

REQUEST FOR PROPOSAL (RFP)

For

Empanelment of Training Partners (TPs) / Program Implementation Agencies (PIAs)

To implement Recognition of Prior Learning (RPL) with Bridge Course Program for Tourism Department, Govt. of Bihar under the overall framework of Bihar Skill Development Mission.



RFP No: BSDM/Tourism Dept-RPL-277/2023

Date: 25.10.2024

BIHAR SKILL DEVELOPMENT MISSION (BSDM)

DEPARTMENT OF LABOUR RESOURCES

GOVERNMENT OF BIHAR,

A-WING, 5TH FLOOR, NIYOJAN BHAWAN, PATNA- 800001

Email Id: biharskilldevelopmentmission@gmail.com

Website: www.skillmissionbihar.org

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Notice Inviting Request for Proposal

RFP No: BSDM/Tourism Dept-RPL-277/2023

Date: 25-10-2024

Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites proposals (Single Bid System) from reputed and experienced organizations **to implement Recognition of Prior Learning (RPL) with Bridge Course Program for Tourism Department, Govt. of Bihar under the overall framework of Bihar Skill Development Mission.**

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

Document Fee and Tender Processing Fee: All Applicants must pay a non-refundable Document Fee of Rs. 5,000/- (Rupees Five Thousand only) and Tender Processing Fee of Rs. 590.00 (Five Hundred Ninety 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) only, **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, before the last date/time for submission/ uploading of proposal, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected agencies fail 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 application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in the RFP document 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 25-10-2024**. The last date for uploading of proposal will be **18-11-2024 up to 15.00 Hrs**. Proposal will be opened on or after **18-11-2024 post 16:00 Hrs**. **The Evaluation of proposals will be made as per criteria laid down in RFP**. Please refer RFP document for complete details.

Post selection and as and when required, the successful applicants will be intimated to register each RPL Location as a Skill Development Center (SDC) on the BSDM portal or other specified portal, if required (to be intimated later post shortlisting) by following due online registration processes and terms and conditions as specified and modified time to time by BSDM. The BSDM portal (as will be applicable) will cover the entire value chain of RPL Process right from registration of centers to candidates, batch formation, attendance management, monitoring, assessment & certification etc. along with registration of selected training partners/PIAs.

BSDM 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 applicants/bidders shall have any cause of action or claim against the BSDM for the same.

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

1. LETTER INVITIG e-TENDER (Letter of Invitation)

1.1 Tender Schedule/Timelines and Instructions:

SN	Activity	Date/Time : Duration
1	Online Sale/Download date of RFP document	From 25-10-2024 (https://www.eproc2.bihar.gov.in)
2	Last Date/Time for submission/ uploading of Proposal	18-11-2024 up to 15.00 Hrs. (https://www.eproc2.bihar.gov.in)
3	Date & time for opening of Proposal	On or after 18-11-2024 post 16:00 Hrs. (https://www.eproc2.bihar.gov.in)
4	Date and time for Technical Presentation and demonstration.	Date and time for Technical Presentation and demonstration shall be communicated later through email only.
5	Financial Bid Opening Date and Time	Not Applicable , as no price discovery required. This is a Single Bid System.
6	Method of Selection	As per RFP
7	Proposal Submission in Consortium/ Joint Venture	Not Permitted.
8	Bid Proposal Validity	180 days from the last date of proposal submission.
9	Empanelment Period	One year from the date of signing of contract. This may further be extended for another one year subject to yearly center renewal and agreement renewal. The extension will be based on satisfactory performance and /project requirement and based on the sole discretion of the respective line Department.
10	Contact person/Nodal Officer for queries	Name: Suresh Kumar Singh Designation: Mission Director Email: md.bsdm@gmail.com & contact no: 7979706411

- Detailed descriptions and instructions for submitting the proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- **Return of EMD:** The EMD of unsuccessful applicants will be returned within 60 days after completion of RFP process or completion of Bid validity period whichever is earlier.
- Proposals 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 RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Proposal / Non-Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The applicants shall submit their eligibility and qualification details, certificates, if any, as mentioned in respective sections etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
- The applicant 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 applicant's own risk and may be liable for rejection. Applicants are advised to study the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

- The applicants should ensure that all the required documents as mentioned in the RFP document are submitted/ uploaded in the prescribed format only. The applicant 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 applicant'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 applicants for submission of original hardcopies of the uploaded documents, if required.
- **The applicant shall sign on the supporting statements, documents, certificates and on being uploaded by him, owning responsibility for their correctness/authenticity.**
- **Conditional Bids/proposals shall be out-rightly rejected.**
- **Validity of Bids:** 180 days from the last date of proposal submission.
- **For support related to e-tendering process, applicants may contact at following address:**

“e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. “**Toll Free Number: 1800 572 6571**” Email ID: eproc2support@bihar.gov.in.
- **Corrigendum/ Addendum/ amendments if any, will be published on the departmental website [http:// www.skillmissionbihar.org](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 applicants. The applicants are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.**
- 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,
Government of Bihar**

1.2 e-Tendering Process Related Instructions:

Submission of Proposals Through electronic mode only:

1. The applicant shall submit his bid/tender on e-Procurement platform at www.eproc2.bihar.gov.in.
2. The applicant 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 applicant 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 applicants shall submit their eligibility and qualification details, technical bid, etc., in the online standard formats given in e-Procurement web site at the respective stage only. The applicants 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 applicant shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The applicant 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 proposal of the applicant will be rejected.
5. Tender Processing Fee (TPF), Document Fee and EMD to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.

Note: "Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc2.bihar.gov.in before the date and time specified in the RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non-Submission of proposal / Non-reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."

6. The tender opening will be done online only.
7. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.
8. For support related to e-tendering process, applicants may contact at following address“e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. “Toll Free Number: 1800 572 6571” Email ID: eproc2support@bihar.gov.in.

1.3 Disclaimer

- i. The information contained in this Request for Proposal (RFP) document or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of the Tenderer or any of their employees or advisers, on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided, the client would not be subject to be put to any litigation.
- ii. This RFP is not an agreement and is neither an offer nor invitation by the BSDM to the prospective applicants 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 applicant 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 applicant 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 applicants 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 applicant 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 applicant 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 Authority/Client is bound to empanel all the applicants or to empanel the selected applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- vii. The applicant 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 applicant 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 applicant in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

List of Abbreviations

Terms	Description
EMD	Earnest Money Deposit
FY	Financial Year
GPS	Global Positioning System
MIS	Management Information System
NCVT	National Council for Vocational Training
NOS	National Occupational Standards
NSDC	National Skill Development Corporation
P&L	Profit and Loss
TP	Training Partners
QP	Qualifications Pack
RFP	Request for Proposal
SSC	Sector Skills Council
NSQF	National Skill Qualification Framework
BSDM	Bihar Skill Development Mission
LoI	Letter of Intent
PMKVY	Pradhan Mantri Kaushal Vikas Yojna
DDU-GKY	Deen Dayal Upadhyaya Kuashal Vikas Yojna
SSDM	Sate Skill Development Mission
MD	Mission Director
CEO	Chief Executive Officer

Section A - Preface

1. A Brief background of BSDM:

Bihar Skill Development Mission (BSDM) has been the nodal agency for skilling in the state of Bihar. The primary objective of BSDM is to create an eco-system and providing umbrella framework for skilling in Bihar. Major tasks are:

- Standardization of processes and norms.
- Providing Web based training delivery and centralized monitoring through dedicated IT portal.
- Centralized Database Management System for training partner empanelment, candidate registration, invoicing, and payment process etc.
- Providing common platform of industry interfacing to facilitate placement activities across sectors.

