriate in particular situations if no conflict exist, a Firm cannot be recruited to carry out an assignment that, by its nature, will result in conflict with another assignment of such Firm. For example, a Consultant engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant assisting a client in privatization of public assets shall not purchase, nor advise purchasers of, such assets or a Consultant hired to prepare terms of reference for an assignment shall not be recruited for the assignment in question.

#### 1.7 **Fraud and Corruption**

- (i) The Tendering Authority requires that the Firms observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, The Tendering Authority defines, for the purposes of this provision, the terms set forth below as follows:

- (a) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
  - (b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).
- (ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
  - (iii) will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any contract under the purview of Tendering Authority.

**1.8 Only one proposal:**

If a bidder submits or participates in more than one proposal, such proposals shall be disqualified.

**1.9 Proposal Validity:**

The Data Sheet indicates how long the bidders’ Proposals must remain valid after the submission date.

**1.10 Extension of Validity Period:**

- The Tendering Authority will make its best effort to complete the processing within the proposal’s validity period. However, should the need arise, The Tendering Authority may request, in writing, all the bidders who submitted Proposals prior to the submission deadline to extend the Proposal’s validity.
- If the bidders agree to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
- The bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

**1.11 Eligibility:**

It will be the Bidder’s sole responsibility to ensure that it meets the eligibility requirements as established in the Data Sheet.

**1.12 General Considerations:**

In preparing the Proposal, the bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

**1.13 Cost of Preparation of Proposal**

The bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Tendering Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Tendering Authority is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidder/s.

**1.14 Participation of Government Employees**

No current government employee shall be deployed by the the Firm without the prior written approval by the appropriate authority.

### 1.15 Bid Security (Earnest Money Deposit)

- a. Please refer details in the Tender Notice.
- b. The Employer shall reject any bid not accompanied by appropriate bid security, as non-responsive.
- c. **The bid security of the successful Bidder shall be converted into the performance security, once the selected bidder has signed the Contract along with balance amount, if any, as will have to be deposited by successful bidder.**
- d. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder.
- e. The bid security may be forfeited:
  - (a) If a Bidder withdraws or modifies its bid during the period of bid validity.
  - (b) if the successful Bidder fails to sign the Contract within required time frame;

## 2. Amendments to RFP Documents

- 2.1 At any time before the submission of Proposals, the Client may, on its own initiative, amend or modify the RFP by issuing an addendum/corrigendum. The addendum shall be published on website of e-proc and will be binding on all bidders. To give bidders reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

## 3. Preparation of the Proposal

- 3.1 **The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> containing following cover stage-**

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

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.eproc2.bihar.gov.in>) at the respective stage only.

- 3.2 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.eproc2.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. Care should be taken that no Financial Proposal or scan thereof should be uploaded with Technical proposal documents else the bid will be outright rejected.**
- 3.3 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.
- 3.4 The bidders must upload all evidences to support the bid eligibility under Technical Bid. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.
- 3.5 **Language of Proposal:** The Proposal, as well as all related correspondence exchanged by the Bidders and the Client, shall be in English. All reports prepared by the contracted bidder shall also be in English.

**3.6** The Technical Proposal should clearly demonstrate the bidder’s understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

## 4. Technical Proposal

### General

4.1 The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared non-responsive.

### Technical Proposal Format

4.2 The bidder shall submit technical proposal as per the data sheet and Tech Forms as per prescribed format only. Submission of the wrong type of Technical Proposal may result in the Proposal being deemed non-responsive.

### Technical Proposal Content

- (i) The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (vi) and other required information, using the Standard Technical Proposal Forms (Form TECH-1 A, TECH 1 B, TECH-2 and TECH 3) along with all required documentary proofs which all should be properly scanned and uploaded. All Tech Forms and Annexures I and II have to be properly filled and scanned and mandatorily uploaded.
- (ii) *No hard copy submission. The hard copy proposals will be out right rejected.*
- (iii) **A brief description of the organization and outline of relevant experience of the bidder on assignments of a similar nature and as required under evaluation criteria is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the bidder’s involvement. Information should be provided only for those assignments for which the bidder was legally contracted by the respective client as a corporate entity or as one of the major participating firms within an association (Joint venture). In case the assignment was carried out in joint venture then the JV agreement is to be submitted. Assignments completed by individual experts working privately or through other firms cannot be claimed as the experience of the bidder. Bidders should be prepared to substantiate the claimed experience if so requested by the Client.**
- (iv) A concise, complete, and logical description of how the bidder’s team will carry out the services to meet all requirements of the TOR.
- (v) An organization chart of the bidder Firm.
- (vi) **The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non- responsive.**

### Personnel

(vii) The auditing/assuring team appointed by the bidder for the assignment should have prior similar experiences.

