

**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

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Website: [www.skillmissionbihar.org](http://www.skillmissionbihar.org)

**Letter of Intimation**

Tender No. BSDM/04/2017-2018

Date-19.06.2017

Dear Sir

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites sealed proposals from existing Smart Portal Approved Training Partners for “Empanelment with Bihar Skill Development Mission (BSDM) to conduct skill trainings for specified job roles under category IV of Centrally Sponsored and State Managed (CSSM) component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in the State of Bihar”.

***Please note that only those agency/ies can apply which have existing center/s in any district of Bihar registered on SMART Portal for the present financial year (2017-18). The agency will have to submit Smart approved certificate of such centers and the center/s will be eligible to run only those course/s which have been approved on SMART portal.***

The response to this tender along with all required documents are to be submitted by interested agencies on or before **3.00 PM of 14/07/2017**.

The Tender has to be submitted in a sealed non-transparent envelope super scribed with “**Tender for Empanelment of training partners having existing center/s duly approved on Smart portal as per PMKVY 2.0 guidelines in any district of Bihar, with Bihar Skill Development Mission (BSDM) for running PMKVY CSSM component for specified Job Roles under Category IV**” along with Tender Ref. No. and Name of the agencies with contact no. / email id.

Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The proposals will be opened on the same day at 4.00 PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the BSDM.

**Document/ Proposal Processing Fee:** All Applicants have to pay a non-refundable Proposal Processing Fee of Rs.10,000/- (Rupees Ten Thousands only) in the form of a Demand Draft drawn from a Scheduled Bank in favor of “Bihar Skill Development Mission” payable at Patna.

**Earnest Money Deposit (EMD):** All Applicants have to pay refundable EMD (non-interest bearing) of Rs. 1, 00, 000/- (Rs. One Lac Only) in the form of a Demand Draft drawn from a Scheduled Bank of India in favor of “Bihar Skill Development Mission” payable at Patna.

**Proposals that are not accompanied by the document fee and EMD shall be out right rejected by BSDM.**

The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this Tender at any stage without assigning any reason thereof.

The complete RFP can be downloaded from the “Tender Section” of the website: <http://www.skillmissionbihar.org>

Principal Secretary

Department of Labour Resources

Government of Bihar, Niyojan Bhawan, Patna – 800001 -cum-

Chief Executive Officer, Bihar Skill Development Mission

**Background:**

Bihar Skill Development Mission (BSDM) is mandated to implement all skill development programmes 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).

Bihar has been allocated target under Centrally Sponsored State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) State Engagement. **In the next three years (2017-2020), BSDM will train 17932 candidates under Category IV (as listed in Annexure 7) under the Centrally Sponsored State Managed (CSSM) Component. 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.**

In view of above, Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites sealed proposals from existing Smart Portal Approved Training Partners for “Empanelment with Bihar Skill Development Mission (BSDM) to conduct skill trainings for specified Job Roles under Category IV of Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in the State of Bihar”.

A. Eligibility Criteria:-

***1. Only those agencies can apply which have existing center/s in any district of Bihar duly registered on SMART portal for the present financial year (2017-18) for at least one of the specified job roles as mentioned in Annexure 7.***

**Document required:** Accreditation and affiliation certificate of such centers issued by NSDC/SSC.

***2. Applicant agencies should not have been blacklisted by any donor agency/ State Government/ Central Government.***

**Document required:** An affidavit has to be submitted as per Annexure-5.

***4. Applicant agencies will have to submit an undertaking to follow BSDM & PMKVY norms (as amended from time to time) for running the program as per Annexure-6.***

Note:

- Letter of Award (LOA) will be issued to successful applicants.
- The successful Applicants will have to execute the Agreement as per prescribed format which will be shared at the time of issuance of LOA.

**Earnest Money Deposit (EMD):**

- All Applicants have to pay refundable EMD (non-interest bearing) of Rs. 1, 00, 000/- (Rs. One Lac Only) in the form of a Demand Draft drawn from a Scheduled Bank of India in favour of “Bihar Skill Development Mission” payable at Patna.
- The EMD of the unsuccessful applicant would be returned (without interest) within 60 days of decision of rejection. In case of successful applicants, the EMD will be returned after submission of the Performance Guarantee.
- The EMD of the successful applicants will be forfeited if they failed to submit performance guarantee or to enter in to the agreement.

**Performance Guarantee (PG):**

- The successful applicant has to submit for each allotted center, a Performance Guarantee of INR **50,000/- (Indian Rupees Fifty Thousand only)** in the form of a Demand Draft drawn from a Scheduled Bank in favour of “Bihar Skill Development Mission” payable at Patna. In case, the applicant fails to submit the required PG for all 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.

