

REQUEST FOR PROPOSAL

FROM

Selection of Government Agencies / Government Funded/ Supported Academic Institutions/Govt Undertakings by Bihar Skill Development Mission (BSDM) For Conducting Social Audit of Kushal Yuva Program (KYP)



RFP No: BSDM/KYP-32/2024/01

Date: 23.06.2025

**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**

Contents

Notice Inviting Request for Proposal	3
Eligibility Criteria for participating Agencies:	3
Tender Schedule/Programme:	4
Section 1 – Letter of invitation	8
Section 2- Instructions to Bidders.....	9
1. Introduction.....	9
2. Amendments to RFP Documents.....	10
3. Preparation of the Proposal.....	11
4. Technical Proposal.....	11
Personnel.....	12
5. Financial Proposal	12
6. Submission, Receipt and Opening of Proposals	12
7. Proposal Evaluation	12
Evaluation of Technical Proposals	13
Technical Evaluation:	13
8. Opening and Evaluation of Financial Proposals.....	13
9. Confidentiality	14
10. Award of Contract and Commencement of services	14
▪ Performance Security/Guarantee (PG):	14
11. Limitation of Liability	14
12. Correction of Errors	14
13. Interpretation.....	15
14. Governing Law	15
Section 2- TECHNICAL PROPOSAL - STANDARD FORMS	16
Form TECH-1 A: Technical Proposal Submission Letter.....	16
Form TECH-1 B: Important Information and details	17
Form TECH-2: BIDDER’s Organization and Experience	18
Form TECH-3: Description of Approach & Methodology	19
Section 4: Financial Proposal	20
FORM FIN-I: Format of Commercial bid	21
Section 5: Terms of Reference	22
Annexure-I.....	26
Annexure-II (POA).....	27

Notice Inviting Request for Proposal

RFP No: BSDM/KYP-32/2024/01

Date- 23-06-2025

Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, BSDM, invites proposals (Two Bid System) from reputed and experienced Government Agencies / Government Funded/Supported Academic Institutions / Govt Undertakings for conducting “Social Audit of Kushal Yuva Program (KYP)” in all blocks of Bihar.

Eligibility Criteria for participating Agencies:

- a. The Agency must be **Government Agencies, Government funded/ supported Academic Institutions/ Govt Undertakings. (The Applicant Organization (AO) must be registered on or before 31.03.2020)**
- b. **Experience in Govt research, social audit of govt schemes or Projects, or impact assessment of govt projects. (Should submit Work Order/LOA Copy of Agreement.)**
- c. Firms should not be blacklisted/debarred by any Central or State Government Agencies.

Document Fee and Tender Processing Fee: All Applicants have to pay a **non-refundable Document Fee of Rs. 10,000/-** (Ten Thousand only) and Tender Processing Fee of Rs. 590.00 or as applicable (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. 1,00,000/- (One Lakh only) **through e-payment mode only** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, well before the last date/time for submission/ uploading of offer/Bid, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab “Tender” on home page of above website and then going to Latest Tender by searching Department Name as “Labour Resources Department”.

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the “e-Procurement Portal <https://www.eproc2.bihar.gov.in> and departmental website: <http://www.skillmissionbihar.org>. The RFP will be available to download from the above websites from “23.06.2025”. The last date for uploading of proposal/bid will be **02.07.2025 up to 15.00 Hrs.** Technical Bid will be opened on or after **02.07.2025 post 16:00 Hrs.** **The Evaluation of Bids will be under Least Cost System.** Please refer RFP document for complete details.

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

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

LETTER INVITIG e-TENDER (Letter of Invitation)

RFP No: BSDM/KYP-32/2024/01

Date- 23.06.2025

Proposals (**Two Bid System**) are invited from reputed and experienced from reputed and experienced Government Agencies / Government Supported/Funded Academic Institutions for conducting “Social Audit of Kushal Yuva Program (KYP)” in all blocks of Bihar.

Tender Schedule/Programme:

SN	Activity	Date/Time: Duration
1.	Online Sale/Download date of Tender documents	From “23.06.2025” (https://www.eproc2.bihar.gov.in)
2.	Last Date/Time for submission/ uploading of offer/Bid	02.07.2025 up to 15.00 Hrs. (https://www.eproc2.bihar.gov.in)
3.	Date & time for opening of Technical Bid	On or after 02.07.2025 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
5.	Financial Bid Opening Date and Time	Post Completion of Technical Evaluation, at e-proc portal, as per decision of competent authority.
6.	Method of Selection	Least Cost Selection (LCS)
7.	Bidding in Consortium	No
8.	Bid Proposal Validity	180 days from the last date of bid submission.
9.	Agreement Period	6 Month from the date of signing of contract; extendable further based on satisfactory performance and /project requirement and based on the sole discretion of BSDM.
10.	Contact Person/Nodal Officer for queries	Mr. Suresh Kumar Singh Mission Director Email: biharskilldevelopmentmission@gmail.com contact no: 0612-2528455/7979706411

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.

