

10. ANNEXURE I: FORMATS OF RFP APPLICATIONS

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Appendix I: Format of Proposal Declaration Letter

(To be submitted on letterhead of the applicant)

To
Managing Director and Chief Executive Officer
National Skill Development Corporation
301, West Wing, Worldmark 1
Aerocity, New Delhi - 110037

SUB: Request For Proposal (RFP) for setting up, operation, maintenance and management of IIS
under N-PPP mode

Dear Sir

With reference to your RFP document dated, M/s _ _ _ _ hereby submit the RFP application for the subject Project, I/we certify do hereby, on behalf of Applicant, declare, state, certify and affirm as follows:

1. That all information provided in the application are true and correct.
2. That I/we understand that this RFP is binding in nature and NSDC reserves the right to follow a closed competitive bidding process within the successful RFP applicants pursuant to this RFP process or follow any other method for selection of Operating Partner at its own discretion or as directed by the Government.
3. That I/we acknowledge that the right of NSDC to reject our application 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.
4. That I/we understand that NSDC reserves the right to modify, cancel, suspend or terminate any aspect of the RFP process at any time, for any reason, without giving prior notice and NSDC (including their officers, employees, consultants) will not be bound by this RFP.
5. That I/we shall make available to NSDC all additional information that NSDC may find necessary and ask from us for the evaluation of the Proposal.
6. That I/we agree that NSDC shall, at all times, have the complete rights to share the credit information relating to us and / or our officials/directors/employees etc. as deemed appropriate, with CIBIL or any other institution as approved by RBI from time to time.

7. That I/we are in compliance with all applicable laws including but not limited to labour laws, environmental laws, tax laws, industrial laws.
8. That I/we have not been blacklisted by any Central/State Government Agency/Body/Corporation.
9. That I/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 in respect of any proposal submitted by us or any agreement entered into by us with NSDC or any other public sector enterprise or any government, Central or State.
10. That I/we have taken steps to ensure that no person acting for us or on our behalf has engaged or shall engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
11. That I/we, in regard to matters other than security and integrity of the country, have not been convicted by any Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to provide the Services under RFP / Contract or which relates to a grave offence that outrages the moral sense of the community.

In witness thereof, we submit this Proposal under and in accordance with the terms of these present.

Yours faithfully

For<**Applicant's / Lead Applicant's legal entity name**>

(Signature of the authorised signatory of the Applicant/ Lead Applicant)

Name:

Designation:

Date:

Place:

DIN/PAN:

Appendix II: Details of Applicant

- i. Particulars of applicant:
 - a. Name:
 - b. Constitution:
(Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust/ Corporate Foundations/ Educational Institutions/ any other legal entity as per the applicable legislations of the respective country to which the applicant belongs)
 - c. Country of incorporation:
 - d. Address of the corporate headquarters and its branch office(s):
 - e. Date of establishment/registration/incorporation and/ or commencement of business:
- ii. Brief description of the applicant including details of its main lines of business, current activities, background of promoters and management structure etc.
- iii. Details of individual(s) who will be the authorized signatory for the NSDC:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax number
- iv. Details of individual(s) who will serve as the point of contact/ communication for the NSDC:

- a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-Mail Address:
 - g. Fax Number:
- v. Brief description of recent experience of the Applicant on assignments of a similar nature. Information should be provided only for those assignments for which the Applicant was legally contracted as a legal entity or as one of the major participating firms within a consortium/joint venture.

Note: The applicant shall be required to attach Copy of its registration/incorporation documents in support of its constitution.

Appendix III: Power of attorney in favour of Authorized Signatory for signing of RFP application

(To be submitted by the applicant)

Know all men by these presents, We, _____ (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise 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 as are necessary or required in connection with or incidental to submission of our applications for the “Setting up, Operation, Maintenance and Management of IIS on N-PPP Mode (the “Project”)” including but not limited to signing and submission of applications and other documents and writings, participate in pre-application conferences and providing information / responses to NSDC, representing us in all matters before NSDC and generally dealing with the NSDC in all matters in connection with or relating to or arising out of applications.

