

Women Development Corporation, Bihar

Request for Proposal for Empanelment of Training Service Providers to Impart Skill Development Training in Bihar

February 2016

| | |
|---------------------------------------|----------------------------|
| Date of issue of RFP | 25 February, 2016-Thursday |
| Last date for submission of Proposals | 17 March, 2016-Thursday |

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GLOSSARY and ABBREVIATIONS

Glossary

| Term | Reference Clause |
|------------------------------|-------------------------|
| Bidder | Disclaimer |
| Common Norms | Clause 1.3.1 |
| Conflict of Interest | Clause 2.2.4 |
| Empanelled TSP | Clause 1.3.4 |
| Empanelment Process | Clause 1.3.2 |
| WDC | Disclaimer |
| Overall Score | Clause 3.3.6 |
| Performance Security Deposit | Clause 1.6.5 |
| Proposal Due date | Clause 1.5.4 |
| Proposal Fee | Clause 1.5.3 |
| RFP | Disclaimer |
| Shortlisted Bidder | Clause 3.3.3 |
| SDI | Clause 1.3.3 |
| Technical Presentation | Clause 3.3.3 |
| TSP | Clause 1.3.1 |

Abbreviations

| Abbreviation | Full Form |
|---------------------|--|
| DDU-GKY | DeenDayalUpadhyayGrameenKaushalyaYojana |
| ELSTP | Employment Linked Skill Training Programme |
| EST&P | Employment through Skills Training & Placement |
| WDC | Women Development Corporation |
| NSDC | National Skill Development Corporation |
| NSQF | National Skills Qualifications Framework |
| NULM | National Urban Livelihoods Mission |
| PMKVY | Pradhan Mantri Kaushal VikasYojana |
| RFP | Request for Proposal |
| SDIS | Skill Development Initiative Scheme |
| SDI | Skill Development Initiative |
| SSC | Sector Skill Council |
| TSP | Training Service Provider |

In the interpretation of these terms, unless the context otherwise requires:

- The words and expressions beginning with capital letters and defined in this document shall, unless the context otherwise requires, have the meaning ascribed thereto herein. The words and expressions beginning with capital letters and not defined herein, but defined in the other standard Bidding Documents, shall, unless the context otherwise requires, have the meaning ascribed thereto therein;
- Words in the singular or plural term, as the case may be, shall also be deemed to include the plural or the singular term, respectively;
- Terms "include" or "including" shall be deemed to be followed by "without limitation" or "but not limited to" regardless of whether such terms are followed by phrases of like import;
- For the purpose of this RFP, the terms “Bid” and “Proposal” are interchangeable and imply the same, unless repugnant to the context.

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DISCLAIMER

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Women Development Corporation (hereinafter "**WDC**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by WDC to interested parties who apply for empanelment (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for empanelment with Women Development Corporation for providing skill development training in Bihar as per notified norms.

WDC makes no representation or warranty and shall have no liability to any person or 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, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this empanelment process.

WDC may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that WDC is bound to empanel any Bidder(s) or select any Bidder(s) for any project. WDC reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all 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 WDC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and WDC shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

1 INTRODUCTION

1.1 Contents of this RFP

- 1.1.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.7.

| | |
|-----------|-----------------------------|
| Section 1 | Introduction |
| Section 2 | Instructions to Bidders |
| Section 3 | Evaluation of Proposals |
| Section 4 | Fraud and Corrupt Practices |
| Section 5 | Miscellaneous |
| Section 6 | Schedules |
| Section 7 | Appendices |

1.2 About Women Development Corporation

- 1.2.1 Women Development Corporation, Bihar under the aegis of Department of Social Welfare, Govt. of Bihar is the nodal agency for implementation of all women centric schemes of the department. The Corporation is implementing the pioneer schemes viz- Mukhyamantri Nari Shakti Yojana, Mukhyamantri Kanya Suraksha Yojana and SWASTH Programme supported by DFID.
- 1.2.2 The primary objectives of WDC are:
- The objective of the WDC are overall development of Women and girls .
 - Among the various other objectives related to Social, Economic and Cultural Empowerment of Women, Employment Creating gainful employment through skill development and Entrepreneurial Development and promotion are significant.

1.3 Objective of the Empanelment Process

- 1.3.1 In order to foster skilling initiatives in the state, WDC seeks to empanel Training Service Providers (“**TSPs**”) which are eligible to apply for empanelment as per Clause 2.1 and are deemed qualified to provide wage/self-employment linked skills training in a manner compliant with National Skills Qualifications Framework (“**NSQF**”) notified by the Ministry of Finance on 27th December 2013 and the Common Norms notified by the Ministry of Skill Development and Entrepreneurship on 15th July, 2015 .
- 1.3.2 Such empanelment (the “**Empanelment Process**”) shall be based on evaluation of the technical and financial capability of Bidders in line with the criteria described in Clause 2.1.

- 1.3.3 Bidders selected for empanelment pursuant to this RFP may be allocated work in mutual consultation, to impart skills training in Bihar under Skill Development Initiative under WDC .**The empanelment will not give any right to ask for training Assignment** . Costing of sanctioned work shall be determined in accordance with the Common Norms notified by the Ministry of Skill Development and Entrepreneurship or as notified by WDC from time to time.

1.4 General Terms of Empanelment

- 1.4.1 Bidders must be eligible to apply for empanelment as per Clause 2.1. Bidding as a consortium is not permitted .
- 1.4.2 To get empanelled under one or more sectors listed at Clause 1.4.7, the Bidder must be affiliated with the National Skill Development Corporation (“**NSDC**”) or the Sector Skill Council (“**SSC**”) for the concerned sector(s).
- 1.4.3 On the basis of proposals submitted by TSPs in response to this RFP, WDC will constitute a Panel of TSPs eligible for providing NSQF-aligned skill training to Women beneficiaries of the state.
- 1.4.4 The tenure of the empanelment shall be for a period of **three (3)** years from the date of empanelment, with the empanelment status being renewed every year on the basis of:
- i. The TSP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by WDC from time to time; and
 - ii. The performance of the TSP under the Skill Development Initiative under WDC post empanelment process. Various factors as provided in Schedule D may be considered for the performance review.