SN	Position	Number of Personnel	Input Month
1	Team leader (Finance & Accounts Expert)	1	12
2	Finance & Accounts Expert	1	12
3	IT Experts	2	12

**Note:**

- 1) ***The Team Leader must be a FCA having minimum experience*** in the auditing/accounting/ financial management sector of Central /State Level Government Organizations of India or in any State Government or Central Government Undertakings and have executed at least one similar assignment to his credit in the capacity of Team Leader or Deputy Team Leader. Minimum 7 years of professional Experience.
- 2) ***The Finance & Accounts Expert must be an ACA having minimum experience*** in the auditing/accounting/ financial management sector of Central /State Level Government Organizations of India or in any State Government or Central Government Undertakings and have executed at least one similar assignment to his credit. Minimum 3 years of professional Experience.
- 3) ***IT Experts: Experience of working oversight of ICT system (system design, development and implementation), at least 4 Years' experience of working on architecture on full life cycle management of enterprise scale software systems on Enterprise Architecting, architecting e-governance projects and Solution Architecting. Experience of creating automated systems, B.Tech.(IT)/ PGDCA/ MCA, Minimum 7 years of professional Experience.***

## 5. Financial Proposal

- 5.1 As per on-line format under e-proc portal.
- 5.2 No proposed schedule of payments should be included in bidder's Financial Proposals.
- 5.3 Bidders shall quote the rates in Indian National Rupees only.
- 5.4 Form FIN-1 (Online Form) is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, bidders have:
  - (i) Not taken any action which is or constitutes a corrupt or fraudulent practice; and
  - (ii) Agreed to allow the Client, at their option, to inspect and audit all accounts, documents, and records relating to the Bidder's Proposal and to the performance of the ensuring Bidder's Contract.
- 5.5 The rates to be quoted shall be in the online format given in e-proc portal only, and it shall include all costs / expenses by whatever name called and statutory taxes excluding GST. The Client shall pay GST as applicable on prevailing rates.

## 6. Submission, Receipt and Opening of Proposals

**As per timelines mentioned in the notice and through e-procurement only. No hard copy submission will be accepted.**

## 7. Proposal Evaluation

### General

- 7.1 From the time the Proposals are opened to the time the contract is awarded, the bidder should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a bidder to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Bidder's Proposal.

### Evaluation of Technical Proposals

- 7.2 The technical evaluation will be done as per the eligibility criteria as defined in Notice Inviting Request for Proposals for each bidder and Technical Evaluation Score as mentioned in data sheet.
- 7.3 The Client's 'Bid Evaluation Committee' will evaluate the proposals received.
- 7.4 A Technical Proposal will be rejected in any of the following cases:

- (i) the Bidder that submitted the Proposal, was found not to be legally incorporated or established in India
- (ii) the Technical Proposal was submitted in the wrong format;
- (iii) the Technical Proposal included details of costs of the services; or
- (iv) It has failed to meet any of the mandatory eligibility criteria as per Notice inviting RFP.

7.5 After the technical evaluation is completed, the client will proceed for opening of Financial Proposals of successful bidders at technical stage.

## 8. Opening and Evaluation of Financial Proposals

**Opening of Financial Proposals will be done through e-proc.**

### **Evaluation of Financial Proposals**

8.1 Under LCS financial proposals shall be opened;

8.2 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any Client personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any bidder, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure that these are:

- (i) complete, and as per prescribed format only
- (ii) computational errors, if there are errors these will be corrected;

8.3 The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.

8.4 The evaluated total price (ETP) for each Financial Proposal will be determined.

**8.5 In case of tie between least cost quoted by eligible bidders, the selection will be made through lottery system. The decision of CEO, BSDM will be final and conclusive in this regard.**

## 9. Confidentiality

- From the time the Proposals are opened to the time the Contract is awarded, the bidder/s should not contact the Tendering Authority or its officials on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the bidder who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.
- Any attempt by shortlisted bidder/s or anyone on behalf of the bidder to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal
- Notwithstanding the above provisions, from the time of the Proposal opening to the time of Contract award publication, if a bidder wishes to contact the Tendering Authority, on any matter related to the selection process, it should do so only in writing.