**B. Other Terms and Conditions:**

1. Registration on BSDM Portal: The selected agency will also have to register on BSDM portal.
2. Portal usage Fee: A portal usage fee of Rs 0.50 will be deducted per candidate per course per hour from the training fee.
3. Prohibition on sub-letting: The selected Agencies has to run the program by itself and any kind of sub-letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited and impermissible under any circumstances. No joint venture or consortium or association is permissible.
4. Verification of center: BSDM may carry out a verification of the center in terms of infrastructure, tools and equipment etc. as per stipulated norms of NSDC/SSC for running a particular Job Role. The Agencies have to maintain the required infrastructure and personnel at the centers at all times during the course of training.
5. Merely fulfilling the eligibility criteria or selection of applicant under this RFP, will not guarantee allocation of work or award of target to the agency.
6. Distribution of Targets: The distribution of target amongst the eligible centers will be based on capacity of centers and total target of BSDM. BSDM will have the sole discretion to devise the method of distribution of targets amongst the eligible centers and this will be final and binding on the successful agencies.

7. Training cost Payment: It will be paid as per PMKVY guidelines as amended from time to time. No amount will be paid over and above as mentioned under PMKVY guidelines.
8. The selected organization has to ensure uninterrupted power/ electricity for the conduct of training and will have to keep in place appropriate safety measures for the safety of the candidates, personnel deployed there in and of the available infrastructures at their own cost and risks.
9. Duration of the Project: The agency will be empanelled for 3 years subject to an Annual performance review. The annual performance review will be strictly based on successful placement of candidates as mandated and adherence to guideline of PMKVY and BSDM for running the center.
10. Conduct of Training and Branding of program: The Applicant has to follow PMKVY's guidelines/ any circular issued by BSDM as per cost norms prescribed in BSDM process and cost norms pertaining to CSSM component (as amended from time to time) for Branding of the program, Training delivery Assessment & Certification, Placement, Tracking, Payment disbursement etc.
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.

C. Allotment of target: The allotment of target for particular Job Role in a district would be done as per the available target of BSDM. In case of two or more organization applying for same job role in the same district, the agency having higher average annual turnover in last three years (2013-14, 2014-15 and 2015-16) would be given preference while allotting target.

D. Submission of Proposal:

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking this program in the State to the , CEO- BSDM, Bihar Skill Development Mission (BSDM) Head Office, Patna on or before 14th July, 2017 by 03 P.M. The proposal should carry following documents as per checklist given in the RFP.

- a) Covering Letter-Annexure-1
- b) Applicant details along with required documents as per Annexure- 2
- c) Financial Details and Allotment Details for Existing SDC of NSDC in Bihar as per Annexure 3 and 3a.
- d) Details of Smart Portal Approved Training Centre of Bihar as per Annexure-4
- e) An affidavit for not being blacklisted Annexure-5
- f) A self-certificate/declaration as per Annexure-6

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.

**Checklist for proposals submitted in response to Request for Proposal (RFP) to undertake the project under Centrally Sponsored State Managed Component under Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in the State of Bihar**

S. No.	Document Description	Page Number
1.	Covering Letter as per <b>Annexure 1</b> of RFP document	
2.	Applicant's Details as per <b>Annexure 2</b> of RFP document	
	Relevant document for Proprietorship/Partnership Firm/Private Limited Company/ Public Limited Company/ Society/ Trust/ Association/ Government institutions/Public Sector Units/ Universities/ Higher educational institutes including technical and professional institutes having affiliation or recognition of relevant board or council	
	☐ Copy of PAN Card	
	☐ Trade License/ Sales Tax Registration/IT Registration (if any)	
3.	Financial Details and Allotment Details for Existing SDC of NSDC in Bihar as per Annexure 3 and 3a respectively	
4.	Details of Centre of Bihar duly approved on Smart Portal as per Annexure-4	
5.	An affidavit for not being blacklisted as per <b>Annexure-5</b>	
6.	Self-certificate /declaration as per <b>Annexure-6</b>	
7.	Copy of RFP Document with sign and seal of Company Secretary/ Authorized Representative and Signatory on each page of RFP Document	

**For and on behalf of:**

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**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: Request for Empanelment under CSSM component in PMKVY as BSDM Skill Development Center for imparting training under selected courses/Job Roles under category-IV in the state of Bihar.**

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the Empanelment for '**Centrally Sponsored State Managed Component under Pradhan Mantri Kaushal Vikas Yojna (PMKVY) in Bihar**' in BSDM, 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).
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. The agency has also read the detail guideline of PMKVY (including its various components) issued by MSDE and NSDC and amended from time to time.
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 fulfill 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.