At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to WDC as requested.

- 1.4.5 WDC, at its discretion, can modify or terminate the Panel earlier than the expiry of the three (3) year period in the event of change in law or due to other relevant reason(s).
- 1.4.6 WDC, at its discretion, can terminate the empanelment of an TSP earlier than the expiry of the three (3) year period in the event of failure of TSP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the TSP.

1.4.7 Empanelment of TSPs shall be undertaken for the following sectors:

- i. Agriculture
- ii. Apparel
- iii. Banking, Financial Services & Insurance (BFSI)
- iv. Beauty & Wellness
- v. Education & Skill
- vi. Electronics
- vii. Food Processing
- viii. Healthcare
- ix. IT/ITES
- x. Leather
- xi. Retail
- xii. Security
- xiii. Telecom
- xiv. Tourism & Hospitality
- xv. Any other Sector not covered above for which sector skill council constituted

1.4.8 Empanelment with WDC does not guarantee any form of income / award of work / retainer fees.

1.4.9 At the national level, a common empanelment framework or single process for empanelment of training providers is being expected to be notified this year. As and when any notification is issued in this regard, necessary amendments may be made to the state empanelment framework or the list of empanelled training providers.

1.5 Description of Empanelment Process

1.5.1 Interested Bidders deemed eligible as per Clause 2.1 can participate in the Empanelment Process by submitting their proposal in the format given in the Appendix. Each Bidder must submit a single proposal, irrespective of the number of sectors in which the Bidder wishes to get empanelled.

1.5.2 Bidders meeting the eligibility criteria as per Clause 2.1 shall be considered for empanelment with WDC and shall be invited for a technical presentation before a competent Committee appointed by WDC if they meet the requisite cut-off as per Clause 3.3.3.

1.5.3 Along with the Proposal, a Bidder is required to deposit a non-refundable processing fee (“the **Processing Fee**”) of Rs. 5,000/- (Rupees Five Thousand only). The Processing Fee must be in the form of a crossed demand draft drawn on any scheduled bank in favour of “Women Development Corporation”, payable at Patna.

- 1.5.4 WDC shall endeavor to adhere to the following Schedule but reserves the right to alter the same

| Sl No. | Details | Timelines | Tentative |
|--------|--|-------------|---------------------------|
| 1 | Issuance of RFP | T | 25 th February |
| 2 | Last Date for submission of Proposal | T+21 | 17 March |
| 3 | Clarification Sought by WDC from bidders | As required | As required |

1.6 Terms and Scope of Work

- 1.6.1 Subsequent to empanelment of TSPs under the present Empanelment Process, work may be sanctioned to Empanelled TSPs under the Skill development Initiative of WDC.
- 1.6.2 If sanctioned work, TSPs shall be required to impart skill training in both Category A as well as Category B districts, as listed in Schedule–C. At the time of submitting proposal, each Bidder is required to propose the preferred districts for imparting skill training, in the format given at Appendix-VII. Districts shall be allocated to TSPs on the basis of their Overall Score (as defined in Clause 3.3.6), district preference ranking, state's priorities and through mutual consultation with WDC. The decision of WDC in this matter shall be final.
- 1.6.3 Other projects/works related to imparting skills training in Bihar may also be sanctioned by WDC and/or other Departments of the Government of Bihar through issue of limited tenders to Empanelled TSPs in selected/all sectors. The terms and conditions for such works may vary from the terms and conditions mentioned below. The TSP may undertake skill training based on mutual agreement with the respective department and WDC shall bear no liability for the same.
- 1.6.4 The following is the broad scope of work for Empanelled TSPs if they are sanctioned work under Skill Development Initiative of WDC. Detailed scope of work shall be incorporated into the Agreement signed between WDC and the Empanelled TSP prior to execution of work.

(a) **Mobilisation of Trainees**

- Prior to initiation of training, ground-level mobilisation must be done by Empanelled TSPs at their own cost in areas identified in consultation with WDC. The beneficiary should be Women of the age between 18 to 45 , Preference will be give to BPL/POP , Preference will be given to the beneficiaries of WDC like Helpline /Short Stay Home SHG Federation etc.
- Mobilisation should be accompanied by counselling wherein Empanelled TSPs are expected to provide candidates all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families make informed choices.
- Registration of trainees must be linked to their Aadhaar identity wherever possible, which the Empanelled TSPs are expected to facilitate before trainee registration.

(b) **Batch management**

- A training batch would consist of not less than 20 and not more than 30 trainees.
- During the programme if the number of trainees remains below 20 for six consecutive days, the batch will be considered shut down and the Empanelled TSP shall not be eligible for payment for that batch.

(c) **Training Centre and Infrastructure**

- Training shall be residential AND Non residential to be decided by the WDC depending on the nature of trades.
- Bidders are required to have dedicated training centers for skill training under SDI of WDC.
- Each training centre must be equipped with the infrastructure prescribed under the relevant Qualification Pack by the concerned Sector Skill Council for the job roles in which training will be imparted.
- Training centre infrastructure may be owned or hired.
- Biometric attendance is mandatory for both residential and non-residential skill trainings.

(d) **Training delivery**

- Bidders are not allowed to provide training through a franchisee arrangement. No part of training centre or training shall be sub-let to any agency/individual in any form.
- The Empanelled TSPs shall be responsible for all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.

(d) **Curriculum**

- Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils established under the National Skill Development Corporation (NSDC).
- The training curriculum must have mandatory modules on soft skills, computer literacy, financial literacy and entrepreneurship.
- Adequate practical and on the job training/internship must be incorporated into the training module where necessary.

(e) **Trainers**

- Persons deployed as trainers by the Empanelled TSPs must be competent instructors in possession of requisite knowledge, skills and experience in their domain.