## 10. Award of Contract

- The selected bidder will then be issued a Letter of Award (LOA). The selected bidder will then execute an agreement with the client and is expected to commence the Assignment as per the requirements of client. The LOA, its acceptance by the selected bidder, and this RFP along with amendments etc. will constitute a binding agreement between the selected bidder and the tendering authority, till the time a formal contract is executed or in absence of execution of the same.
- **Performance Security/Guarantee (PG):** The timely completion of periodic assignments with quality will be the essence of the performance of the selected bidder under this RFP. **The Performance security @ 10% of the quoted rate** (EMD of selected bidder will be converted into Performance Security and the rest amount, if any will have to be deposited), may be forfeited if the selected bidder fails to perform as required under this RFP along with cancellation of agreement and other remedies. The decision of CEO, BSDM will be final and conclusive in this regard. In these events, The CEO, BSDM in its sole discretion, may decide to offer the assignment to next lowest successful bidder at the lowest rate or at negotiated rate and so on.

- **Refund of PG:** The PG shall be refunded at the end of six months from the date of successful completion of the assignment

## 11. 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.

## 12. Correction of Errors

- Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the proposal.
- The Tendering Authority will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

## 13. Interpretation

- **Entire Agreement:** The Contract constitutes the entire agreement between the Tendering Authority and the Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- **Severability:** If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

## 14. Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the Bihar State/ the Country (India) and under the jurisdiction of Patna Court

## Data Sheet to Instruction to Bidders

Paragraph Reference	
	Name of the Client: Bihar Skill Development Mission
	<p>Financial Proposal to be submitted together with Technical Proposal: <b>As per on-line e-proc methods.</b></p> <p>Name of the assignment is: Selection of a reputed and experienced assurance firm for validating/certifying invoices on a continuous basis, generated by BSDM portal for KYP / BSCFA training fee or raised by Knowledge Partner (The Knowledge Framework Provider, LMS and eContent Provider of Kushal Yuva Program) of BSDM.</p> <p><b>Method of selection:</b> Least Cost Method</p> <p>Details on the services, scope of work, are provided in the Terms of Reference (ToR) under Section 5.</p>
	<b>The Tendering Authority does not permit Association Arrangements or Joint Ventures or consortium arrangements with other Firms for this assignment.</b>



Paragraph Reference																
5.4	<p>Under this contract the selected bidder's payments will be <b>deliverable and attendance based</b> as mentioned in Terms of Reference (ToR).</p> <p>It is expected that the bidder has quoted its fee considering all requirements for satisfactory performance of the services included in ToR. If the bidder has not considered any component for performance of the services, no extra payment shall be made on this account except GST at prevailing rates.</p>															
7.5	<p><b>Technical Evaluation Criteria:</b></p> <p>Technical Proposals shall be evaluated based on following criteria:</p> <table border="1" data-bbox="323 752 1461 1238"> <thead> <tr> <th data-bbox="323 752 389 817">SN</th> <th data-bbox="389 752 1090 817">Criteria</th> <th data-bbox="1090 752 1461 817">Admissible Proof Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 817 389 913">1</td> <td data-bbox="389 817 1090 913">The Firms must be working in auditing or assurance fields.</td> <td data-bbox="1090 817 1461 913">Relevant proof to support the claim.</td> </tr> <tr> <td data-bbox="323 913 389 1010">2</td> <td data-bbox="389 913 1090 1010">The Firms must be in operation in India for at least 05 years after registration</td> <td data-bbox="1090 913 1461 1010">Proof of Registration and Registration Numbers</td> </tr> <tr> <td data-bbox="323 1010 389 1137">3</td> <td data-bbox="389 1010 1090 1137">The Firms must be able to demonstrate auditing experience for at-least 03 different Government Clients in last five years.</td> <td data-bbox="1090 1010 1461 1137">Work-Orders/Contracts/ Performance Certificates etc.</td> </tr> <tr> <td data-bbox="323 1137 389 1238">4</td> <td data-bbox="389 1137 1090 1238"><b>Average Annual Turnover</b> of the bidder for the <b>last three FYs ending on 31<sup>st</sup> March 2020</b> should be equal to or greater than <b>Rs. 5 crore.</b></td> <td data-bbox="1090 1137 1461 1238">Audited Balance Sheet and Profit &amp; Loss Account</td> </tr> </tbody> </table>	SN	Criteria	Admissible Proof Required	1	The Firms must be working in auditing or assurance fields.	Relevant proof to support the claim.	2	The Firms must be in operation in India for at least 05 years after registration	Proof of Registration and Registration Numbers	3	The Firms must be able to demonstrate auditing experience for at-least 03 different Government Clients in last five years.	Work-Orders/Contracts/ Performance Certificates etc.	4	<b>Average Annual Turnover</b> of the bidder for the <b>last three FYs ending on 31<sup>st</sup> March 2020</b> should be equal to or greater than <b>Rs. 5 crore.</b>	Audited Balance Sheet and Profit & Loss Account
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	<p>Expected time for opening of Financial Proposals: within two weeks of opening of Bid.</p> <p><b>LCS Selection:</b> The Client will select the lowest Financial Proposal of a bidder whose Technical Proposal has qualified.</p> <p><b>Financial Proposal of Only those bidders will be opened whose Technical Proposal have passed the technical evaluation as above.</b></p> <p><b>In case of tie between least cost quoted by eligible bidders, the selection will be made through lottery system.</b></p>															
<b>Commence ment and Duration of Assignment</b>	<p>Expected time for commencement of services: within two weeks of opening of financial Bid.</p> <p>The duration of the assignment shall be 36 Months.</p>															