The Mission is the single point of contact and the state's apex body within the Government of Bihar to formulate and steer skill development schemes across all state departments. BSDM acts as an integrated Mission that combines the efforts of different line departments as of now to achieve the state's skill development target in various domain and employability skills.

BSDM provides the umbrella framework for the Domain and RPL Skilling program including center empanelment, value chain automation, skilling support through BSDM's Single Point of Contacts attachment to departments etc.

2. A Brief on RPL with Bridge Training Program:

The Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Guidelines defines Recognition of Prior Learning (RPL) as:

Individuals with prior learning experience or skills shall be assessed and certified under the Recognition of Prior Learning (RPL) which aims to align the competencies of the unregulated workforce of the country to the NSQF. RPL projects may be executed through three project types “RPL Camps, RPL at Employer’s Premises and RPL centers”. To address knowledge gaps, Bridge Courses may also be offered to RPL candidates.

Thus “Recognition of Prior Learning (RPL)” is the process of recognizing previous learning, often experiential, towards gaining a qualification. RPL majorly, not mandatorily, focuses on the individuals engaged in unorganized jobs like Construction Workers/Laborers, Agricultural Labour, Plumbing, Street Vendors/Hawkers/ and small shops/establishments etc.

The objectives of RPL are primarily three-fold:

- To align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF)
- To enhance the career/employability opportunities of an individual as well as provide alternative routes to advance skill training.
- To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.

However, to establish Recognition of Prior Learning (RPL) and to further substantiate the acquire knowledge, merely a certificate is not the need of hour, rather it should be accompanied with brief holistic knowledge refresher. Thus “RPL with Bridge Course” is the broad objective of this RFP.

Bridge course will be conducted to mitigate the skill deficiency. The PIAs will have to provide Bridge Course Curriculum. The vetting, if required, from the concerned sector skill council (SSC) will be the sole responsibility of the selected TPs/PIAs. **The maximum duration of Bridge Training will be preferred up to 48 hours, which will be apart from 12 hours of orientation duration. Thus, the total duration of RPL with Bridge Program will be of 60 hours.**

RPL shall be undertaken by Training Partners (TPs)/ Project Implementing Agencies (PIAs) through any of the three project types (*RPL Camps, RPL at Employer’s Premises and RPL centers*) specified under this document.

Assessment Agencies (AAs) are not permitted to be TPs/PIAs under RPL.

3. A Brief on objective of this RFP:

- BSDM through this RFP intend to empanel reputed Training Partner having prior experience of running training centers under central or state sponsored schemes like PMKVY, DDU-GKY, State Skill Development Missions etc.
- The empaneled organizations will then be aligned with Tourism department of Govt. of Bihar for which this specific RFP has been published. The Department will then allocate target in specific sectors and courses and execute Memorandum of Understanding (MoU) with such empaneled organizations. **The list of indicative sectors, job roles and target are attached as Annexure-VI.**
- ***The objective of this Programme would be to recognize the existing knowledge of current work force of the given sector, bridge training followed by assessment and certification which will assist them in achieving meaningful full-time employment after attaining successful certification.***

- The Training Partners would be responsible for candidates’ mobilization, establishment of training centres, ToT certified trainers, conduct training, scheduling assessment & certification under the overall supervision of the respective department and BSDM. The entire cycle shall be managed as per the approved guideline/cost & process norms/SoP/Amendments/Circulars of BSDM or respective Dept.
- The departments and BSDM shall collaboratively monitor skill training performance as per the monitoring & evaluation framework. All the training shall be managed through a portal.

Section B – General

4. General Provisions

- 4.1 The Training Partners (TPs) shall not receive any income in connection with the engagement except as provided for in the Agreement. The TPs shall not engage in training activities that are in conflict with the interest of the BSDM / Government of Bihar under the Agreement.
- 4.2 The TPs shall not charge any amount or fees from the candidates for the training being conducted under this Programme under any pretext, except as permitted.
- 4.3 Neither the TPs nor any of their affiliates shall be engaged in any assignment that, by its nature, meaning or implication runs in conflict with the present assignment.
- 4.4 Relationship with Client's staff: TPs (including their personnel) that have a business or family relationship with such member(s) of the Client’s staff or its advisors, who are directly or indirectly involved in any part of; (i) the preparation of the RFP document, (ii) the empanelment process, or (iii) monitoring and evaluation of such programme; may not be awarded the Agreement unless it is established to the complete satisfaction of BSDM, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the empanelment process and monitoring of TP’s training.
- 4.5 The TPs shall not try to influence the third-party assessment in any way whatsoever and shall duly inform the Client in advance in case an assigned assessor had a prior beneficial relationship with it.
- 4.6 By inviting proposals under this RFP, BSDM/Department does not give any guarantee/commitment expressed or implied for the number of candidates or targets that will be trained under this Program. However, BSDM/Department will make its best efforts to have the largest participation of targeted youth as envisioned by it.

5. Unfair Competitive Advantage

- 5.1 The Applicants or their Affiliates applying for empanelment should not derive any competitive advantage from having provided similar or related services to the Client earlier.

6. Corrupt and Fraudulent Practices

- 6.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this RFP, the Client shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Empanelment Process. In such an event, the Client shall, without prejudice to it’s any other rights or remedies, forfeit and appropriate the Earnest Money Deposit as damages payable to the Client for, inter alia, time, cost and effort of the Client, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.

6.2 Without prejudice to the rights of the Client under Clause 6.1 hereinabove, and the rights and remedies which the Client may have under the LOA or the Agreement, if an Applicant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, or after the issue of the Letter of Empanelment or the execution of the Agreement, such an Applicant shall not be eligible to participate in any tender or RFP issued by the Client during the assignment period from the date such Applicant is found by the Client to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

6.3 For the purposes of Clause 6.1 and 6.2, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Empanelment Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the election Process; or (ii) engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or Technical Consultant/ Adviser of the Client in relation to any matter concerning the Project;
- b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and
- e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Empanelment Process

6.4 Clause for Blacklisting of TPs:

While the primary objective is to facilitate TPs in achievement of targets, but the TPs can default for Corrupt or Fraudulent Practices. First level of safeguard against such default by TP is continuous monitoring and consultative system which is already in place right till the district level. Notices shall be issued to the TPs regarding deficiencies detected at various stages. However, even after notice and reminder(s), if a TP does not take remedial measure; a major step may be taken which might lead to blacklisting of the TP.

Section C – Preparation and Submission of Proposals

7. General Considerations

7.1 The Proposal must be submitted via online mode through E-Proc.

7.2 Applicant shall submit all the required documents as mentioned in the Annexures including Tech Forms. It should be ensured that all formats mentioned in this RFP should be adhered to and no changes in the format should be done.

7.3 The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. BSDM shall not be responsible for any delay or non-receipt/ non uploading of the documents. No correspondence will be entertained on this matter. Any proposal received by the BSDM after the stipulated deadline shall not be entertained under any circumstances.

7.4 Instructions to the Bidders:

7.4.1 Completeness of Response

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

7.4.2 RFP Proposal Preparation cost & related issues

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

7.4.3 Miscellaneous

- This RFP does not prevent or force BSDM/Department to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.
- The selected bidder to whom Letter of Empanelment (LOE) has been issued will have to enter into an Agreement with the department within 30 days of issue of LOE. In absence of a formal agreement/MoU, the RFP and the LOE along with the acceptance of the LOE by the selected bidder, will constitute a binding agreement between the selected bidder and the department.

7.4.4 Right to Terminate the Process and issue of Corrigendum and other Right:

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

7.5 Any attempt by a Bidder to influence the bid evaluation process may result in the outright rejection of its Proposal.