- The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at the bidder's own risk and may be liable for rejection.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be the bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
 - ❖ BSDM shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system
 - ❖ BSDM will notify the bidders for submission of original hardcopies of the uploaded documents, if required.
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- Conditional Bids shall be outrightly rejected.
- **Validity of Bids:** 180 days from last date of bid submission.
- **For support related to the e-tendering process, bidders 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> and e-Procurement, Bihar <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- Associates or JV arrangement or networking is not allowed under the assignment.
- Kindly note that the selection of agency under this RFP will not guarantee allocation of work and BSDM will assume no liability or cost towards it. BSDM makes no commitments, expresses or implied that this process will result in a business transaction between anyone.

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

e-Tendering Process Related Instructions.

Submission of Proposals Through electronic mode only:

1. The bidder shall submit his bid/tender on the e-Procurement platform at www.eproc2.bihar.gov.in.
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc2.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published on an e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

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

5. The tender opening will be done online only.
6. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.
7. For support related to e-tendering process, bidders may contact at "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.

Disclaimer

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

Section 1 – Letter of invitation

RFP No: BSDM/KYP-32/2024/01

Date-

To:

The Prospective Bidder.

Attention: Mr/Ms

1. The CEO, BSDM, invites proposals (Two Bid System) from reputed and experienced Agencies to provide the following services:

To conduct “Social Audit of Kushal Yuva Program (KYP)” in all blocks of Bihar.

2. The Background Information and Terms of Reference for the Consulting services, Scope of Work are provided in Section 5 of the Request for Proposal (RFP)
3. This RFP is available to all eligible prospective bidder CA firms.
4. A firm will be selected under the Least Cost basis Method and as per procedures described in this RFP.
5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Annexures: I and II

6. The bidders shall submit their proposal, eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
7. The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be the bidder’s sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
8. The Tendering Authority reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Yours sincerely,

SD/

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

Section 2- Instructions to Bidders

1. Introduction

General

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

1.6 Conflict of Interest

The selected Agency shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Agency and its affiliates shall not engage in consulting activities that conflict with the interest of the BSDM under the contract. It should be the requirement of the consultancy contract that the Agency should provide professional, objective and impartial advice and at all times hold the BSDM interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Agency shall not be hired for any assignment that would be in conflict with their prior or current obligations to the BSDM, or that may place them in a position of being unable to carry out the assignment in the best interest of the client.

The Agency has an obligation to disclose to BSDM any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

1.7 Fraud and Corruption

- (i) The Tendering Authority requires that the agency observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, The Tendering Authority defines, for the purposes of this provision, the terms set forth below as follows:
 - (a) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
 - (b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the client of the benefits of free and open competition).
- (ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
- (iii) will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in

executing, any contract under the purview of Tendering Authority.

1.8 Only one proposal:

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

1.9 Proposal Validity:

180 days from the last date of bid submission.

1.10 Extension of Validity Period:

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

1.11 Eligibility:

It will be the Bidder's sole responsibility to ensure that it meets the eligibility requirements of the RFP.

1.12 General Considerations:

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

1.13 Cost of Preparation of Proposal

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

1.14 Participation of Government Employees

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

1.15 Bid Security (Earnest Money Deposit)

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

2. Amendments to RFP Documents

- 2.1 At any time before the submission of Proposals, the Client may, on its own initiative, amend or modify the RFP by issuing an addendum/corrigendum. The addendum shall be published on website of e-proc

and will be binding on all bidders. To give bidders reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

3. Preparation of the Proposal

3.1 The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in>

3.2 The bidders should ensure that all the required documents as mentioned in the tender document are submitted/uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded. Care should be taken that no Financial Proposal or scan thereof should be uploaded with Technical proposal documents else the bid will be outright rejected.**

3.3 The bidder will be owning responsibility for the correctness/authenticity of the supporting statements, documents, certificates, uploaded by him.

3.4 The bidders must upload all evidence to support the bid eligibility under Technical Bid. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.

3.5 Language of Proposal: The Proposal, as well as all related correspondence exchanged by the Bidders and the Client, shall be in English. All reports prepared by the contracted bidder shall also be in English.