(f) **Assessment and Certification**

- An independent assessment of trainees by a third-party agency authorised by the relevant Sector Skill Council is mandatory for all skill trainings provided under the Scheme.
- After assessment, each successful candidate must be awarded a certificate issued by the Certifying Agency approved by the relevant Sector Skill Council to ensure acceptability in the industry.
- Apart from third-party external assessment, continuous internal assessment in the form of quizzes, assignments and tests should be a part of the course curriculum.

(g) **Facilitating Trainees in securing Wage or Self Employment**

- Though providing wage employment to the beneficiaries is the prime focus under Skill Development Initiative under WDC self-employment shall also be considered under SDI of WDC. Achievement of outcomes, in terms of sustainable wage or self employment being facilitated for trainees, shall be a crucial element for assessing the performance of Empanelled TSPs at the time of annual empanelment renewal. Other indicative parameters for assessing the performance of Empanelled TSPs are given in Schedule–D.
- Payment to Empanelled TSPs, in line with the notified Common Norms, shall also be linked to achievement of envisioned outcomes, as detailed in Schedule–A.
- Prior to batch initiation, each skill training course will be recorded as being geared towards wage employment or self employment. Accordingly, the outcomes for Empanelled TSPs shall be defined.

- For courses aimed at wage employment, trainees should secure a job within three (3) months of completion of training and should retain the same/similar job for a subsequent period of three (3) months for the trainee to be considered ‘successfully placed’.
- For courses aimed at self employment, trainees should become gainfully employed in livelihood enhancing occupations. This should be evidenced through a newly acquired trade license, or proof of setting up of an enterprise or becoming a member of a producer group, or proof of additional earnings (bank statement) or any other suitable and verifiable document.

(i) **Post Placement Tracking and Support**

- To ensure sustained benefits from training, Empanelled TSPs are required to track and report successfully placed candidates for a period of 12 months. The formats and periodicity of reporting shall be mentioned in the terms of work provided in the Agreement.
- For candidates provided with wage employment in any industry, information like appointment letter, remuneration, etc. must be maintained and submitted to WDC as per terms of the Agreement between WDC and the Empanelled TSPs. For candidates setting up their own enterprises, the Empanelled TSPs would track the progress of the enterprises for a period of 12 months.
- Contact details of successful trainees should be passed on to WDC for sample checking.

- 1.6.5 If sanctioned work, the TSP would be required to furnish a Performance Security Deposit (the “**Performance Security Deposit**”) before signing the Agreement.
- 1.6.6 Under the SDI of WDC , all records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to WDC as per terms of Agreement signed between WDC and Empanelled TSPs .Attendance of trainees and trainers must be maintained both in the form of physical hard copies and soft copy.WDC may ask to provide the information on the management information system when available.

2 INSTRUCTIONS TO BIDDERS

A. GENERAL

2.1 Eligibility of the Bidders

- 2.1.1 An eligible Bidder must be a legal entity in the form of Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Association /
- 2.1.2 An eligible Bidder (Any one of the Consortium partner) must be affiliated with the National Skill Development Corporation (NSDC) or the relevant Sector Skill Council(s) in which empanelment is sought.
- 2.1.3 An eligible Bidder must not have been blacklisted by any State Government/ Central Government / Donor Agency.

2.2 General Terms of Proposal Submission

- 2.2.1 Each Bidder must submit a single proposal, irrespective of the number of sectors in which the Bidder wishes to get empanelled. Sectors may be indicated in the proposal.
- 2.2.2 WDC shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by WDC pursuant to this RFP as amended/clarified from time to time by WDC.
- 2.2.3 Along with the Bid, the Bidder is required to deposit a non-refundable Processing Fee of Rs. 5,000/- (Rupees Five Thousand only) in line with details provided in Clause 1.5.3. **The RFP shall be summarily rejected if it is not accompanied by the Processing Fee.**
- 2.2.4 Bidders shall not have a conflict of interest ("**Conflict of Interest**") that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.5 Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.6 WDC will not return any proposal or any information provided along therewith.
- 2.2.7 In case it is found at any time during or subsequent to the Empanelment Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement / Contract, if signed, shall be liable to be terminated by a communication in writing by WDC to the Bidder, without WDC being liable in any manner whatsoever to the Bidder.

- 2.2.8 WDC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of WDC to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of WDC there under.
- 2.2.9 The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. WDC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.
- 2.3 Due Diligence, site visit and verification of information**
- 2.3.1 It shall be deemed that by submitting a Bid, the Bidder has:
- (a) made a complete and careful examination of the RFP;
 - (b) received all relevant information requested from WDC;
 - (c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.
- 2.4 Right to accept and to reject any or all Proposals**
- 2.4.1 Notwithstanding anything contained in this RFP, WDC reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2.4.2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.
- 2.4.3 In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by WDC to the Bidder, without WDC being liable in any manner whatsoever to the Bidder.

B. DOCUMENTS

2.5 Contents of the RFP

- 2.5.1 The following are the Schedule attached as part of this RFP
- A. Information on permitted costs as per Common Norms
 - B. Trade-wise Categorisation of Base Cost of Training
 - C. Categorisation of Districts
 - D. Indicative parameters for annual performance review of TSPs

2.5.2 The following are the appendices attached as a part of this RFP:

- I. Format for Covering Letter for the Proposal
- II. Format for Affidavit on not being blacklisted
- III. Format for Bidder Details
- IV. Format for Financial Capability Statement
- V. Format for Training and Placement Record (all-India)
- VI. Format for District and Sector Preferences for Empanelment
- VII. Format for Additional Information
- VIII. Format for Authorization for signing of Proposal & Other Documents

2.6 Clarifications

2.6.1 Bidders requiring any clarification on the RFP may notify WDC in writing or by letter and/or e-mail. Queries should be sent in before 5th of March 2016 .WDC shall post queries and responses thereto on its website without identifying the source of queries. All queries and clarifications are to be raised in the format as given in Appendix–XI.