8. Prohibition of Subcontracting or Franchising

Training Partners cannot subcontract/sublet/franchise any part of the skill training in any manner. In case of finding such cases at the time of implementation, the empanelment will immediately be cancelled, and the training partner may be debarred from participating in any bid in future.

9. Earnest Money Deposit

9.1 Every applicant participating in the bidding process must furnish the required earnest money deposit (EMD) as specified in the Notice Inviting Proposals (Rs.50,000/- only).

9.2 EMD of an applicant lying with BSDM in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids.

9.3 The EMD of Rs. 50,000/- (Fifty Thousand) only, will be deposited through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, before the last date/time for submission/uploading of proposal, failing which the bid will be rejected.

9.4 This EMD will be non-interest bearing and refundable. If the selected agencies fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

9.5 Refund of EMD: The EMD of unsuccessful applicants will be returned within 60 days after completion of RFP process or completion of Bid validity period whichever is earlier. However, in case of successful applicants, the latter may request for the refund of EMD, only after submission of Performance Guarantee to the respective department.

Performance Guarantee of Rs. 1,00,000/- per Training Partner in the form of demand draft will have to be deposited to the respective department by the successful applicants.

9.6 Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases

- a) When the applicant does not sign the agreement within a period of 30 working days of issue of Letter of Empanelment (LoE) or within the extended timeline permitted by BSDM or the department.
- b) When the applicant withdraws or modifies his proposal after opening of proposals.
- c) When the applicant does not deposit the required Performance Guarantee before the Agreement is signed.
- d) Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in Clause 6.1 and 6.2

10. Confidentiality

From the time the Proposals are opened to the time the Empanelment is announced, the applicant should not contact BSDM on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the applicants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.

11. Eligibility Criteria and Technical Evaluation Criteria

SN	Particulars	Proof Required
1	The Applicant Organization (AO) must be registered on or before 31.03.2020. Consortiums / JVs are not allowed.	Incorporation/ Registration Certificate
2	Applicant Organization may be Proprietorship, Partnership, Trust, Society, Public or Private Limited Company, Government or Private Educational Institutions - Nursing, Paramedical, Polytechnic, Engineering colleges	Proprietorship: Udyog Aadhaar / Registration under GST/ Shop & Estb. Act. Partnership: Registered Partnership Deed Trust: Trust Deed Society: Registration Certificate Public or Private Limited Company: Certificate of Incorporation Government or Private Educational Institution: Nursing, Paramedical, Polytechnic, Engineering colleges: Regn Proof
3	The Applicant Organization must have a minimum Average Annual Turnover of at least INR 1.00 Crore in the three financial years i.e. FY 2021-22, 22-23 & 23-24.	Audited Balance Sheet & Profit & Loss / Income Expenditure Account And also Submit a CA Certificate stating these figures with UDIN (Annexure I)
4	The Applicant Organization must have a positive net worth of at-least Rs. 25 Lac as on 31.03.2024.	Audited Balance Sheet And also Submit a CA Certificate stating these figures with UDIN (Annexure I)
5	The Applicant Organization must have placed at least 500 candidates on a consolidated basis during the last 3 Financial Years i.e., FY 2021-22, 22-23 & 23-24.	Downloaded proof of placement from Govt. Portal (state/central) AND A CA Certificate stating these figures with UDIN (Annexure II)
6	The Applicant Organization must submit prior experience for the RPL training issued by any state skill development mission or central or state Govt Department or Govt. agencies through letter of awards issued on or after 01.04.2021. There must be at-least one single Govt. work order/letter of award having total target of minimum 500, issued on or after 01.04.2021 and must have been successfully completed. For this work order/agreement along with completion certificate/any other documentary proof establishing successful completion of this project, must have to be submitted.	CA Certificate stating these figures with UDIN (Annexure III) And Work Orders/Letter of Awards/Agreements (if there will be a mismatch lower figure will be considered) There must be at-least one single Govt. work order/letter of award having total target of minimum 500, issued on or after 01.04.2021 and must have been successfully completed. For this work order/agreement along with completion certificate/any other documentary proof establishing successful completion of this project, must have to be submitted.
7	The Applicant Organization must have to mandatorily submit Notarized Affidavit that it has not been blacklisted / debarred by any department of Central or State Govt. or their undertakings or by any State Skill Development Missions (SSDMs)	Notarized Affidavit as per Annexure IV
8	The Applicant Organization must have to submit district preferences for all 38 districts of Bihar in the given format.	Declaration under Annexure VI

Applicants who will pass the Eligibility Criteria will be called for Technical Presentation and Evaluation before Tender Committee for further evaluation of their proposal.

Technical Evaluation Criteria and Score

SN	Criteria	Proof
1	<p>Period of Establishment: (completed years as on last date of bid submission) (Maximum Marks: 10)</p> <p>More than 10 years old: 10 marks More than or equal to 06 years and less than 10 years old: 07 marks More than or equal to 03 years and less than 06 years old: 05 marks</p>	Incorporation/ Registration Certificate
2	<p>Average Annual Turnover (AATO) of in the three financial years i.e. FY 2021- 22, 22-23 and 23-24. (Maximum Marks: 10)</p> <p>AATO more than 06 Crores: 10 marks AATO more than or equals to 03 Crores and less than 06 Crores: 07 marks AATO more than or equals to 01 Crore and less than 03 Crores: 05 marks</p>	Audited Balance Sheet & Profit & Loss / Income Expenditure Account.
3	<p>The Applicant Organization must have a positive net worth of at-least Rs. 25 Lac as on 31.03.2024. (Maximum Marks: 10)</p> <p>Net-worth more than 150 Lac: 10 marks Net-worth more than or equals to 75 Lac and less than 150 Lac: 07 marks Net-worth more than or equals to 25 Lac and less than 75 Lac: 05 marks</p>	CA Certificate stating these figures with UDIN (Annexure I)
4	<p>Specific Govt. Experience of RPL in Tourism Sector and RPL through innovative Skills on Wheel Concept: (Maximum Marks: 15)</p> <p>RPL in Tourism Sector: 10 marks RPL through innovative Skills on Wheel Concept: 05 marks</p>	Govt. Work Order
5	<p>Prior experience for the RPL training issued by any state skill development mission or central or state Govt Department or Govt. agencies through letter of awards issued on or after 01.04.2021. (Maximum Marks: 20)</p> <p>Total Target more than 1500: 20 marks Total Target more than or equals to 1200 and less than 1500: 15 marks Total Target more than or equals to 1000 and less than 1200: 10 marks Total Target more than or equals to 500 and less than 1000: 07 marks Total Target more than or equals to 300 and less than 500: 05 marks</p>	CA Certificate stating these figures with UDIN (Annexure II) And Work Orders/Letter of Awards/Agreements
6	<p>Technical Presentation will be of maximum 35 marks.</p> <p>i. Organization Profile/ Background: 5 Marks ii. Understanding Bihar Context (Youth and Skill Gap for RPL program): 5 Marks iii. Impact of previously implemented Govt. or other RPL Projects: 10 Marks iv. Innovative practices, special target groups etc.: 5 Marks v. Mobilization and Execution Plan, Value add, envisaged outcome: 10 Marks</p> <p>The selected organizations will be called for Technical Presentation on a scheduled date which will be intimated through email id mentioned in the Tech 2 form of the proposal. The organizations will be needed to come up with their presentation in a PPT form and with four copies colored print. The presentation of each organization will be maximum for five minutes.</p>	
Total Marks: 100		

Technical Evaluation and Target Allocation

- The technical presentation shall be held before the committee consisting of BSDM and representatives of the respective Department.
- Minimum 60 marks will be needed to qualify the technical evaluation round. However, securing 60 marks or above will not guarantee empanelment with the respective department or allocation of target.
- The total number of required training partners that will be selected for empanelment with a department, will be based on the requirement of concerned department and their total target. The selection will be based in the order of obtained technical score.
- The list of training partners will be shared with the respective department which in turn will decide about the target allocation, districts, and number of centers for a particular training partner based on their preference of districts and financial capability to execute target and program. In case of same preference of districts by more than one training partner or for other like decision, the department will decide in the order of obtained score under technical evaluation. The department may initially allocate lesser target and number of centers and based on performance may further allocate target and centers.