## Section 2- TECHNICAL PROPOSAL - STANDARD FORMS

### Form TECH-1 A: Technical Proposal Submission Letter

[Location, Date]

To:

The CEO  
Bihar Skill Development Mission  
Labour Resources Department,  
Govt. of Bihar

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal through e-proc.

We hereby declare that:

- a. We are submitting our Proposal in individual capacity without entering in any association with/ or as a Joint Venture or consortium. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b. We meet the eligibility requirements as stated in RFP.
- c. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- d. We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.
- e. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_

Address: \_\_\_\_\_

## Form TECH-1 B: Important Information and details

1	Name, address, Phone no, e-mail ID, and website address of the firm *	<p>Name of Firm:</p> <p>Registration Number:</p> <p>Address of HO:</p> <p>Name of Authorised Representative</p> <p>Designation:</p> <p>Mobile:</p> <p>E Mail:</p> <p>Website:</p>
2	Organizational structure of the Firm*	Please Provide complete details in TECH 2 A
3	Number of branches/offices in the state with full addresses of the branches/offices*	Please Provide complete details in TECH 2 A
5	Details of professionally qualified staff.	Please Provide complete details in TECH 2 A
6	Year-wise annual turnover of the firm in INR for the last five years w.e.f. 2017-18 to 2019-20 (along with documentary evidence) *	<p>(Full Figure as per Financial Statement)</p> <p>FY 2017-18: _____ /-</p> <p>FY 2018-19: _____ /-</p> <p>FY 2019-20: _____ /-</p> <p><i>Page No. at which Audited Financial statements (Face of BS and P&amp;L A/C) for all the FYs. Enclosed _____ to _____</i></p>
7	The Firms must be able to demonstrate similar working experience for at-least 03 different Government Clients in last five years.	<p>(i) Name of Assignment and Page Number at which Proof is attached Plus TECH 2B for each assignment.</p> <p>(ii) Name of assignment _____ Page No. _____</p> <p>(iii)</p> <p>(iv)</p> <p>(v)</p> <p>.....</p>

\*Enclose proof of evidence

**Note: No hard copy submission. The hard copy proposals will be out right rejected.**

## Form TECH-2: BIDDER'S Organization and Experience

### A - Bidder's Organization

*[Provide here a brief (four pages) description of the background and organization of the Bidder.]*

### B - Bidder's Experience [For Full Technical Proposals Only]

*[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]*

Please provide only those experiences which are relevant to Eligibility Criteria as mentioned in Notice inviting RFP and Technical Evaluation Criteria as mentioned in Data Sheet.