2.6.2 WDC shall endeavour to respond to the queries within the period specified therein through letter/e-mail. However, WDC reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring WDC to respond to any question or to provide any clarification.

2.6.3 WDC may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by WDC shall be deemed to be part of the RFP. Verbal clarifications and information given by WDC or its employees or representatives shall not in any way or manner be binding on WDC.

2.7 Amendment of RFP

2.7.1 At any time prior to the deadline for submission of Proposals, WDC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.

2.7.2 Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.

2.7.3 Any Addendum thus issued will be uploaded on the WDC website (<http://www.wdcbihar.org.in>). WDC will post the addendum/replies to the queries on the WDC website without identifying the source of queries.

2.7.4 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, WDC may, at its own discretion, extend the timelines mentioned in Clause 1.5.4, having due regard for the time required by the Bidders to address such amendment.

- 2.7.5 Any modification and amendment in the RFP or the timelines as stated in Clause 1.5.4 shall be uploaded on the WDC website. Prospective Bidders are requested to remain updated with regard to any addendum/ notices/ amendments/ clarifications etc. on the WDC website at <http://www.wdcbihar.org.in>. WDC may not provide separate notifications for such addendum/ notices/ amendments / clarifications, etc. in the print media (press) or individually.

C. PREPARATION AND SUBMISSION OF PROPOSALS

2.8 Format of Proposal Submission

- 2.8.1 The Bidder shall provide all information sought under this RFP. WDC will evaluate only those proposals that are received in the required formats and complete in all respects.
- 2.8.2 The proposal should be neatly typed in indelible ink and signed by the authorised signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the Proposal must be initialled by the person(s) signing the proposal.

2.9 Sealing and Submission of Proposals

- 2.9.1 The Bidder shall submit the proposal in the formats specified in the Appendices, inside a sealed envelope marked as: "Proposal for Empanelment of Training Service Providers to impart skill development training in Bihar". The envelope shall clearly indicate the name and address of the Bidder.
- 2.9.2 The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

| S.No. | Description | Reference |
|--------------|---|------------------|
| 1 | Cover Letter with the Bid | Appendix-I |
| 2 | Affidavit on not being blacklisted | Appendix-II |
| 3 | Bidder Details | Appendix-III |
| 4 | Financial Capability Statement | Appendix-IV |
| 5 | Training and Placement Record | Appendix-V |
| 6 | District and Sector Preferences | Appendix-VI |
| 7 | Additional Information | Appendix-VII |
| 8 | Authorization for Signing of Bid | Appendix- VIII |
| 9 | Proposal Fee | - |
| 10 | CD containing soft copy of the Proposal including all information provided as part of Appendix I-VIII in editable MS Excel format | - |

- 2.9.3 Along with the original set, a true copy of the Proposal with all documents as per the checklist in Clause 2.9.2 should be submitted. The true copy should be placed in another envelope and marked as: "Copy of Proposal".

2.9.4 Both the original and true copy of the Proposal should be addressed to:

The Managing Director
Women Development Corporation,
2nd Floor, Indira Bhawan, R. C. Singh Path,
Bailey Road, Patna – 800001, Bihar

2.9.5 Proposals should be submitted at the address mentioned in Clause 2.9.4 by registered post or courier or in person. In case of Proposals submitted in person, a receipt thereof should be obtained from the person specified at Clause 2.9.4 or a designated person authorized by him for this purpose.

2.9.6 Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

2.10 Proposal Due Date

2.10.1 Proposals should be submitted by **4:00 PM** IST on the Proposal Due Date as per Clause 1.5.4 at the address provided in Clause 2.9.4 in the manner and form as detailed in this RFP. WDC may, at its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.7 uniformly for all Bidders, if needed.

2.10.2 Proposals received by WDC after the specified time on the Proposal Due Date shall not be eligible for consideration and shall be summarily rejected. WDC will not be responsible in any manner for late receipt of Proposals.

2.11 Modifications/ Substitution/ Withdrawal of Proposals

2.11.1 Bidders may not modify, substitute or withdraw their Proposals after submission. Information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by WDC, shall be disregarded.

2.12 Rejection of Proposals

2.12.1 WDC reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for WDC to accept any Proposal or to give any reasons for their decision.

2.12.2 WDC reserves the right not to proceed with the Empanelment Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.13. Validity of Proposals

2.13.1. The Proposals shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of WDC and the Bidders.

2.14. Confidentiality

- 2.14.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising WDC in relation to, or matters arising out of, or concerning the Empanelment Process.
- 2.14.2 WDC will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. WDC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or WDC.

2.15 Correspondence with the Bidder

- 2.15.1 WDC reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

3 EVALUATION OF BIDS

3.1 Opening and Evaluation of Proposals

- 3.1.1 WDC shall open the Proposals at 4:00 PM on the day following the Proposal Due Date, or any other date specified subsequently, at the address specified in Clause 2.9.4 and in the presence of the Bidders who choose to attend.
- 3.1.2 WDC will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.
- 3.1.3 If at any time during the evaluation process WDC requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

3.2 Tests of responsiveness

- 3.2.1 Prior to evaluation of Proposals, WDC shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
 - (a) it is received as per Clause 2.8 and Clause 2.9;
 - (b) it is received by the Proposal Due Date including any extension thereof;
 - (c) it is accompanied by the Processing Fee;
 - (d) it does not contain any condition or qualification; and
 - (e) it is not non-responsive in terms hereof.
 - (f) It is accompanied with the Consortium Agreement in case of bidder has formed consortium.
- 3.2.2 WDC reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by WDC in respect of such Bid.

3.3 Evaluation and Selection of Bidders for Empanelment

- 3.3.1 The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.
- 3.3.2 Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the state of Bihar. The selection process would involve an evaluation of the Technical Proposal ("Part A") and Technical Presentation ("Part B").
- 3.3.3 Bidders who score at least **40 out of 80** possible marks in Part A (referred to as "**Shortlisted Bidders**") shall qualify for making a Technical Presentation before the Selection Committee.