However, CEO, BSDM or the secretary/principal secretary of the concerned department may relax or make stringent or may modify the above procedure of target allocation/district/Addition of any new job role/s or deletion of existing job role/s, either generally or particularly.

- The rationalization of district/s allocation and target allocation for a training partner, may be decided by the concerned department based on marks obtained in technical evaluation.
- In future the department may choose to allocate additional target, new sectors, new job roles depending upon the performance of training partner in the concerned sector/ job roles.

Section D – Empanelment of the TPs

12. Submission of Performance Guarantee, MoU with department, Target allocation

12.1 The department within 7 days of receipt of list of selected training partners from BSDM, will make communication with each of the training partners mentioning total annual target, job roles, districts and number of centers. The training partner will submit a performance guarantee of Rs. 1,00,000/- in the form of demand draft to the respective department and execute MoU within 30 days of such communication by the department.

12.2 The empaneled TPs are then expected to commence the work within ten days of signing of the MoU. Commencement of work shall mean:

- Mobilization of manpower for setting up training centres in the districts in which the Private Training Provider has been empaneled.
- Submission of mobilization plan for the districts for which the Training Provider has been empaneled.
- Simultaneous on boarding of center(s) on BSDM portal and batch commencement at the earliest.

12.3 The said Performance Guarantee shall be released after 6 months of satisfactory completion/execution of the Program and expiration of the MoU for which Training Provider is empaneled. The performance guarantee may get forfeited in any of the following case:

- Any fraudulent practices or financial irregularities that have affected the project.
- Violation of conditions agreed as per the agreement signed between the department and Training Provider or other applicable norms of BSDM.

Section E – Scope of Work and Guidelines

The scope of work to be undertaken by the empaneled training providers and the implementation guidelines would be as below:

All the Definitions, Terms and Conditions as explained herein below will be subject to process and cost norms of BSDM and other prescribed guidelines as published on BSDM website and as amended time to time.

1. **RPL with Bridge Course:** Through this RFP, Training Partner will be selected for “RPL with Bridge Course” not just a mere RPL.
2. **RPL Project Types:** PIAs shall implement “RPL with Bridge” through any of the three project types mentioned in the table below, subject to decision of the department either generally or particularly, in this respect. The project types differ according to their target group.

SN	Project Type	Target Group	5- Step RPL Process
1	RPL Camps	RPL in a location where workers of a particular sector are consolidated (such as Industrial and Traditional Clusters)	STEP 1: Mobilization STEP 2. Pre-Screening and Counselling STEP 3: Orientation plus Bridge Training STEP 4: Final Assessment STEP 5: Certification and Payout (STEPS 2-5 to take place at a temporary RPL Camp set up by PIA within the cluster)
2	Employer’s Premises	RPL on-site at an employer’s premises or a Project/ Site location where an infrastructure project is going on etc.	STEP 1. Mobilization STEP 2: Pre-Screening and Counselling STEP 3: Orientation plus Bridge Training STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 1-5 to take place within employers premises)
3	RPL Centres	RPL at designated centres for geographically scattered workers who need to be mobilized <ul style="list-style-type: none"> • At training centres setup by Project Implementing Agencies (PIAs) with required infrastructure. 	STEP 1: Mobilization STEP 2. Pre-Screening and Counselling STEP 3: Orientation plus Bridge Training STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 2-5 to take place at a designated RPL Centre within the mobilizing zone)

TPs/PIAs are to note that unless otherwise specified, the implementation modalities and the stakeholders involved under each step may vary per project type.

Bridge course will be conducted to mitigate the skill deficiency. The PIAs will have to provide Bridge Course Curriculum. The vetting, if required, from the concerned sector skill council (SSC), will be the sole responsibility of the selected TPs/PIAs. **The maximum duration of Bridge Training will be preferred up to 48 hours, which will be apart from 12 hours of orientation duration. Thus, the total duration of RPL with Bridge Program will be of 60 hours.**

Assessment and Certification is to be done after bridge course.

3. Eligible Beneficiaries:

RPL is applicable to any candidate of Bihar domicile who:

- On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements. However, this will not be a mandatory condition but a preferable condition.
- Possesses an Aadhar Card and an Aadhar seeded/linked bank account.
- Fits the pre-screening criteria defined by TP/PIA in coordination with SSC for the respective job role.
- Fits the funding department beneficiary eligibility criteria, if any.

Note: Relaxation in minimum educational qualifications for some severely disadvantaged groups or some specific target groups / specific programs, may be done as and when deemed required by BSDM or as directed by the State Government.

Beneficiary Selection:

- Cluster of 100 / 200 / 300 persons to be identified.
- Mobilization process is to be carried out by respective PIAs.
- Pre-screening process will be conducted to identify the skill deficiency of the potential candidates and will be the sole responsibility of respective PIAs.
- A detailed questionnaire should be used by PIAs for pre-screening of candidates. Weightage should be given on core aspects of Job Role along with some non-core aspects as well.
- Aadhar Deduplication: It should be as per BSDM Norms-Aadhar de duplication will be used.

4. Wage loss compensation:

- It is felt that there is a need to incentivize the candidates who will pursue RPL as there will be a wage loss associated to it. **However, this will be applicable for certified candidates only.**
- The implementing department will directly transfer the wage loss compensation to the bank accounts of the certified candidates only.
- The PIAs will have to submit wage loss declaration on behalf of candidates.
- Wage loss will be applicable as per rates prescribed in BSDM Process and Cost Norms as amended time to time.

5. RPL Process: The RPL process comprises of five steps, specified in Table below:

STEP 1: Mobilization	STEP 2: Pre-Screening and Counselling	STEP 3: Orientation plus Bridge Training	STEP 4: Final Assessment	STEP 5: Certification and Payout
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The PIAs will be end to end responsible for all the RPL processes as mentioned above.

6. Branding and Publicity:

- PIA will be responsible for the branding, marketing and publicity of RPL Project under Department through print and digital media, though the Department may also undertake such activities.
- PIA will be responsible for the arrangement of necessary collaterals for branding and communication in accordance with the BSDM Branding Guidelines.

7. Training Infrastructure:

- The PIA shall arrange the necessary training infrastructure and required lab/equipment at the RPL location, as per the requirements of the job role or as per guidelines of BSDM if any. PIAs shall ensure that the overall training infrastructure especially the training aids for the proposed job role are as per the industry benchmark.

8. Training Duration:

8.1. Orientation Activities-

PIAs are to ensure that each enrolled candidate mandatorily undergoes a 12-hour orientation which includes but not limited to the following topics:

A. Domain Training (clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health and Safety) - 6 Hours

B. Soft Skills and Entrepreneurship Tips specific to the Job Role- 4 Hours

C. Familiarization with Assessment Process and Terms- 2 Hour

8.2. Bridge Course- PIAs have to propose up to 48 hours bridge course curriculum duration and based on core NOSs of the job role.

9. Assessment & Certification:

A. Pre-Screening:

PIA is to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge and experience most and to identify knowledge gaps, if any. The pre-screening process is divided into two parts:

Part 1: Collection of supporting documentation and evidence from the candidate - personal information required as per the BSDM portal requirement, and the supporting documentation that may be available for the job role.