<b>Assignment name:</b>	<b>Approx. value of the contract (in current Rs):</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	
<b>Turnover of Client:</b>	
<b>Address:</b>	
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	
<b>Name of joint venture partner or sub-Consultants, if any:</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services provided in the assignment:</b>	

**Firm's Name:** .

**Signature of Authorized Representative:**

## Form TECH-3: Description of Approach & Methodology

Description of Approach, Methodology and Work Plan for Performing the Assignment (Not more than 03 A-4 Page)

### ***Approach and Methodology, Work Plan, and Organization and Personnel,***

a) *Auditing Approach and Methodology.* *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, 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 Auditing and Accounting 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.* *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the Auditing and Accounting approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.*

c) *Organization and Personnel.* *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed Auditing and support personnel.*

## Section 4: Financial Proposal

***(For reference only. Not to be filled/scanned)***

**FORM FIN-I: Format of Commercial bid**

SN	Description of Services	Consultancy Fee in	
		(In figures)	(In words)
[A]	Total fee for providing assurance services as per Terms of Reference (ToR) to the complete satisfaction of Client. <b>[Total Figure as per Form 2B]</b>	<b>Not fill here</b>	<b>Not fill here</b>
[B]	Add GST as per prevailing rates	<b>Not fill here</b>	<b>Not fill here</b>
[C]	Total Professional Fee including GST [A]+[B]	<b>Not fill here</b>	<b>Not fill here</b>

Note:

- (i) The Financial Proposal shall be prepared using the Standard online Forms only, the format of which is provided in the RFP as above, is for reference only.
- (ii) It shall include all costs associated with the assignment including all travel, lodging, boarding, communication (mobile and landline), computers and consumables as required for the project etc. The Tendering Authority will not bear any cost other than the lump-sum fee mentioned in the financial proposal.
- (iii) 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.
- (iv) During Evaluation of Financial proposals, the quoted Total Professional Fee excluding GST shall be considered.
- (v) The client shall pay the Firm, the GST, on prevailing rates as applicable on the Professional Services as above.
- (vi) Statutory Deduction, if applicable, shall be deducted at source from the payment to the Selected Bidder as per the law in force at the time of execution of contract.
- (vii) Bidder will raise the proportionate invoices on submission of each year audit report as applicable. For practical purposes, payment will be treated as on deliverables based.

**Payment Schedule:** The deliverables & the invoice will be assessed and if there is no objection, in terms of performance, deliverable or invoice value, is raised in 15 days, from the invoice date by the client, the invoice and the deliverables will be deemed accepted, and will be good for payment. Th authority/client will then pay to Bidder in next 15 days.

## Fin 2B: Personnel Inputs and Professional Fee Rates

*(For reference only. Not to be filled/scanned)*

SN	Position	Number of Personnel	Input Month	Rate (INR)	Cost (INR)
1	Team leader (Finance & Accounts Expert)	1	12	Not fill here	Not fill here
2	Finance & Accounts Expert	1	12	Not fill here	Not fill here
3	IT Experts	2	12	Not fill here	Not fill here
	<b>TOTAL (A)</b>	-	-	Not fill here	Not fill here

**Note:**

- 4) **The Team Leader must be a FCA having minimum experience** in the auditing/accounting/ financial management sector of Central /State Level Government Organizations of India or in any State Government or Central Government Undertakings and have executed at least one similar assignment to his credit in the capacity of Team Leader or Deputy Team Leader. Minimum 7 years of professional Experience.
- 5) **The Finance & Accounts Expert must be an ACA having minimum experience** in the auditing/accounting/ financial management sector of Central /State Level Government Organizations of India or in any State Government or Central Government Undertakings and have executed at least one similar assignment to his credit. Minimum 3 years of professional Experience.
- 6) **IT Experts: Experience of working oversight of ICT system (system design, development and implementation)**, at least 4 Years' experience of working on architecture on full life cycle management of enterprise scale software systems on Enterprise Architecting, architecting e-governance projects and Solution Architecting. Experience of creating automated systems, B.Tech.(IT)/PGDCA/ MCA, Minimum 7 years of professional Experience.



## Section 5: Terms of Reference

## **Section 5: Terms of Reference (ToR)**

### **1. About BSDM:**

In today's competitive world with increasing unemployment, neither education nor skill can be neglected. Education is a core necessity for any job. Education qualification is an absolute must, especially for technical jobs. However, education is not enough. Skills are extremely important and even the educated do not get jobs if they lack skills. Skills give an edge over those with just a degree.

Skill initiatives in Bihar is implemented by Bihar Skill Development Mission (BSDM), Labour Resources Department, Govt of Bihar, with the vision to increase the capacity & 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 manpower.