3.3.4 The selection process shall be based on the evaluation criteria provided in the table below:

| Evaluation Criteria for Bidder (Maximum of 100 Marks) | | |
|--|---|-------------------|
| S. No. | Parameters | Max. Marks |
| Part A: Technical Proposal submitted to WDC | | |
| A.1 | Technical Qualifications – All India incl. Bihar (Max. Marks: 30) | |
| a) | Completion of Skill Development Training* provided to Trainees in the past 3 financial years under any Government-sponsored programs, across all sectors General Scoring: <ul style="list-style-type: none"> Completion of skill training for up to 2000 trainees: 5 marks One additional mark for completion of skill training for every 1000 trainees (counted in multiples of 1000) above 2000, up to a maximum of 15 marks total Scoring for Bidders incorporated in Bihar: <ul style="list-style-type: none"> Completion of skill training for up to 1000 trainees: 5 marks One additional mark for completion of skill training to every 500 trainees (counted in multiples of 500) above 1000, up to a maximum of 15 marks total | 15 |
| b) | Number of Trainees Placed after Skill Training in the past 3 financial years, across all sectors General Scoring: <ul style="list-style-type: none"> Up to 1000 trainees placed: 5 marks One additional mark for every 500 trainees (counted only in multiples of 500) placed above 1000 trainees, up to a maximum of 15 marks total Scoring for Bidders incorporated in Bihar: <ul style="list-style-type: none"> Up to 500 trainees placed: 5 marks One additional mark for every 250 trainees (counted only in multiples of 250) placed above 500 trainees, up to a maximum of 15 marks total | 15 |
| A.2 | Technical Qualifications – Experience in Bihar (Max. Marks: 10) | |
| a) | Completion of Skill Development Training* within Bihar in the past 3 financial years Scoring: <ul style="list-style-type: none"> Completion of skill training for up to 500 trainees: 5 marks Completion of skill training for 501-2000 trainees: 7 marks Completion of skill training for more than 2000 trainees: 10 marks | 10 |
| A.3 | Financial Qualifications (Max. Marks: 20) | |
| a) | Average turnover from Training & Placement over past 3 years General Scoring: <ul style="list-style-type: none"> Up to (including) Rs 50 Lakh: 2 marks Above Rs 50 Lakh up to Rs 2 Crore: 5 marks Above Rs 2 Crore up to Rs 5 Crore: 7 marks Above Rs 5 Crore: 10 marks | 10 |

| Evaluation Criteria for Bidder (Maximum of 100 Marks) | | |
|--|--|-------------------|
| S. No. | Parameters | Max. Marks |
| | Scoring for Bidders incorporated in Bihar: <ul style="list-style-type: none"> Above Rs 1 Crore up to Rs 3 Crore: 7 marks Above Rs 3 Crore: 10 marks | |
| b) | Average net worth over past 3 years Scoring: <ul style="list-style-type: none"> Positive net worth up to (including) Rs 10 lakh: 5 marks Above Rs 10 Lakh up to Rs 50 Lakh: 7 marks Above Rs 50 lakh: 10 marks | 10 |
| A.4 Additional Qualifications (Maximum Marks: 20) | | |
| a) | Bidder's conceptual clarity; Suitability a in context of the Project; Faculty experience; Approach towards Mobilization, Skill Training & Delivery and Placements | 20 |
| Part B: Technical Presentation before the Selection Committee | | |
| B.1 Technical Presentation (Maximum Marks: 20) | | |
| a) | Break-up: <ul style="list-style-type: none"> Bidder's understanding of skill development Bidder's understanding of Bihar and suitability for the state Bidder's approach & methodology for skilling Bihar Bidder's faculty, infrastructure, track record, etc. | 20 |

* Note: For the purpose of this RFP, Bidders are required to submit information and supporting documents on only such trainings which qualify as per the guidelines mentioned below:

- Skill development training implies at least 200 hours of domain-specific skill training oriented towards employment of trainees, through a Government-sponsored programme including but not limited to DDU-GKY, NULM's EST&P, SDIS, STAR Scheme, PMKVY etc;
- For number of candidates trained/placed, "past three financial years" implies either the financial years 2012-13, 2013-14, 2014-15, OR the financial years 2013-14, 2014-15, 2015-16;
- Bidders who have been in existence for less than 3 financial years may submit data pertaining to the duration of their existence.
- Turnover, experience in terms of No. of training and placement will be taken at time of technical evaluation for the consortium partner.

3.3.5 After the evaluation of Proposals under Part A, WDC would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for empanelment as TSPs. WDC will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.

- 3.3.6 Bidders shall be empanelled on the basis of obtained scores after aggregating the scores awarded on the basis of Proposals and Technical Presentations (**“Overall Score”**).
- 3.3.7 On the basis of Overall Score, Empanelled TSPs shall be classified into categories and the value of work order, if sanctioned, shall be in accordance with such categorisation. Based on the overall budget and targets, WDC at its discretion may award work to select / all Empanelled TSPs. In the event of work sanction, the final scope of work and terms of working shall be as per the work order issued to the Empanelled TSP.
- 3.3.8 During the stage of award of work, in the event that two or more Empanelled TSPs are tied at the same Overall Score, marks awarded under Part B i.e. Technical Presentation shall be considered. In the event that two or more Empanelled TSPs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development activities shall be selected.
- 3.3.9 Prior to sanction of work, there may be further consultations with Empanelled TSPs. The performance of Empanelled TSPs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.
- 3.3.10 The performance of TSPs in terms of mandated outcomes (specified in Clause 7.1.3 and 7.1.4) shall be crucial. If less than 50% of a batch is able to secure wage/self employment as per the guidelines herein, the TSP may not be allowed to execute further work or allotted more targets under the programme, unless any relaxation is provided by WDC.