Part 2: Candidate self-assessment –

- I. PIA will design a self-assessment sheet for each job role. Questions are to be based on the Core NOSs of the job role.
- II. PIAs are to evaluate the existing skill sets and experience of the candidates based on the pre-screening format for each job role. PIAs shall conduct the self-assessment for each candidate.

B. Final Assessment-

- PIA to identify SSC (or the successor, if any) accredited AAs to conduct the Final Assessment of the candidates. There should be no overlap in the functions of the Assessment Agency and the PIAs engaged for the project.
- Marks scored in the Core NOSs of a QP will be given 70% weightage in the total score.
- The remaining 30% weightage will be from the Non-Core NOSs.

For example: A QP has five NOSs (three Core and two Non-Core). A candidate scores 240 marks out of 300 in the three Core NOS, and 160 out of 200 in the two Non-Core NOSs. The total score of the candidate will be $(240/300 \times 70) + (160/200 \times 30) = 80$ out of 100.

The pass percentage for a QP based on the NSQF Levels is outlined below-

*For NSQF Level 3 minimum 50 % required for passing a QP

*For NSQF Level 4 & above 70 % required for passing a QP

- A candidate who achieves greater than or equal to the pass percentage mentioned in above for a QP shall be awarded the Skill Certificate and Mark sheet. Certified candidates will receive a Grade (A/B/C) on their Skill Certificates (as per the grading criteria).
- A candidate who achieves less than the pass percentage mentioned for a QP shall receive only the mark sheet and to be encouraged to undergo regular Training under Domain Skilling.
- Candidates eligible for the Skill Certificate shall also be provided Grades (A/B/C) as mentioned below-
 - Grades for NSQF Level 3
 - A- 85% and above
 - B- > 70% to < 85%
 - C- 50% to 70%
 - Grades for NSQF Levels 4 and above
 - A - 85% and above
 - B- 70% to < 85 %

Note: For any candidates who fail in the assessment process, there will not be any re-assessment process for such candidates. However, they can opt for mainstream domain skilling to get trained and certified.

10. Bridge Course:

- PIAs have to propose Bridge Courses to be imparted to candidates in addition to the Standardized Orientation Activities.
- The proposed Bridge Course must be up to maximum of 48 hours duration and based on core NOSs of the job role.
- The PIAs will have to provide Bridge Course Curriculum. The vetting, if required, from the concerned sector skill council (SSC), will be the sole responsibility of the selected TPs/PIAs.
- The Department may also increase the bridge course duration (i.e. beyond 48 hours), if there will be a need of inclusion of additional topics in the bridge course.

11. Bridge Course Content and Quality of Training:

- PIA will be entirely responsible for the course content under respective domain. The content provided by PIAs should be in accordance to the corresponding SSCs prescribed qualification pack (and aligned with the respective NOSs) as the eventual assessment of the candidate will be a third party assessment anchored by the respective SSCs.
- Also, as payment will be for certified candidates only, the PIAs should ensure the quality of bridge training imparted and the concurrence of the content with the SSCs prescribed QP/ NOS.

12. Requirement of ToT Certified Trainer:

- The Trainer must be SSC certified trainer for Orientation and Bridge Course Classes.

13. SDC Operator/ SDC (Due Diligence) Empanelment Processing Fee:

- A non-refundable processing fee of INR 2000 (To be revised by BSDM from time to time) per PIA will be charged from all the selected applicants against the desk appraisal and due diligence to be conducted by BSDM. This will be collected by the respective department and made available to BSDM.

14. Pay-out rates for RPL with Bridge Course:

For Initial Orientation of 12 hours, the following are the rates (as modified time to time by BSDM):

- For Type 1 RPL: 1600/- per candidate
- For Type 2 RPL: 1400/- per candidate
- For Type 3 RPL: 1600/- per candidate

For Bridge course: As per the BSDM Norms (upto 48 Hours) as modified time to time by BSDM.

Current Rates:

- Category 1: INR 49.0 per candidate per course per hour
- Category 2: INR 42.0 per candidate per course per hour
- Category 3: INR 35.1 per candidate per course per hour

Per candidate portal usage fee (against using the portal for monitoring and evaluation of the training and the actual training delivery) of INR 0.50 per candidate per hour will be deducted from the amount payable to the SDC.

Note: Above pay-outs will be made for certified candidates only i.e. Training cost (Orientation + Bridge Course) will be paid for certified candidates only.

15. Pay-out for Assessment and Certification in RPL with Bridge Course:

- The Assessment and Certification cost will be paid by funding department to SSC.
- SSCs will charge PIA on the basis of number of candidates appeared for assessment rather than batch uploaded (with a minimum guarantee of 20 candidates per batch available for assessment).

16. Pay-out for Training -Release of Funds:

- Payouts will be directly transferred to the PIA's bank account or through any other payment modes as per funding department policy. Payment will be released only on successful completion of the following milestones or as decided by the department-

Tranches	% of Total Training Cost Per Candidate	Output Parameters
1	80%	On Successful Certification of Candidate
2	10%	On Successful Submission of Evidence Based Proofs of Certificate Distribution Ceremony (Batch-wise Photos of Candidates with Certificates & Video of Certificate Distribution Ceremony)
3	10%	On 80% of proposed target achievement

Note:

- All the invoices of instalments shall be raised through the system and the payment has to be made within 30 days of the raising of invoice. In case, the payment is not made within 30 days of raising the invoice and no further information is required from the SDC, the disbursing department / organization shall be liable to pay simple interest on the due payment at a rate of 0.5 % per month till the time actual payment is made.
- In case in any of the skilling programs it is observed that there is a recovery to be made by the funding entity / department from the concerned SDC/Training Partner on account of the eventual training fee for finally certified candidates of a batch being less than the already paid amount (where any of the tranches before the final tranche are course completion / attendance based payouts) for that batch, the concerned SDC / Training Partner will be liable to pay the recovery amount to the concerned funding entity. If the SDC does not refund the established recovery amount to the department / funding entity, the department / funding entity can take legal action against the SDC / Training Partner.

17. Training Calendar:

- Training calendar will be developed by PIA, as per assessment of learning capacity of participants.

18. Batch Size:

- Minimum Batch Size- 20 and Maximum Batch size- 50.

19. Provision of Tool Kit or any other teaching aid:

- PIAs may have to provide a job-role specific kit to the candidates, if the same is provisioned and fund is arranged by the department.
- In addition to any job-role specific items (if arranged by department), it is mandatory that all kits have the following items (to be arranged by the TP/PIA):
 1. 01 Standard Funding Department T-shirt/Jacket and
 2. 01 Standard Funding Department Cap
 3. Job Role Related Reference Material

The above three items will be arranged and provided by the TP/PIA as part of training fee component and no re-imburement will be provided for the same.

20. Certificate and Mark sheet Distribution:

- PIAs shall conduct a Certificate and Mark sheet Distribution Ceremony for Candidates. PIA to ensure the presence of each candidate. Candidates to wear the standard BSDM T-shirt/Jacket (having BSDM and Funding Department Logo) for the Certification & Mark sheet Distribution Ceremony.
- High resolution pictures and videography are to be taken of the Certificate and Mark sheet Distribution Ceremony including batch-wise photos of candidates. PIAs are to submit images and videos to the funding department in form of a CD/DVD with invoice printout.