### **Objectives of the Mission:**

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

### **Focus on Employability of Youth:**

Government of Bihar has, therefore, has launched major programs to skill its youth in a mission mode manner on a state-wide scale under the auspices of BSDM. Under these programs the State Government is committed to help the youth in the state in enhancing their employability and self-employability by developing various competencies within them. These programs will have special emphasis on those who have passed either standard 10<sup>th</sup> examination or 12th (i.e. 10+2) examination. These programs shall primarily focus on helping the youth attain higher levels of productivity, efficiency, quality and an entrepreneurial mind set at their workplaces in diverse domains.

### **Kushal Yuva Program (KYP):**

In addition to the various domain specific skills approved by Sector Skill Councils, and other central/ state sponsored and/or approved skilling programs, BSDM has conceptualized the “**KYP program**” as a mass digital literacy drive along with language and soft skills in order to address other prevalent challenges such as lack of digital awareness, ineffective communication skills, access to skilling endeavours. KYP is a part of one of the “7 resolves” of the Bihar Govt. viz., ‘Arthik hal, Yuvaon ko bal’ which has been launched for employability enhancement of youth of Bihar and comprises of :

- Information Technology (IT) Awareness, Literacy, Functionality and Kushal Use of various IT Tools in Real Life Applications, hereinafter referred to as Basic IT Literacy Skills (120 Hours)
- English / Hindi Communication Skills (80 Hours)
- Soft Skills and Life Skills for Workplace Readiness hereinafter referred to as Soft Skills (40 Hours)

Training in above skills is of utmost importance as it increases the employability of youth, helps in smooth shift from homes to places with high employment potential and also helps in retention at workplace.

## **2. Description of Knowledge Partner of BSDM:**

The scope of work of Knowledge Partner of BSDM can be summarized under following broad section:

- a) Knowledge Framework Provider (Portal) for all Skill Development Programs Management (KFP-SDPM)
- b) eContent Provider for Kushal Yuva Program (eCP-KYP) and Bihar State – Certificate in Financial Accounting (BS-CFA) including GST and Tally
- c) Learning Management System Provider (LMS) for KYP and BS-CFA Program delivery Management (KFP-SDPM)
- d) State-wide Implementation, Monitoring and Operation Support for KYP and BSCFA programs.

**However the bidders are strongly advised to make familiar themselves with the scope of work, agreement etc. of existing Knowledge Partner of BSDM for duly performing the task of validating/certifying invoices on a continuous basis, raised by Knowledge Partner along with past invoices, if any, as required by BSDM.**

## **3. Automated Invoicing through BSDM portal for KYP and BSCFA Scheme:**

The invoices generated for the Training center is done automatically through the system based on the compliance to the invoice generation and eligibility norms.

The automated invoicing happens based on triggers as detailed below and there is a provision of adjustments (if required) due to any of the previous invoices.

The payment norms of the programs are as follows:

### **For Kushal Yuva Programme**

For batches running for 4 hours per day

- **30% of the training fee** – On completion of 1/3<sup>rd</sup> of the duration of the course or 1 month whichever is later, for all the candidates with attendance equal to 1/3<sup>rd</sup> of the duration of the course.
- **30% of the training fee** – On completion of 2/3<sup>rd</sup> of the duration of the course or 2 months whichever is later, for all the candidates with attendance equal to 2/3<sup>rd</sup> of the duration of the course.
- **40% of the training fee** - Post final assessment and certification for all the passed and certified candidates post any applicable adjustment.

For batches running for 2 hours per day

- **30% of the training fee** – On completion of 1/3<sup>rd</sup> of the duration of the course or 2 months whichever is later, for all the candidates with attendance equal to 1/3<sup>rd</sup> of the duration of the course.
- **30% of the training fee** – On completion of 2/3<sup>rd</sup> of the duration of the course or 4 months whichever is later, for all the candidates with attendance equal to 2/3<sup>rd</sup> of the duration of the course.
- **40% of the training fee** - Post final assessment and certification for all the passed and certified candidates.