3.4 Contacts during Proposal Evaluation

- 3.4.1 Proposals shall be deemed to be under consideration immediately after they are opened and until such time WDC makes official intimation of award/rejection to the Bidders. While the Proposals are under consideration, Bidders and/or their representatives or other interested parties are advised to refrain from contacting, by any means, WDC and/or their employees/representatives on matters related to the Proposals under consideration.

4 FRAUD AND CORRUPT PRACTICES

- 4.1.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Empanelment Process and during the subsistence of the Agreement.
- 4.1.2 Notwithstanding anything to the contrary contained herein, or in the Agreement, WDC shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Empanelment Process.
- 4.1.3 In such an event, WDC shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to WDC hereunder or otherwise.
- 4.1.4 For the purposes of Clause 4, 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 actions of any person connected with the Empanelment Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of WDC who is or has been associated in any manner, directly or indirectly with the Empanelment Process or award of work 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 WDC, shall be deemed to constitute influencing the actions of a person connected with the Empanelment Process); or (ii) engaging in any manner whatsoever, whether during or after the Empanelment Process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of WDC in relation to any matter concerning the project;
 - b) **"fraudulent practice"** means a misrepresentation or omission of facts or suppression 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 person or property to influence any person's participation or action in the Empanelment Process;

- d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by WDC 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 Bidders with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

5 MISCELLANEOUS

The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Patna shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

5.1.1 WDC, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/or cancel the Empanelment Process and/or amend and/or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any Bidder in order to receive clarification or further information;
- c) retain any information and/or evidence submitted to WDC by, on behalf of, and/or in relation to any Bidder; and/or
- d) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- e) WDC can also empanel the existing training partner subsequent to the empanelment with WDC for other sectors also if the empaneled training partner has become training partner for other sector skill.

5.1.2 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases WDC, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

6 SCHEDULES

Schedule–A

- 6.1.1 In case of sanction of work post-empanelment, payment to TSPs shall be guided by the costs approved at the national level by the Common Norms notified on

15th July 2015 by the Ministry of Skill Development and Entrepreneurship, as notified from time to time, which are as under:

| Component as per MSDE Common Norms | Cost permissible to training provider |
|--|--|
| A. Base Cost | |
| For trades/sectors listed in Category I of Schedule-B | Rs. 38.50 per hour per trainee |
| For trades/sectors listed in Category II of Schedule-B | Rs. 33.00 per hour per trainee |
| For trades/sectors listed in Category III of Schedule-B | Rs. 27.50 per hour per trainee |
| Note: 1. The hourly rates are inclusive of all costs to be incurred by training providers including Mobilization of candidates, Curriculum, Placement expenses, Trainers' training, Equipment, Amortization of Infrastructure costs or Utilities, Teaching Aid, Raw material, Salary of trainers, Post-placement tracking/monitoring, etc. 2. This Base Cost shall be applicable for each trainee <u>successfully certified</u> at the end of the training, including re-assessment(s). 3. Service Tax will be paid extra if applicable. | |
| B. Boarding & Lodging Costs for Residential Trainings | |
| Divisional Head quarters | Rs. 250 per day per trainee |
| All Urban Areas with the exception of above | Rs. 200 per day per trainee |
| All Rural Areas and any Area not notified as a municipal or town area | Rs. 175 per day per trainee |
| Note: 1. The above categorisation of areas shall be as per prevailing Common Norms. 2. Apart from Residential trainings, suitable allowance may be provided for meals/refreshment of trainees under Non-Residential training. 3. Service Tax will be paid extra as per applicability | |
| C. Additional Cost for Training in Special Areas | |
| Skill training in districts affected by Left Wing Extremism as identified by NITI Aayog, Govt. of India for Additional Central Assistance for LWE affected Districts, Arwal ,Aurangabad,Gaya ,Jamui ,Jehanabad,Kaimur.Munger ,Nawada ,PaschimChamparan ,Rohtas,Sitamarhi | Additional amount equal to 10% of the Base Cost over and above the Base Cost |
| D. Additional Cost for Training Persons with Disability | |
| Skill training for Persons with Disability | Additional amount equal to 10% of the Base Cost over and above the Base Cost |
| E. Assessment Cost | |
| Cost for third-party Assessment of trainee charged by Sector Skill Council | Reimbursement of one-time assessment cost, based on actual. |

- 6.1.2 In accordance with the prevailing Common Norms, funds shall be released to TSPs as per the following schedule:

| Installment | Percentage of Total Cost | Output Parameter |
|--------------------|---------------------------------|--|
| First | 30% | On commencement of Training Batch |
| Second | 30% | On utilisation of 70% of the first installment and continuation of training with at least 70% of initial trainees continuing |
| Third | 20% | On completion of training and certification of the successful trainees |
| Fourth | 20% | Outcomes based as specified in Clause 6.1.3 |

- 6.1.3 Guided by the Common Norms, the outcomes expected from skill training under any programme of WDC are as given below:

- a) Employment (both wage and self) on an annual basis of at least 70% of certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment;

Provided that WDC may alter the percentage target of wage and self-employment within a batch based on specifics of the trade;

- b) In case of wage employment, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed in the state of Bihar and such candidates should continue to be in jobs for a minimum period of three months from the date of placement in the same or a higher level with the same or any other employer. WDC can decide percentage of Wage depending on the nature of the jobs.
- c) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of newly acquired trade license, or setting up of an enterprise or becoming a member of a producer group, or proof of additional earnings (bank statement) or any other suitable and verifiable document.

- 6.1.4 The outcome-linked fourth installment (20% of training cost) as given in Clause 6.1.2 would be released to the Selected Bidder subject to the following:

- a) Selected Bidder shall be eligible for 100% payment on for outcome achievement as specified in Clause 6.1.3.
- b) TSPs will be paid on pro-rata basis on outcome achievement in terms of wage/self employment being facilitated for 50-69% of those who have been certified, in keeping with Clauses above.