21. Portal framework:

- Post selection, the successful applicant has to register their each RPL Center as a Skill Development Center (SDC) on the web portal of BSDM (www.skillmissionbihar.org) by following due online registration processes and terms and conditions as specified by BSDM. The BSDM portal will also cover the entire value chain of RPL process implementation from registration of candidates, batch uploading (will be done by PIA), monitoring, evaluation of training to tracking along with PIAs registration, payment management etc.
- Aadhaar based biometric is mandatory for marking candidate's attendance on BSDM portal.
- The first process of due diligence after the initial registration process will be done as Desk Appraisal by BSDM. It can be done by both online and offline method.
- The physical verification of the proposed center may be carried out by BSDM and/or funding department officials.

13. Mobilization, Pre-Counseling and Registration of eligible candidates

13.1 Awareness creation in the districts in which it has been empaneled.

13.2 Candidate Pre-Counseling: Counseling of training seekers both one on one and through psychometric test are mandatory.

13.3 Counseling the candidates and their parents on the RPL scheme.

13.4 TPs shall collect copies of all the relevant documents at the time of enrolment and match them with the originals.

14. Course and Curriculum Design

Training Providers will follow the modules defined by respective sector skill councils/NCVET.

15. Training

15.1 The TPs will be allowed to operate the centers within the state of Bihar and as per assigned district for a period of the Agreement duration.

15.2 The TPs would need to install latest GPS enabled biometric/IRIS attendance devices (as prescribed by BSDM time to time) to capture the Aadhar Enabled Biometric Attendance of trainers and trainees.

15.3 Ensure adequate coverage of the topics specific to the requirements of the module as assessments would be based on NOSs/Qualification Packs of course of respective SSCs.

15.4 The guidelines with respect to residential training, if any, shall have to be followed by the TPs at all times during the training period.

16. Other Facilities

Some of the other facilities to be ensured at the training center (but not limited to) are as under:

- Separate washroom for boys and girls
- CCTV Monitoring, Power Backup, Water Purifier
- Equipment & furniture as required.
- LCD / Over Head Projector, if required.
- Domain Labs, IT Labs, requisite classrooms, Internet facility (as required)

Section F – Key Terms of Empanelment

17. Scheme Specific Guidelines:

17.1 The TPs would need to follow scheme specific guidelines while implementing the skill development programme. In case there are no specific guidelines for a scheme, then BSDM guidelines shall be adhered to.

17.2 The TP shall open all the targeted centers basis on the timeline given by the department from the date of empanelment such that training is started in 100% of the targeted centres.

18. Infrastructure and faculty requirements

18.1 The TP would be expected to adhere to the Training Centre Specifications as laid out by BSDM under the RPL Tab of BSDM website.

18.2 A trainer-trainee ratio of 1:50 shall be maintained at the training center.

18.3 Trainers shall adhere to respective SSC qualifications & guidelines.

18.4 Trainers should be ToT (Training of Trainers) certified by the concerned SSCs

19. Process and Cost Norms

19.1 **Target Beneficiary Age Group:** Working age population: 18 – 59 Years or as per the scheme guidelines and entry age defined by the QP norms and department norms.

19.2 **Target Beneficiary: Minimum Qualification:** Refer Point 03 of Section E

19.3 **Courses Available:** QP-NOS.

19.4 **Training Duration:** Refer Point 08 of Section E

19.5 **Social Inclusion Mandates:** Not applicable, unless otherwise mandated for a project/training program.

19.6 Placement: Definition & Mandate: Not applicable for RPL with Bridge Course Program

19.7 Post Training / Placement tracking mandate: Not applicable for RPL with Bridge Course Program

19.9 Assessment & Certification: Refer Point 09 of Section E

19.9 SDC operator / SDC (due diligence) empanelment processing fee: Refer Point 13 of Section E

19.10 Centre Registration Fee and annual renewal fee from empaneled SDCs: Not applicable

All empaneled PIA will pay a project registration fee calculated as per the approved cumulative target across all the proposed RPL project types (type 1, 2 & 3) in accordance to the slabs as mentioned below:

SN	Approved Target	Project Registration Fee (INR)
1	500-1000	5000
2	1001-2000	7500
3	2001-3000	12500
4	3001-4000	17500
5	4001-5000	22500

Note: The cumulative target across all the three project types (as above) for any PIA should not be less than 500 beneficiaries and not more than 5000 beneficiaries at this stage. However, funding department may allocate further/additional target depending on the PIA performance and timely execution of training for the allocated target with quality and the Project Registration Fee will be charged proportionately.

19.11 Course Registration Fee from empaneled SDCs: Not applicable for RPL with Bridge Course Program

19.12 Portal usage fees: A per candidate portal usage fee (against using the portal for monitoring and evaluation of the training) of INR 0.50 per candidate per hour will be deducted from the amount payable to the TP/PIA.

19.13 Refundable security deposit from candidates: Not applicable

19.14 Release of Funds: Refer Point 16 of Section E

19.16 Training Calendar: Training batch will be able to start on every Monday of the month.

19.16 Batch Size: Refer Point 18 of Section E

19.17 Grading of Training centers: Not applicable for RPL with Bridge Course Program

19.18 Training Cost: Refer Point 14 of Section E

19.20 Boarding and Lodging: Not applicable as only Non-Residential Training will be organized.

19.21 Stipend:

- To compensate for wage loss – INR 35/hour
- The wage loss to be paid to certified candidates for the complete training duration (i.e. Hours of RPL with Bridge Course duration, currently in this RFP is 60 hours)

19.22 Assessment & Certification cost

- For QP/NOS courses – INR 600- 1500 as per the prevalent course / SSC assessment rate
- To be paid by the respective Departments directly to the assessment agency/SSC.

**** The entire process and cost norms as mentioned above under Point 19 above will be subject to revision/modifications as amended time to time by BSDM. The CEO BSDM will have the discretion to make stringent or to relax any of the above provisions either generally or particularly.**

**** Also, items which are not mentioned here but for which there is a guideline or mechanism available on BSDM website or portal, adherence by the Training Partner for such guidelines/norms will be mandatory under domain skilling program.**

20. Period of the Agreement:

- One year from the date of signing of contract. This may further be extended for another one year subject to yearly center renewal and agreement renewal. The extension will be based on satisfactory performance and /project requirement and based on the sole discretion of the respective line Department.

21. Performance Review

- The first Performance Review may be scheduled four months from the date of signing of the agreement (or as deemed fit by the department). This review shall be done so as to ascertain the performance of the TP and also to allocate targets for the next Financial Year (In case, the TP does not face de-empanelment due to non- performance)
- Performance of TPs shall be reviewed on the basis of achievement of training targets against the Prospective Work Schedule (PWS) furnished by the TP at the time of signing of agreement with the department.

Section G – General Terms & Conditions

22. Interpretation

22.1 Entire Agreement: The Agreement constitutes the entire agreement between the department/BSDM and the empaneled Applicant and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of the Agreement.

22.2 Amendment: No amendment or other variation of the Agreement shall be valid unless it is in writing, is dated, expressly refers to the Agreement, and is signed by a duly authorized representative of each party thereto.

22.3 Severability: If any provision or condition of the Agreement 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 Agreement.

23. Governing Law:

23.1 The Agreement shall be governed by and interpreted in accordance with the laws of the Bihar State/ the Country (India) and under the jurisdiction of Patna Courts.

24. Force Majeure:

24.1 Definition

- a) For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible

or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- d) BSDM/Department will decide the eventuality of Force Majeure which will be binding on both the parties.

24.2 No Breach of Agreement: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

24.3 Measures to be Taken

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

24.4 Extension of Time: Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

24.5 Payments: No payment shall be made during the period of TP's inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.

24.6 Consultation: Not later than thirty (30) days after the TP has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

25. Change Orders and Agreement Amendments

25.1 BSDM/Department may at any time, order the TPs through Notice, to make changes within the general scope of the Agreement in case of services to be provided by the TP.