### **For BSCFA**

- **1<sup>st</sup> Tranche - 30% of the training fee** – On completion of 1/3<sup>rd</sup> of the duration of the course or 1 month whichever is later, for all the candidates with attendance equal to 1/3<sup>rd</sup> of the duration of the course.
- **2<sup>nd</sup> Tranche - 30% of the training fee** – On completion of 2/3<sup>rd</sup> of the duration of the course or 2 months whichever is later, for all the candidates with attendance equal to 2/3<sup>rd</sup> of the duration of the course.
- **3<sup>rd</sup> Tranche - 40% of the training fee** - Post final assessment and certification for all the passed and certified candidates and adjustment of the 1st and 2nd tranche pay-out for non-certified candidates

The BSDM porta comprises of the following functionalities that may be used for validation purposes:

- **Functionalities designed for BSDM-**

○ Value chain automation

- Candidate Life cycle management on BSDM portal including registration, attendance management, course completion etc.
- Training Centre / partner registration with detailed due-diligence process of infra / ownership / equipment / other facilities
- Online Batch formation and approvals module.
- Biometric based (AEBAS) attendance tracking of trainees and trainers managed on the BSDM portal.
- Assessment and certification module - A blend of online and offline assessment during and post training.
- For online training delivery - Learning retention assurance through continuous assessment and sequential module wise training (without the provision of skipping modules)
- Automated Invoicing and payment details capturing module
- Automation of transactional processes such as:
  - Approved Centre's address change request initiation with all requisite documentary supporting
  - Approved Centre's Contact details change request initiation with all requisite documentary supporting
  - Approved Centre's Bank Account change request initiation with all requisite documentary supporting
- Placement and Post Placement details updation and tracking through portal

Scope of Work:

Planning

1. The selected bidder should develop a thorough understanding of scope of work and agreement executed with Knowledge Partner of BSDM.
2. The selected bidder should develop a thorough understanding of the entire portal-based value chain and also the automated invoicing related processes in detail.
3. Preparation and approval of time bound “validation plan” in consultation with BSDM
4. Preparation of checklist of information/documents/modules to be verified
5. Finalizing the reporting format as per the requirement of BSDM

Validations of Invoices:

**Validations of Invoices (Claim raised by Knowledge Partner) will include but not limited to as below:**

1. The selected bidder through desktop validations will check the invoices raised by the Knowledge Partner and has to certify/validate:
  - A) That the invoices are raised as per terms of agreement
  - B) That the invoices correspond to the services offered by knowledge partner
  - C) The invoices would be checked as per the direction given by departmental officers, which may include a prescribed format for submission of a checklist etc.
  
2. Desktop Validation: This shall comprise of the following:
  - To establish genuineness of submitted invoices/documents
  - To detect and provide anomalies through predictive analysis, anomaly analysis etc. for the process of claim validation.
  - Analysis of the claims data using data analytic tools to provide relevant insights about process improvement etc.
  - The agency shall recommend its claim validation for each invoice after going through BSDM portal
  - Review and provide suggestions on Process Improvement, if any

**Validations of KYP and BSCFA Invoices (generate by the BSDM portal) will include but not limited to as below:**

1. The selected bidder through desktop validations will check the KYP and BSCFA invoices generated by BSDM portal and has to certify/validate:
  - A) That the invoices are raised as per norms of the scheme
  - B) That the candidates for whom the invoices have been raised had undergone training and were eligible for final assessment in terms of the attendance, internal scores.
  - C) That the candidates for whom the invoices have been raised had passed the final assessment
  - D) That the calculation of the invoices is correct.
  - E) The invoices would be checked as per the direction given by departmental officers, which may include a prescribed format for submission of a checklist etc.
  
2. Desktop Validation: This shall comprise of the following:
  - To establish genuineness of generated invoices/documents
  - To detect and provide anomalies through predictive analysis, anomaly analysis etc. for the process of invoice validation.
  - Analysis of the invoices data using data analytic tools to provide relevant insights about process improvement etc.
  - The agency shall recommend its invoice validation for each invoice after going through BSDM portal
  - Review and provide suggestions on Process Improvement, if any

## Annexure-I

(Affidavit on non-judicial stamp paper of Rs. 100/- or more by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

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### 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 Firm), 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 Firm) 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.
4. We declare that the applicant/firm is independent of the BSDM and agencies working thereunder and that we have no relationship with the BSDM and agencies working thereunder.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)

Annexure-II (POA)

**(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 THIS .....DAY  
OF .....

For .....

{Signature, name, designation and address }

Accepted

.....  
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.  
2.

Note: A Firm Resolution, Authorizing Representative as above, will also suffice.