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

4. Technical Proposal

General

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

Technical Proposal Format

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

Technical Proposal Content

(i) The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (vi) and other required information, using the **Standard Technical Proposal Forms (Form TECH-1 A, TECH 1 B, TECH-2 and TECH 3)** along with all required documentary proofs which all should be properly scanned and uploaded. All Tech Forms and Annexures I and II have to be properly filled and scanned and mandatorily uploaded.

(ii) *No hard copy submission. The hard copy proposals will be out right rejected.*

(iii) **A brief description of the organization and outline of relevant experience of the bidder on assignments of a similar nature and as required under evaluation criteria is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the bidder's involvement. Information should be provided only for those assignments for which the bidder was legally contracted by the respective client as a corporate entity or as one of the major participating firms within an association (Joint venture). Assignments completed by individual experts working privately or through other agency cannot be claimed as the experience of the bidder. Bidders should be prepared to substantiate the claimed experience if so requested by the**

Client.

- (iv) A concise, complete, and logical description of how the bidder's team will carry out the services to meet all requirements of the TOR.
- (v) An organization chart of the bidder Firm.

Personnel

- (vi) The agency should deploy a sufficient number of personnel for execution of the project having sound knowledge about the assignment.

5. Financial Proposal

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

6. Submission, Receipt and Opening of Proposals

As per stipulated timelines and through e-procurement only. No hard copy submission will be accepted.

7. Proposal Evaluation**General**

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

Evaluation of Technical Proposals

Technical Evaluation:

A. Only those bidders who have passed the Eligibility Criteria as defined in Notice Inviting Request for Proposals for each bidder will be eligible for Technical Evaluation.

B. Technical Evaluation Criteria and Score

SN	Criteria for Technical Evaluation	Full Marks
1	Establishment of the organization > 5 Years =<10 Years- 10 Marks >10 Years =<15 Years- 15 Marks More than 15 years - 20 Marks	20
2	Experience in Govt research, social audit of govt schemes or Projects, or impact assessment of govt projects. (submit evidence) - (1-2 assignment Social Audit or similar nature work) – 20 marks - (3-4 assignment Social Audit or similar nature work) – 25 marks Should submit Work Order/LOA Copy of Agreement.	25
3	Office Established in Bihar (Proof of office)	5
4.	Approach and methodology (Presentation & Demonstration) <ul style="list-style-type: none">• Organization Experience• Understanding of the assignment/ project• Approach & Methodology• Sampling Methodology and survey tools Demonstration• Work Plan	10 10 10 10 10
Total		100

7.2 The Client's 'Bid Evaluation Committee' will evaluate the proposals received.

7.3 A Technical Proposal will be rejected in any of the following cases:

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

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

7.5 Bidders must score a minimum of 60 Marks out of 100 to be considered technically compliant and in order for their Financial Proposals to be opened.

8. Opening and Evaluation of Financial Proposals

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

Evaluation of Financial Proposals

8.1 Under Least Cost System, Financial Proposals shall be opened; The Client will select the lowest Financial Proposal of a bidder whose Technical Proposal has qualified.

8.2 The evaluation committee will review the detailed content of each Financial Proposal. During the review of

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

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

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

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

9. Confidentiality

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

10. Award of Contract and Commencement of services

- The selected bidder will then be issued a Letter of Award (LOA). The selected bidder will then execute an agreement with the client and is expected to commence the Assignment as per the requirements of client. The LOA, its acceptance by the selected bidder, and this RFP along with amendments etc. will constitute a binding agreement between the selected bidder and the tendering authority, till the time a formal contract is executed or in absence of execution of the same.
- Expected time for commencement of services: The agreement must be executed within 30 days of issuance of LOA else the LOA may get cancelled. The selected bidder will then be expected to commence the services immediately after execution of agreement.
- The duration of the assignment shall be Six Months (6 Month).
- **Performance Security/Guarantee (PG):** The timely completion of periodic assignments with quality will be the essence of the performance of the selected bidder under this RFP. **The Performance security @ 10% of the quoted rate** will have to be submitted by the selected bidder in the form of a demand draft before execution of agreement. The performance security may be forfeited if the selected bidder fails to perform as required under this RFP along with cancellation of agreement and other remedies. The decision of CEO, BSDM will be final and conclusive in this regard. In these events, The CEO, BSDM in its sole discretion, may decide to offer the assignment to next lowest successful bidder at the lowest rate or at negotiated rate and so on.
- Refund of PG: The PG shall be refunded at the end of six months from the date of successful completion of the assignment

11. Limitation of Liability

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

12. Correction of Errors

- Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections will be made to the

financial proposal.