25.2 If any such change causes an increase or decrease in the cost of, or the time required for, the TPs' performance of any provisions under the Agreement, an equitable adjustment shall be made in the Agreement Price or in the Delivery and Completion Schedule, or both, and the Agreement shall accordingly be amended. Any claims by the TPs for adjustment under this clause must be asserted within thirty (30) days from the date of the TPs' receipt of the BSDM's / Department's order.

25.3 Department may on its sole discretion may allocate additional target, different job roles or districts to a selected bidder during the project execution stage depending upon performance of the selected bidder or the requirement of department or the availability of budget etc.

26. Roles and Responsibilities of the Department

26.1 Monitoring and Evaluation of the TP Performance.

26.2 Disbursal of payment within a period of 30 days on submission of invoice.

26.3 The Roles and Responsibilities of the department shall be discharged on a best effort basis, and they do not absolve the TP from discharging the necessary activities to complete the training cycle.

27. Termination of the Agreement

27.1 Termination for Default: Department may, without prejudice to any other remedy for breach of Agreement, by a written notice of default of at least 30 days sent to the TP, terminate the Agreement in whole or in part (provided a cure period of not less than 30 days is given to the TP to rectify the breach):

- a) The agreement may be terminated if it is discovered at any stage that the TP has been furnishing false claims or providing misleading information with respect to enrolment of trainees, conduct of training or any other aspect related to programme.
- b) If the TP, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
- c) If the TP commits breach of any condition of the Agreement.
- d) If department terminates the Agreement in whole or in part, Performance Guarantee shall be forfeited.

27.2 Termination for Insolvency: Department may at any time terminate the Agreement by giving a written notice of at least 30 days to the TP, if the TP becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the TP, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to department.

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

27.4 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 Applicant shall not be liable to the other hereunder or in relation hereto (whether in Agreement, tort, strict liability or

otherwise) for more than the annual value of the training cost and any incentive paid (including any amounts invoiced but not yet paid) under this Agreement.

27.5 Termination by the Client – The Client may, by not less than thirty (30) days’ written notice of termination to the TP, such notice to be given after the occurrence of any of the events, terminate this Agreement, if:

- a) the TP fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently granted in writing.
- b) the TP becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- c) the TP fails to comply with any final decision reached as a result of arbitration proceedings.
- d) if the TP fails to comply to the decisions of department/BSDM.
- e) the TP submits to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the TP knows to be false.
- f) any document, information, data or statement submitted by the TP in proposal, based on which the TP was considered eligible or successful, is found to be false, incorrect or misleading; or
- g) as the result of Force Majeure, the TP is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

27.8 Termination by the TP – The TP may, by not less than thirty (30) days’ written notice to the Client, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- a) the Client is in material breach of its obligations pursuant to this Agreement and has not remedied the same within forty-five (45) days (or such longer period as the TP may have subsequently agreed to in writing) following the receipt by the Client of the TP’s notice specifying such breach; the TP becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- b) as the result of Force Majeure, the TP is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- c) The Client fails to comply with any final decision reached as a result of arbitration.

27.9 Payment upon Termination – Upon termination of the Agreement, no payment shall be made by the Client to the TP.

27.10 Suspension: The Client may, by written notice of suspension to the TP, without any obligation (financial or otherwise) suspend all the payments to the TP hereunder if the TP shall be in breach of the Agreement or shall fail to perform any of its obligations under the Agreement, including the carrying out of the Services; provided that such notice of suspension.

- a) shall specify the nature of the breach or failure, and
- b) shall provide an opportunity to the TP to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the TP of such notice of suspension. The above action will be taken by Client after appropriate approvals.

27.11 Cessation of Rights, Obligations and Services

- a) Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except
- b) such rights and obligations as may have accrued on the date of termination or expiration,
- c) the obligation of confidentiality set forth in RFP,
- d) the TP's obligation to permit inspection, copying and auditing of its accounts and records by department/BSDM.

27.12 Upon termination of this Agreement by notice of either Party to the other the TP shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

28. Disputes Resolution

28.1 Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice and the issue will be referred to the head of the department for resolution thereof.

28.2 Arbitration:

- a) In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by Client and other appointed by the TP and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Patna and following are agreed.
- b) The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement.

Bid Submission Forms and Annexures

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

Proposal shall comprise of following forms:

Tech 1: Covering Letter with Correspondence Details

Tech 2: Important Information and Details

Tech 3: Details of Past and Relevant Experience

Tech 4: Details of Consolidated Past Placement Figures during the last 3 Financial Years (FY 2021-22, 22-23 and 23-24).

- Annexure I: CA Certificate for Financial Turnover, Net worth.
- Annexure II: CA Certificate for Placement
- Annexure III: CA Certificate for Prior RPL Targets from Govt since 01.04.2021 **along with Work Orders/Letter of Awards/Agreements**
- Annexure IV: Notarised Affidavit on non-judicial stamp paper of Rs. 100/- by Authorized Representative of the applicant with his / her dated signature and enterprise seal.
- Annexure V: Power of Attorney in favour of Authorized Representative
- Annexure VI: Preference of districts.
- **One single Govt. work order/letter of award having total target of minimum 500, issued on or after 01.04.2021 and must have been successfully completed. For this work order/agreement along with completion certificate/any other documentary proof establishing successful completion of this project, must have to be submitted.**
- **Govt. work order/s for Specific Experience of RPL in Tourism Sector.**
- **Govt. work order/s for specific Experience of RPL through innovative Skills on Wheel Concept.**

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

Tech 1

Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,
The Mission Director
Bihar Skill Development Mission
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-01

Dear Sir,

We, the undersigned, wish to be empaneled as Training Partners to implement Domain Skill Development Programme run under various line departments of Govt. of Bihar through the overall framework of Bihar Skill Development Mission in accordance with your Request for Proposal vide RFP No. _____ dated _____. We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by BSDM.
- b. We have no conflict of interest as stated in the RFP.
- c. We meet the eligibility requirements as stated in RFP.
- d. We have industry/employer connect for the placement of the proposed training for which LoI is enclosed in this proposal.
- e. We further declare that, upon selection we will be ready to establish training center in implement skill development training program in any district of Bihar.
- f. In competing for (and, if we are empaneled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- g. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the Training no later than the date as specified by BSDM/Department.

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

We remain,

Yours sincerely,

Authorized Signature
{In full and initials}

Name and Title of Signatory: _____

Name of Applicant: _____

In the capacity of: _____

Address: _____

Contact information (phone): _____

Contact information (e-mail): _____

Tech 2
Important Information and Details

SN	Particulars	Details
1	Name of the Organization:	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust, Industry Association/Body etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of the Agency	Submit Incorporation Certificate <i>Page No. at which enclosed</i> __
8	Date of Incorporation/ Registration	
9	PAN Number	<i>PAN:</i> <i>Page No. at which enclosed</i> __
10	GSTIN Number	<i>GSTIN:</i> <i>Page No. at which enclosed</i> _____
11	Turnover in the last 3 Years: Net worth as on 31.03.2024:	FY 2021-22: _____ /- FY 2022-23: _____ /- FY 2023-24: _____ /- Net worth as on 31.03.2024: _____ /-
12	Tech 1: Covering Letter with Correspondence Details	<i>Page No. at which enclosed:</i> __
13	Tech 2: Important Information and Details	<i>Page No. at which enclosed:</i> __
14	Tech 3: Details of Past and Relevant Experience	<i>Page No. at which enclosed:</i> __
15	Tech 4: Details of Consolidated Past Placement Figures during FY 2021-22, 22-23 and 23-24.	<i>Page No. at which enclosed:</i> __
16	Annexure I: CA Certificate for Financial Turnover, Net worth.	<i>Page No. at which enclosed:</i> __
17	Annexure II: CA Certificate for Placement	<i>Page No. at which enclosed:</i> __