Schedule–B

7.1.5 List of trades as per the cost category prescribed in the Common Norms notified by the Ministry of Skill Development and Entrepreneurship on 15th July, 2015:

| S. No. | Industry / Sectors | Sub-Sector/Trades | | |
|--------|-------------------------------|--|--|---|
| | | Category-I | Category-II | Category-III |
| 1. | Agriculture | Farm Machinery, Animal Husbandry, Farm Mechanisation, Precision farming, Fisheries and allied Sector | Agriculture, Plantation, Horticulture Floriculture, Poultry | Apiculture, Home Décor Art - Bonsai, Flower, water fall; Minor Forest Product processing and value addition, Natural Fibre product processing and value addition (Sericulture, Jute, cotton, hemp and diversified Products) |
| 2. | Apparel | Garment Manufacturing, Fashion Design | Garment making | |
| 3. | Beauty & Wellness | | Spa and Wellness, Beauty Culture & Hair Dressing, Naturopathy | Home Décor Art Mehendi |
| 4. | BFSI | | | Banking, Accounting, Insurance |
| 5. | Construction | Construction Equipment, Fabrication | Paint, Wood Works, Bamboo Fabrication, Carpentry | |
| 6. | Education & Skill Development | | Education, Skill Development-Nursery Teachers Training | Counselling Skills |
| 7. | Electronics | Electronics System Design, Manufacture Refrigeration and Air Conditioning | Consumer Electronics - Sales & Service | |
| 8. | Food Processing Industries | Food Processing Sectors | | Food Processing sectors such as: Dairy Products, Fruit & Vegetable Products, Cereals & Cereal Products, Food Grain, Edible Oil & Fats, Meat & Meat Products, Fish & Fish Products, Sweets & Confectionery, Bread & Bakery, Spices & Condiments, Beverage, Aerated Water & Soft Drinks, Packaging of food products |
| 9. | Healthcare | Medical and Nursing Healthcare – Machine Technician | Community Healthcare, Healthcare – Assistants, Preventive Healthcare (including Nutrition & Health Education and Health Counselling) | Allied Healthcare |

| S. No. | Industry / Sectors | Sub-Sector/Trades | | |
|--------|-----------------------|--|--|--|
| | | Category-I | Category-II | Category-III |
| 10. | IT-ITES | | Information and Communication Technology | |
| 11. | Leather | Leather Footwear & Leather Sports Goods Manufacture | | |
| 12. | Retail | | Store Operation, FMCG | Retail |
| 13. | Security | | Security, Fire & Safety Engineering | |
| 14. | Telecom | Network & Infrastructure Management | Telecom Service Provider, Handset Sales & Service | |
| 15 | Tourism & Hospitality | Food Production, Cooking | Hospitality, F&B Service and Housekeeping | Travel & Tourism |
| 16. | Other Sectors | Any trade not covered in any of the categories above | Any trade not covered in any of the categories above | Any trade not covered in any of the categories above |
| | | | | |

Note-

1. WDC can take more Sector and trades (QP) for training as per the market needs any time during the empanelment Period.
2. Cost Category will be based on Guidelines of Ministry & Skill and Enterprise Development mentioned in this RFP.
3. Duration of the training and other eligibility criteria like duration of training, qualification, and syllabus will be as per the guidelines of NSDC.

Schedule–C

6.1.5 The performance of Empanelled TSPs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

6.1.6 Some indicative parameters for annual performance review are:

- *Achievement of targets:* In terms of beneficiary numbers; Against geographical and sectoral work allocation
- *Achievement of outcomes:* Proportion of trainees successfully certified; Proportion of trainees facilitated with wage/self employment
- *Quality of training:* Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed vis-à-vis Trainees Enrolled; Trainees Certified vis-à-vis Trainees Assessed; Feedback from Monitoring agency/team
- *Quality of placement:* Work conditions of placement secured for trainees; Trainee job-retention record; Minimum wages.

7 APPENDICES

APPENDIX – I **Format – Covering Letter**

To,
The Managing Director,
2nd Floor, Indira Bhawan,
R. C. Singh Path, Bailey Road,
Patna – 800001, Bihar

Dear Sir,

Subject: Proposal for empanelment of Training Service Providers to impart skill development training in Bihar

This is in response to the RFP issued by the Women Development Corporation
(Ref No.) dated

We (*Name of the Bidder*) are keen to get empanelled with WDC as Training Service Provider and hereby express our interest in being considered for the same.

Please find enclosed one Original and one True Copy of our Proposal. We have also attached the requisite Processing Fee of Rs. 5,000/- in the form of Demand Draft No. dateddrawn on

We hereby confirm that:

1. The RFP is being submitted by which is the “Bidder” in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by WDC and in any subsequent communication sent by WDC. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from WDC.
3. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that WDC will be relying on the information provided in the RFP and the documents accompanying such RFP for Selection of Bidders for empanelment of Training Service Providers to impart skill development training in Bihar, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.

4. We acknowledge the right of WDC to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
6. This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Company Secretary / Authorized Representative and Signatory on the organisation's letterhead with his/her dated signature and seal.

APPENDIX – II
Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

AFFIDAVIT

I/ We, on behalf of(Name of Bidder), with its registered
office at..... do hereby declare that the above-mentioned
Bidder has not been blacklisted/ debarred by any State/Central Government authority /
Donor Agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

APPENDIX – III
Format – Bidder's Details

*(To be provided by Company Secretary or Authorized Signatory on
Letterhead with his/her dated signature and company seal)*

| S. No. | Description | Details | Document at Page No. |
|---------------|---|--|-----------------------------|
| 1. | Name of Legal Entity | | |
| 2. | Status / Constitution of the Bidder | | |
| 3. | Name of Registering Authority | | |
| 4. | Registration Number | | |
| 5. | Date of Registration | | |
| 6. | Place of Registration | | |
| 7. | PAN Card Number | | |
| 8. | NSDC Training Partner (Yes/No) | | |
| 9. | Valid affiliation with Sector Skill Council/ (Yes/No) | Give details & documentary proof of valid SSC /VTP affiliations for each sector under which Bidder seeks to get empanelled | |

N.B.:

1. Individual SSC affiliation is not necessary if the Bidder is an NSDC Training Partner. In such cases, while applying for empanelment under various sectors, the Bidder must highlight past experience in skill training in each sector applied for.