- The Tendering Authority will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

13. Interpretation

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

14. Governing Law

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

Section 2- TECHNICAL PROPOSAL - STANDARD FORMS

Form TECH-1 A: Technical Proposal Submission Letter

[Location, Date]

To:

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

Dear Sir/Madam:

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

We hereby declare that:

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: __

Name and Title of Signatory: _____

Name of Firm: __

Address: _____

Form TECH-1 B: Important Information and details

1	Name 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 (Government Agencies, Government supported/funded Academic Institutions)	
6	Address of Head Office:	
7	Address of Bihar Office	
8	Incorporation/ Registration status of the Agency	
9	PAN & GST Details	
10	Experience in Govt research, social audit of govt schemes or Projects, or impact assessment of govt projects. (Should submit Work Order/LOA Copy of Agreement.)	(i) Name of Assignment and Page Number at which Proof is attached Plus TECH 2B for each assignment. (ii) Name of assignment_____ Page No._____ (iii) (iv)
11	Firms should not be blacklisted/debarred by any Central or State Government Agencies.	Notarized Affidavit signed by the authorised signatory of Bidder.
12	Power of Attorney	

*Enclose proof of evidence

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

Form TECH-2: BIDDER's Organization and Experience

A - Bidder's Organization

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

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

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

Please provide only those experiences which are relevant to Eligibility Criteria as mentioned in Notice inviting RFP.

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

Firm's Name: .

Signature of Authorized Representative:

Form TECH-3: Description of Approach & Methodology

Description of Approach, Methodology and Work Plan for Performing the Assignment (For Technical presentation)

Approach and Methodology, Work Plan & Organization and Personnel,

a) Approach and Methodology. Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output, the approach for mobilizing the resources etc. Please do not repeat/copy the TORs in here.

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

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

Section 4: Financial Proposal

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

FORM FIN-I: Format of Commercial bid

SN	Description of Services	Total Fee (Excluding GST)	
		(In figures)	(In words)
1	Professional Fee for whole of the assignment including all costs, expenses and margin. To conduct “Social Audit of Kushal Yuva Program (KYP)” in all blocks of Bihar.	Not fill here	Not fill here

Note:

- (i) The Financial Proposal shall be prepared using the Standard online Excel Form only. The format as provided above, is for reference only.
- (ii) It shall include all costs associated with the assignment including all travel, lodging, boarding, communication (mobile and landline), computers and consumables as required for the project etc. The Tendering Authority will not bear any cost other than the lump-sum fee mentioned in the financial proposal.
- (iii) Please note that any scanning and then up-loading of financial bid is strictly prohibited. The financial bid format shared under this RFP is for reference only. The financial bid will have to be submitted as per standard on-line format (E-proc) only.
- (iv) During Evaluation of Financial proposals, the quoted Total Professional Fee excluding GST shall be considered.
- (v) The client shall pay the GST as extra, on prevailing rates as applicable on the Professional Services as above.
- (vi) Statutory Deduction, if applicable, shall be deducted at source from the payment to the Selected Bidder as per the law in force at the time of execution of contract.

Section 5: Terms of Reference

Section 5: Terms of Reference (ToR)

Brief background of BSDM:

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

Objectives of the Mission:

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

The interested bidders are strongly advised to visit the BSDM website www.skillmissionbihar.org for further details and knowledge about skill development programs and initiatives being implemented by BSDM.

Introduction:

Bihar Skill Development Mission (BSDM) invites proposals from eligible Government Agencies / Government supported Academic Institutions to conduct a Social Audit of the Kushal Yuva Program (KYP) across **all blocks** of Bihar. The audit is aimed at evaluating the program's effectiveness, outcomes, and its impact on youth employability, skill enhancement, and career development

Program Background:

The Kushal Yuva Program (KYP) is an initiative under Bihar's "Saat Nischay" (Seven Commitments) program, specifically aligned with the commitment "Aarthik Hal, Yuvaon ko Bal." Implemented by BSDM since 2016, KYP aims to enhance the employability skills of youth aged 15–28 years (age relaxation for SC/ST, OBC, and PwD). The program provides training through 534+ Block Skill Development Centers (BSDCs) in English & Hindi Language, Basic IT Literacy, and Soft Skills.