9. We are enclosing DDs towards EMD & processing fee as under:

Item	Amount	DD No.	Date	Bank
EMD	Rs. 1,00,000/-			
Processing Fee	Rs. 10,000/-			

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

**Proposed Target:**

Sl. No	Name of Proposed Center	District	Job Role Proposed (SSC Affiliated Job Role in line with Annexure :7)	Total Capacity of the center for the particular Job Role approved under Smart Portal	Target approved under Centrally Sponsored Centrally Managed (CSCM) Component by NSDC (2017-18, 2018-19 and 2019-20)	Remaining Intake capacity as per capacity of the center	Proposed Target for CSSM under BSDM for the year 2017-18, 2018-19 and 2019-20

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

**Annexure -2**  
**Applicant Details**

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

S. No.	Description	Details	
1	Name of Legal Constitution of Applicant		
2	Status / Constitution of the Firm		
3	Name of Authorize Signatory (enclose letter of authorization)		
4	Contact address and number		
5	Registration Number		
6	Date of Registration		
7	Place of Registration		
8	PAN Card Number		
9	Primary point of contact (For all sort of communication purpose)	Email	Contact No
11	Secondary Point of Contact	Email	Contact No

**For and on behalf of:**

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

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**Annexure -3:**  
**Financial Details**

**<< Declaration to be submitted under the signature of Chartered Accountant on Letterhead with his/her dated Sign and Seal >>**

**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 the following average annual turnover during last three financial years starting from FY 2013-14, 2014-15 and 2015- 2016 as mentioned below:

Sl. No	Financial Year	Average Annual Turnover
1	2015-16	
2	2014-15	
3	2013-14	

**Note:** Audited financial statements for the past three years (2013-14, 2014-15, and 2015-2016) should be submitted by the Applicant.

Chartered Accountant:

Signature

Name

Registration No

Contact No.

Seal

Date:

Place:

**Annexure -3a:  
Allotment Details for Existing SDC of NSDC in Bihar**

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

S.N.	Particular	Details
1	Partner under (Scheme name)	
2	Sanction Order date & number	
3	MoU Signing Date	
4	MoU Valid Up to	
5	Allotted sectors/Job Roles	
6	Allotted District/s with center name	
7	Allotted target for year 2017-18, 2018-19 and 2019-20	

***\*\*It is hereby declared that aforesaid MoU between NSDC and (Applicant agency name) is presently valid and not terminated as on date.***

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

**Annexure -4:**  
**Smart Portal Approved and SSC Affiliated Training Centre Details of Bihar**

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

For each skill development centre:

S.N.	Particulars	Details
1.	District	
2.	Name of the Training Center	
3.	Full address and telephone number	
4.	Nearest landmark	
5.	Job Role/s approved under Smart Portal	
6.	Number of Classrooms for the proposed Job Role/s approved under Smart Portal	
7.	Number of practical rooms proposed for the Job Role/s approved under Smart Portal	
8.	Separate Wash Rooms for Boys and Girls (Yes/No) Lab infrastructure available	
9.	Current Status: Does the center have extra approved capacity to run courses apart from CSCM?	

Notes:

1. Please list only those job roles which have been taken by BSDM for CSSM Component as in Annexure 7.
2. Please enclose Documentary Evidences regarding training Infrastructure available in the form of:
  - a) Proof of approval on SMART Portal.
  - b) Details of Class room and Lab sizes as approved under Smart Portal and proposed to run the particular job role under CSSM component under present RFP of BSDM.
  - c) 1 Photo of each classroom/ Lab applying for running a particular Job Role under CSSM Component of PMKVY under BSDM.
  - d) 1 photo of Training Center from outside.
  - e) Photographs of other relevant rooms.
3. BSDM may also inspect the premises of each institute for verifying the infrastructure presented in the proposal. The documentary proof has to be made available at respective training centers also for verification. Any deviation or presenting wrong information will lead to rejection of center and hence the proposal.

**Annexure -5:**  
**An affidavit for not being blacklisted**

**<< An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal >>**

**AFFIDAVIT**

We, <<M/s Company name>>, having its registered office at <<Office address>>, do hereby declare that the Applicant has not been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure - 6  
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 BSDM (As amended from time to time):

1. To run and maintain dedicated Skill Development Center (SDC) as per given specification in the guideline with specified capacity
2. To maintain sufficient space, furniture, equipment, tools, trainers, training aids, raw material, electricity, water supply and other essentials required for imparting training to youth in the proposed course(s) during entire period of training.
3. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self-employment) after training.
4. To hire/engage competent and eligible trainer(s) to undertake training in the proposed courses.
5. To adhere to the attendance system and bio-metric devices as per PMKVY/BSDM guideline
6. To arrange assessment and certification of trained youth through as per PMKVY/BSDM guideline
7. To arrange employment for trained youth as per PMKVY/BSDM guideline
8. To ensure tracking of youth as per PMKVY/BSDM guideline.
9. To maintain records of trainings, invoice generated and amount received including placement details for 4 years.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