2. The entity holding SSC/NSDC

3. affiliation must be the same as the entity applying as “Bidder” in response to this RFP who shall be the implementing agency for any work that may be sanctioned.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.

APPENDIX – IV
Format – Financial Capability Statement

(Duly signed by the Authorised Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/We hereby submit that
(Name of Bidder), having registered office at, has
annual turnover, net profit / loss, net worth and annual turnover from skill development
activities, in past three consecutive financial years (2012-13, 2013-14 and 2014-15), as
follows:

| S. No. | Financial Year | Annual Turnover (Rs. Lakhs) | Net Annual Profit / Loss (Rs. Lakhs) | Net worth (Rs. Lakhs) | Annual Turnover from skill Development and placement activities/ programmes (Rs. Lakhs) |
|-----------|-------------------|-----------------------------------|--|--------------------------|--|
| 1. | 2012-13 | | | | |
| 2. | 2013-14 | | | | |
| 3. | 2014-15 | | | | |
| TOTAL | | | | | |
| AVERAGE | | | | | |

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

- 1. Bidder is required to submit the audited financial statements for the past three years (2012-13, 2013-14 and 2014-15).*
- 2. Bidders who have not been in existence for three financial years may provide details pertaining to the duration of their existence.*
- 3. All supporting documents should be duly certified by a Chartered Accountant.*

APPENDIX – V

Format – Training and Placement Records

(i) Training and Placement Record in Past 3 Financial Years

| Name of Sector | Details | Total no. of candidates for which skill training Completed (A) | Proof / Reference of Supporting Document corresponding to each row item under (A) | Total no. of candidates placed after skill training (B) | Proof / Reference of Supporting Document corresponding to each row item under (B) | Average salary range of placed candidates |
|---|--------------------------|--|---|---|---|---|
| Sector A | Name of program / Scheme | | | | | |
| | Name of program / Scheme | | | | | |
| | Name of program / Scheme | | | | | |
| | Total | | | | | |
| Sector B | Name of program / Scheme | | | | | |
| | Name of program / Scheme | | | | | |
| | Total | | | | | |
| Total (all sectors) for past 3 financial years | | | | | | |

*Note 1: Data may be provided for financial years 2012-13, 2013-14 & 2014-15 **OR** financial years 2013-14, 2014-15 & 2015-16*

Note 2: Bidders are requested to furnish information in an organised manner with the documentary evidence.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

- The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided on CD, if required.*

APPENDIX – VI
Format – District and Sector Preferences

(A) Preference Ranking of Districts

Bidders must assign preference ranking to districts, with Rank 1 being most preferred and Rank 38 least preferred.

| Rank | District | Preferred Sectors for imparting training in the district (up to 4) | Preference (Residential or non-residential training) |
|-------------|-----------------|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| | | | |
| 12 | | | |

* Mention if Bidder has any existing centre which it is willing to use as a dedicated training centre (i.e. no other programs/trainings allowed at the centre) for skill Training

| (B) Preferred Sectors and Trades | | | | |
|---|-----------------------|-------------------------------|------------------------------------|--|
| S. No. | Name of sector | Name of course / trade | Tentative Hours of training | |
| 1. | Sector A | Course A1 | | |
| 2. | Sector B | Course B1 | | |
| 3. | Sector B | Course B2 | | |

* Supporting proof documents to be annexed separately
For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

APPENDIX – VII
Format – Additional Information

(i) Bidder's understanding of Skill Development and Skill Training

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(ii) Bidder's approach & methodology for Skill Training & Delivery (including Mobilization, Training Delivery, Quality Assurance)

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.....

.....

(iii) Bidder's experience and strength in securing placement for trainees

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.....

.....

.....

(iv) Trainer details (all-India)

| S.N. | Description | Details |
|------|--|---------|
| 1. | No. of permanent trainers, along with their sector(s) of Expertise | |
| 2. | No. of contractual trainers, along with their sector(s) of Expertise | |
| 3. | No. of trainers trained and certified by any Sector Skill Council, along with their sector(s) of expertise | |
| 4. | Qualifications of Permanent Faculty | |
| 5. | No. (and basic details) of career counsellors working for the Bidder, if any | |
| | | |

(v) Additional details furnished by Bidder

(Bidder may use this space to highlight experience of working with various beneficiary groups, with documentary proof where required)

| | |
|--|--|
| Experience in training candidates belonging to Scheduled Castes and Scheduled Tribes, if any | |
| Experience in training candidates belonging to Primitive Tribes, if any | |
| Experience in training women candidates | |
| Experience in training illiterate candidates, if any | |
| Experience in training Persons with Disabilities, if any | |

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

APPENDIX – VIII
Format – Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorise Mr./Ms. _____
son/daughter/wife of _____ and presently residing at
_____, who
is presently employed with us and/or holding the position of _____, for
doing in our name and signing on our behalf all such acts, deeds and things as are required in
connection with submission of our bid for “Empanelment of Training Service Providers to
impart Skill Development Training in Bihar” including but not limited to signing and
submission of all applications, bids and other documents, participating in Bidders'
conferences and providing information / responses to Women Development Corporation
(WDC), representing us in all matters before WDC or concerned Authority, signing and
execution of all contracts including the Agreement and undertakings consequent to
acceptance of our bid, and generally dealing with the Authority in all matters in connection
with or relating to or arising out of our bid for the said Project and/or upon award thereof to
us and/or till the entering into of the Agreement with WDC.

Signed on behalf of _____

(Signature)

(Name, Title and Address)