Key Features:

- Target Group: Youth aged 15–28 (SC/ST & PwD: up to 33, OBC: up to 31)
- Eligibility: Minimum qualification of 10th pass.
- Implementation Infrastructure: BSDCs, Private Training Agencies, Government ITIs, Engineering Colleges, and Polytechnics
- Training Duration: ~240 hours over a 3-month cycle

Courses Offered:

- Language Skills (80 hours)
- Basic IT Literacy (120 hours)
- Soft Skills (40 hours)
- Trainer Selection: Through On CET (Online Certification of Employability Test)
- Reach So Far: 29.2 lakh youth registered; 21.7 lakh trained successfully

Objectives of the Assignment:

The primary objective of the Social Audit of KYP is to assess the program's impact, effectiveness, and operational efficiency. Specifically, the audit aims to:

- Assess the reach-out strategy of the KYP program in all blocks of Bihar for targeted youth.
- Evaluate the impact of the program on the employability and skill development of youth in Bihar.
- Assess the impact on livelihood generation of the targeted youth (if applicable).
- Assess the effectiveness of the course curriculum.
- Assess the social and economic impact of KYP, including changes in employment status, skill level, income for the beneficiaries and the overall impact on society and various stakeholders in general.
- Identify **gaps and challenges** in program delivery and execution.
- Provide **actionable recommendations** to enhance program design, policy effectiveness, future implementation strategies and to realize the intended positive impact.

Scope of Work

The Social audit will cover the following aspects (illustrative not exhaustive): -

- **Program Reach & Enrollment:** Geographic distribution of KYP center, the number of beneficiaries enrolled, and inclusion of vulnerable groups.
- **Training Quality & Infrastructure:** Evaluation of training models, facilities available at training centers and performance of trainers.
- **Beneficiaries Feedback:** Collect feedback from program participants regarding their training experience, skill acquisition and employability/career enablement (If any) outcomes.
- **Post training Employment & Outcomes:** Evaluation of employment outcome post training including job placement, entrepreneurship and further education.
- **Demographic & Regional segmentation:** Analyze outcomes across diverse demographic group (age, gender, socio-economic background) and geographical region.

Key Deliverables & Timeline:

The selected agency is expected to deliver the following:

- **Inception Report:** A detailed report outlining the study design, methodology, tools to be used, sampling framework, and implementation timeline. **(Timeline- T0+ 30 days)**
- **Interim Report:** Summary of initial field findings, challenges encountered, and preliminary analysis to enable mid-course corrections. **(T0+ 60 days)**
- **Draft Final Report:** A comprehensive analysis report covering key findings, data insights, evaluation of program outcomes, stakeholder feedback, and draft recommendations. **(T0+ 135 days)**
- **Final Report:** Revised and finalized version of the draft report incorporating feedback from BSDM and stakeholders. Along with the following collateral (as agreed in the inception meeting) **(T0+ 180 days including final approval)**
 - **Policy Brief:** A concise, actionable summary of findings and recommendations tailored for policymakers.
 - **Geo-tagged Photographs and Field Diaries:** Properly labeled photographic documentation

and daily logbooks maintained during fieldwork.

- **Real-time Raw Data Sets:** Complete datasets in machine-readable format (Excel/SPSS/Stata) with variable codebooks and metadata.
- **Video Documentary:** A 3–5-minute documentary showcasing program impact and individual success stories.
- **Field Materials Archive:** Copies of survey instruments, FGD guides, consent forms, memos, diagrams, and other research artifacts.

Sampling Inputs

Primary Survey of:

- A minimum of 10 certified candidates from each block, totalling 5,340 candidates.
- A minimum of 20 candidates from each district, totalling 760 candidates from the undergoing training Pool.
- A minimum of 20 training centers are selected randomly from each district.

The proposed sampling methodology for the social audit should ensure (not limited to):

- Gender representation.
- Social inclusivity (e.g., caste, minority groups, PwD etc.)
- Demographic diversity.
- Geographic coverage across all blocks.
- Age group /Educational Qualification representation.
- All Stakeholder representation

TIMELINE

The assignment should be completed within **6 Months** from the date of award (**T0**).

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

S. No.	Deliverable	Percentage pf payment
1.	Submission of Inception Report	20% of the total fee
2.	Submission of Draft Audit Report at KYP	20% of the total fee
3.	Submission of Final Report	40% of the total fee
4.	Approval of Social Audit Report	20% of the total fee

Annexure-I

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

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated..... and in the required attachments are true, correct and complete. I / we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of (Name of the Firm), with its registered office at do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of (Name of the Firm) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above-mentioned RFP.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)

Annexure-II (POA)

(Power of Attorney in favour of Authorized Representative)

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

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

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

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

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

For

{ Signature, name, designation and address }

Accepted

.....
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.
2.

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