**Annexure-7**

**List of 45 Job Roles offered under category IV under CSSM component in the state of Bihar.**

Sl. No	Sector	Course Name	MES/ QP-NOS	Whether QPs/NOS exist or not (Y/N)	CSCM Job Roles with significant demand in State of Bihar (Category)
1	Agriculture	Animal Health Worker	QP-NOS	Y	Category – IV
2	Agriculture	Micro Irrigation Technician	QP-NOS	Y	Category – IV
3	Apparel	Hand Embroiderer	QP-NOS	Y	Category – IV
4	Apparel	Sewing Machine Operator	QP-NOS	Y	Category – IV
5	Automotive	Auto Service Technician (Two & Three wheelers)	QP-NOS	Y	Category – IV
6	Beauty & Wellness	Assistant Spa Therapist	QP-NOS	Y	Category – IV
7	Beauty & Wellness	Beauty Therapist	QP-NOS	Y	Category – IV
8	Beauty & Wellness	Hair Stylist	QP-NOS	Y	Category – IV
9	BFSI	Life Insurance Agent	QP-NOS	Y	Category – IV
10	BFSI	Mutual Fund Agent	QP-NOS	Y	Category – IV
11	Capital Goods	CNC Operator Turning	QP-NOS	Y	Category – IV
12	Capital Goods	Fitter – Fabrication	QP-NOS	Y	Category – IV
13	Capital Goods	Manual Metal Arc welding/Shielded Metal Arc Welding Welder	QP-NOS	Y	Category – IV
14	Construction	Assistant Electrician	QP-NOS	Y	Category – IV
15	Construction	Bar Bender and Steel Fixer	QP-NOS	Y	Category – IV
16	Construction	Mason Tiling	QP-NOS	Y	Category – IV
17	Electronics	CCTV Installation Technician	QP-NOS	Y	Category – IV
18	Electronics	DTH Set Top Box Installation & Service Technician	QP-NOS	Y	Category – IV

Sl. No	Sector	Course Name	MES/ QP-NOS	Whether QPs/NOS exist or not (Y/N)	CSCM Job Roles with significant demand in State of Bihar (Category)
19	Electronics	Field Technician – Computing and Peripherals	QP-NOS	Y	Category – IV
20	Electronics	Field Technician – Networking and Storage	QP-NOS	Y	Category – IV
21	Electronics	Mobile Phone Hardware Repair Technician	QP-NOS	Y	Category – IV
22	Food Processing	Craft Baker	QP-NOS	Y	Category – IV
23	Furniture & Fittings	Carpenter Wooden Furniture	QP-NOS	Y	Category – IV
24	Furniture & Fittings	Fitter- Modular Furniture	QP-NOS	Y	Category – IV
25	Gems & Jewellery	Polisher & Cleaner	QP-NOS	Y	Category – IV
26	Green Jobs	Solar PV installer – Suryamitra	QP-NOS	Y	Category – IV
27	Healthcare	Emergency Medical Technician – Basic	QP-NOS	Y	Category – IV
28	Healthcare	General Duty Assistant	QP-NOS	Y	Category – IV
29	Healthcare	Home Health Aide	QP-NOS	Y	Category – IV
30	IT-ITES	CRM Domestic Non –Voice	QP-NOS	Y	Category – IV
31	IT-ITES	CRM Domestic Voice	QP-NOS	Y	Category – IV
32	IT-ITES	Domestic Biometric data operator	QP-NOS	Y	Category – IV
33	IT-ITES	Domestic Data Entry Operator	QP-NOS	Y	Category – IV
34	IT-ITES	Domestic IT Helpdesk Attendant	QP-NOS	Y	Category – IV
35	Leather	Stitcher(Goods & Garments)	QP-NOS	Y	Category – IV
36	Life Sciences	Medical Sales Representative	QP-NOS	Y	Category – IV
37	Plumbing	Plumber (General)	QP-NOS	Y	Category – IV
38	Retail	Sales Associate	QP-NOS	Y	Category – IV
39	Security	Unarmed Security Guard	QP-NOS	Y	Category – IV
40	Telecom	Optical Fibre Technician	QP-NOS	Y	Category – IV
41	Telecom	Tower Technician	QP-NOS	Y	Category – IV

Sl. No	Sector	Course Name	MES/ QP-NOS	Whether QPs/NOS exist or not (Y/N)	CSCM Job Roles with significant demand in State of Bihar (Category)
42	Textile	Ring Frame Doffer	QP-NOS	Y	Category – IV
43	Tourism & Hospitality	Food & beverages Service – Steward	QP-NOS	Y	Category – IV
44	Tourism & Hospitality	Front Office Associate	QP-NOS	Y	Category – IV
45	Tourism & Hospitality	Housekeeping Attendant (Manual Cleaning)	QP-NOS	Y	Category – IV