SN	Particulars	Details
18	Annexure III: CA Certificate for Prior RPL Targets from Govt since 01.04.2021 along with Work Orders/Letter of Awards/Agreements	<i>Page No. at which enclosed: __</i> Page No. for Work Orders/Agreements _____ to _____
19	Annexure IV: Notarised Affidavit for Non Blacklisting	<i>Page No. at which enclosed: __</i>
20	Annexure V: Power of Attorney in favour of Authorized Representative	<i>Page No. at which enclosed: __</i>
21	Annexure VI: Preference of districts.	<i>Page No. at which enclosed: __</i>
22	Proof of One single Govt. work order/letter of award having total target of minimum 500, issued on or after 01.04.2021 and must have been successfully completed. For this work order/agreement along with completion certificate/any other documentary proof establishing successful completion of this project, must have to be submitted.	<i>Page No. at which enclosed: __</i>
23	Proof of Govt. work order/s for Specific Experience of RPL in Tourism Sector.	<i>Page No. at which enclosed: __</i>
24	Proof of Govt. work order/s for specific Experience of RPL through innovative Skills on Wheel Concept.	<i>Page No. at which enclosed: __</i>
25	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed: __</i>

Tech 3
(Past relevant experience)

Prior experience for the RPL training issued by any state skill development mission or central or state Govt Department or Govt. agencies through letter of awards **issued on or after 01.04.2021.**

<u>SN</u>	<u>Details of Govt. work order (work order issued on or after 01.04.2021)</u>	<u>Funding Department (Name the Govt institution</u>	<u>Year of work order</u>	<u>Sanctioned Target in the work order</u>

Specific Experience Details of RPL in Tourism Sector:

<u>SN</u>	<u>Details of Govt. work order</u>	<u>Funding Department (Name the Govt institution</u>	<u>Year of work order</u>	<u>Sanctioned Target in the work order</u>

Specific Experience Details of RPL through innovative Skills on Wheel Concept:

<u>SN</u>	<u>Details of Govt. work order</u>	<u>Funding Department (Name the Govt institution</u>	<u>Year of work order</u>	<u>Sanctioned Target in the work order</u>

Please add rows wherever required.

Tech 4
(Past Placement Record)

Details of Consolidated Past Placement Figures during the last 3 Financial Years (FY 2021-22, 22-23 and 23-24).

<u>SN</u>	<u>Portal Name</u>	<u>Financial Year</u>	<u>Total Placement</u>
<i>Total Placement of FY 2021-22, 22-23 and 23-24</i>			

Annexure I

CA Certificate

This is to certify the below details for the _____ (Company Name):

Turnover Details

SN	Financial Year	Turnover (Rs. In Lakhs)
		Total
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover of above 03 FYs		

Net worth as on 31.03.2024 (in Rs. Lakhs):

Important Note: The CA is expected to write all the above details in the <https://udin.icai.org/search-udin> to verify the UDIN certificate, otherwise the CA certificate and accordingly the proposal of applicant organization will be outrightly rejected and no further evaluation of the proposal will be made.

If all the above details cannot be verifiable and cross checked through the <https://udin.icai.org/search-udin> , the proposal will not be evaluated further and rejected.

(Signature & Seal)
Certified by CA
Name of CA:
Membership Number:
Firm Name:
UDIN:

Annexure II

CA Certificate

We certify that we have gone through the records of placement during the last 3 Financial Years i.e., FY 2021-22, 22-23 & 23-24, made available by the organization including various govt. portals on which these records are available and certify as below:

SN	Financial Year	Placement Figure
1	2021-22	
2	2022-23	
3	2023-24	
Total		

Important Note: The CA is expected to write all the above details in the <https://udin.icai.org/search-udin> to verify the UDIN certificate, otherwise the CA certificate and accordingly the proposal of applicant organization will be outrightly rejected and no further evaluation of the proposal will be made.

If all the above details cannot be verifiable and cross checked through the <https://udin.icai.org/search-udin> , the proposal will not be evaluated further and rejected.

(Signature & Seal)
Certified by CA
Name of CA:
Membership Number:
Firm Name:
UDIN:

Annexure III

CA Certificate

We certify that we have gone through the records of training and RPL related Work orders/ Letter of awards (LOAs)/Agreements issued on or after 01.04.2021, made available by the organization including various govt. portals on which these records are available and certify as below:

SN	Financial Year	Various LOAs/Agreements issued by Govt. for RPL (Total Target for the FY)
1	2021-22	
2	2022-23	
3	2023-24	
Total		

Important Note: The CA is expected to write all the above details in the <https://udin.icaai.org/search-udin> to verify the UDIN certificate, otherwise the CA certificate and accordingly the proposal of applicant organization will be outrightly rejected and no further evaluation of the proposal will be made.

If all the above details cannot be verifiable and cross checked through the <https://udin.icaai.org/search-udin> , the proposal will not be evaluated further and rejected.

(Signature & Seal)
Certified by CA
Name of CA:
Membership Number:
Firm Name:
UDIN:

Annexure-IV

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

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated..... and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of (Name of the Organization), 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 or any State Skill Development Missions (SSDMs).
3. I/We on behalf of (Name of the Organization) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above mentioned RFP.

For and on behalf of:
Signature:
Name:
Designation:
Date:
(Organization Seal)

Annexure-V

(Power of Attorney in favour of Authorized Representative)

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

Know all men by these presents that We.....
..... (name of the enterprise and address of the registered office do hereby irrevocably constitute,
nominate, appoint and authorize Mr/ Ms (name)
.....son / daughter / wife of
.....and presently residing at
.....who is presently employed with us and holding the position
of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name
and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in
connection with or incidental to submission of our Bid for the RFP Reference
No..... Dated.....

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

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

IN WITNESS WHEREOF WE,
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY
OF

For

{ Signature, name, designation and address }

Accepted
.....
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.
2.

Note: In case of a company, a specific Board Resolution in this respect may be submitted.

Annexure-VI**Preference of districts**

SN	District	Preference (Place any number between 01 to 38 against each district)
1	Araria	
2	Arwal	
3	Aurangabad	
4	Banka	
5	Begusarai	
6	Bhagalpur	
7	Bhojpur	
8	Buxar	
9	Darbhanga	
10	East Champaran	
11	Gaya	
12	Gopalganj	
13	Jamui	
14	Jehanabad	
15	Kaimur	
16	Katihar	
17	Khagaria	
18	Kishanganj	
19	Lakhisarai	
20	Madhepura	
21	Madhubani	
22	Munger	
23	Muzaffarpur	
24	Nalanda	
25	Nawada	
26	Patna	
27	Purnia	
28	Rohtas	
29	Samatipur	
30	Saran	
31	Seohar	
32	Saharsa	
33	Sheikhpura	
34	Sitamarhi	
35	Siwan	
36	Supaul	
37	Vaishali	
38	West Champaran	

Annexure-VII

List of Indicative Sectors, Job Roles and Target for the Tourism Department, GoB

S. No.	Sector	QP/Job Role Name	Target
1	Tourism	Food & Beverage Service - Associate	14000
2	Tourism	Guest Service Associate (Front Office)	
3	Tourism	Housekeeping Trainee	
4	Tourism	Commis Chef	
5	Tourism	Travel Advisor	
6	Tourism	Food Delivery Associate	
7	Tourism	Street Food Vendor – Standalone	
8	Tourism	Transport Coordinator	
9	Tourism	Tour Guide	

Note: The above target may get revised at the discretion of Tourism Department.