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

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 20__.

For _____

(Signature)

(Name, Title and Address)

Accepted

(Signature)

(Name, Title and Address)

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s). The applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant. This Power of Attorney is to be provided on a non-judicial stamp paper of appropriate value or any other legally equivalent document as permissible under the laws of the respective country, provided that the document is duly authenticated and/or notarized by the relevant authority. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

Appendix IV: Format of write up on Understanding of Project and Suggestions

Instructions: Applicant is advised to submit a write up on proposed approach & methodology including operational plan for the project and potential for skill training in IIS. The proposal should address the below mentioned points but not limited to (Please also refer to Criteria 8 – Approach and Methodology in Section 9.2 – Technical Evaluation Criteria for other areas to be addressed in this proposal):

Statement of Purpose:

1. Please provide a brief on your purpose to respond to this RFP
2. Please describe your understanding of Project concept and objectives on IIS
3. Please state the specific skills/ areas of expertise to describe your suitability to operate an IIS

Background of the Applicant:

1. Please share the key activities of the Organization
2. Please elaborate on the prior experience with similar projects undertaken in India or other countries.

Approach and Methodology:

1. Please describe the geographical areas in India where you plan to operate IIS and detailed Approach
2. Any other suggestions relevant to the project

Appendix V: Format of Proposal Security

Date: [*insert: **date***]

RFP: [*insert: **name and number of RFP***]

To:

National Skill Development Corporation

301, 3rd Floor, West Wing, World Mark 1,

Aero City, New Delhi – 110037

WHEREAS [*insert: **name of Applicant***] (hereinafter called “the Applicant”) has submitted its Proposal dated [*insert: **date of Proposal***] for the performance of the above-named RFP (hereinafter called “the Proposal”)

KNOW ALL PERSONS by these present that WE [*insert: **name of bank***] of [*insert: **address of bank***] (hereinafter called “the Bank”) are bound unto **National Skill Development Corporation** (hereinafter called “NSDC”) in the sum of : [*insert: **amount***], for which payment well and truly to be made to NSDC, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this [*insert: **number***] day of [*insert: **month***], [*insert: **year***].

THE CONDITIONS of this obligation are the following:

1. If, after the Proposal submission deadline, the Applicant
 - (a) withdraws its Proposal during the period of Proposal validity specified by the Applicant in the Proposal Form, or
 - (b) does not accept the NSDC's corrections of arithmetic errors in accordance with the Instructions to Applicants; or

2. If the Applicant, having been notified of the acceptance of its Proposal by NSDC during the period of Proposal validity,
 - (a) fails or refuses to sign the Contract when required

We undertake to pay to NSDC up to the above mentioned amount upon receipt of its first written demand, without NSDC having to substantiate its demand, provided that in its demand NSDC will note that the amount claimed by it is due to it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including [*insert: **the date that is 60 days after the period of Proposal validity***], and any demand in respect thereof must reach the Bank not later than the above date.

For and on behalf of the Bank

Signed: _____

Date: _

in the capacity of: [*insert: **title or other appropriate designation***]

Common Seal of the Bank

Appendix VI: Indicative Table of Contents for Detailed Project Report (DPR)

Table of Contents	
Content	Page
Abbreviations	
Executive Summary	
Introduction to the Project	
1. Project Background	
2. Skill Gap Analysis	
3. Campus design and development	
4. Capacity building including leadership development, institution management, mentorship arrangement including training of trainers	
5. Assessments and Certifications	
6. Plans for Industry & business connect with multiple sectors and have capacity for in house job training or internship, and placements	
7. Career Counselling for students	
8. Conducting Skill courses for International Market	
9. Collaborations and partnerships with relevant national and international bodies	
Budget and Financial Projections	