

Form TECH-1

**TECHNICAL PROPOSAL SUBMISSION FORM**

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{Location, Date}

To:  
 Director  
 Department of Skill Development & Entrepreneurship  
 Govt. of Arunachal Pradesh,  
 Udyog Sadan, C-sector,  
 Itanagar-791111

Dear Sir,

We, the undersigned, offer to act as Project Management Consultant (PMC) for **Arunachal Pradesh Skill Development Mission (APSDM)** in accordance with your Request for Proposals dated \_\_\_ / \_\_\_ / 2018. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- (c) We have no conflict of interest as stated in the RFP
- (d) We meet the eligibility requirements as stated in RFP
- (e) 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, in force in the country of the Client.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date if indicated in the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

**Form TECH-2(FOR FULL TECHNICAL PROPOSAL ONLY)****CONSULTANT'S ORGANIZATION AND EXPERIENCE****A - Consultant's Organization**

1. Provide here a brief description of the background and organization of your company
2. Include organizational chart, a list of Board of Directors etc.

**B - Consultant's Experience / Credentials**

FORMAT FOR FURNISHING CONSULTANT'S EXPERIENCE / CREDENTIALS

<b>Assignment Name:</b>	<b>Country:</b>
<b>Location within country:</b>	
<b>Name of Client:</b>	
<b>Address:</b>	
<b>Start Date(Month/Year):</b>	<b>Approx. Value of Services (in Rs):</b>
<b>Completion Date(Month/Year):</b>	
<b>Current Status of the Project:</b>	
<b>Name of associated Consultants, if any:</b>	
<b>Name of senior professional staff involved and functions performed:</b>	
<b>Narrative Description of the Project:</b>	
<b>Description of the actual services provided by your staff:</b>	

**COMPLIANCE SHEET FORMAT FOR EVALUATION**  
**(ALL SUPPORTING REQUIRED AS PER DATA SHEET)**

<b>S.No.</b>	<b>Evaluation criteria</b>	<b>Max. Marks</b>	<b>Compliance (Yes/No)</b>	<b>Evidence provided on Page Nos.</b>

*Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)*

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART  
STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

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Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment.

*Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)*

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING  
TO THE TERMS OF REFERENCE**

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Form TECH-4: a description of the approach, methodology and work plan for performing the assignment.

*Form TECH-5*  
**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

N°	Deliverables <sup>1</sup> (D-..)	Months												
		1	2	3	4	5	6	7	8	9	....	n	TOTAL	
<b>D-1</b>	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report .....													
	6) delivery of final report to Client}													
<b>D-2</b>	{e.g., Deliverable #2:.....}													
<b>D-3</b>	<b>Staffing: Core Team (PMC)</b> { as given in TOR}													
<b>D-4</b>	.....													

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

## Form TECH-6

**CURRICULUM VITAE (CVs OVERALL PAGE LIMIT- 20)**

{Total number of CVs to be furnished for technical proposal evaluation= 5}

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position.	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...]		

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

**Adequacy for the Assignment:**

<b>1. Name of assignment or project:</b>	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	
Activities performed:	



<b>2. Name of assignment or project:</b>	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	
Activities performed:	

*Add more rows for additional projects / assignments*

**Expert's contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

\_\_\_\_\_  
Name of Expert

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

{day/month/year}

\_\_\_\_\_  
Name of authorized  
Representative of the Consultant  
(Same who signs the Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Section 4 - Financial Proposal - Standard Forms**

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal 2.

FIN-1	Financial Proposal Submission Form
FIN-2	Summary of Costs
FIN-3	Man-month rate

**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

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{Location, Date}

To:  
Director  
Department of Skill Development & Entrepreneurship  
Govt. of Arunachal Pradesh,  
Udyog Sadan, C-sector,  
Itanagar-791111.

Dear Sir,

We, the undersigned, offer to act as **Project Management Consultant (PMC) for Arunachal Pradesh Skill Development Mission (APSDM)** in accordance with your Request for Proposal dated \_\_ / \_\_ / 2018.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, *excluding of all taxes in accordance with the ITC & Data Sheet.*

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

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: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**FORM FIN-2 SUMMARY OF COSTS (IN INR ONLY)**

<b>Particulars</b>	<b>INR (Figures)</b>	<b>INR (Words)</b>
<b>Fee Component for a period of 36 Months (I)</b>		
<b>Overheads and Operational Cost (II)</b>		
<b>Any other Costs (III)</b>		
<b>Financial Proposal (Grand Total = I+II+III)</b>		

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**FIN-3 Man-month rate**

Man-month rate for the project. Client may use this rate-card for chargeable change request or for any other consulting / advisory work that can be delivered by the PMC. This rate-card will be valid for the entire period of the 36 months and will have 5 % price escalation year on year after contract period.

<b>Profiles</b>	<b>Per Man / Person Month (INR)</b>
Team Leader	
Manager Social Mobilization and Grievance Redresser	
Manager MIS and M&E	
Manager -TP Management, Placement and Industry Linkage	
Skill Development Experts	

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Section 5. Terms of Reference (TOR)

### Project Management Consultant (PMC) for Arunachal Pradesh Skill Development Mission (APSDM)

The Arunachal Pradesh Skill Development Mission (APSDM) invites RFP from reputed organizations with proven track record of having a thorough understanding and good experience in providing Project Management Consultancy and Technical Support Services to Skill Development Missions / State Vocational Councils / Employment Missions etc. for implementation of Skill Development schemes.

#### I. Vision, Mission and Objectives of the Mission:

##### Vision:

Empower all individuals to gain access to decent employment and ensure Arunachal Pradesh's competitiveness in the national and global market.

##### Mission:

The State Policy on Skill Development envisions the mission to empower all individuals through improved skills, knowledge, nationally and internationally to gain access to decent employment and ensure Arunachal Pradesh's competitiveness in the national and global market.

##### Objectives:

- Providing Industry-Specific training to unemployed and underemployed youth.
- Enhancing individual's employability to adapt to changing technologies and labour market demands.
- Improving productivity and living standards of the people.
- Developing the formal and informal apprenticeships.

#### II. Objective of the Assignment

To provide services to APSDM at State level for carrying out program implementation and technical assistance for implementation of the Skill Development Training Programmes, Placements and follow-up monitoring in the state of Arunachal Pradesh.

#### III. Scope of the assignment:

The broad functions and roles to be assigned to the Project Management Consultant (PMC) will include the following:

S#	Scope
A	<b>Skill Gap Study Analysis:</b> <ul style="list-style-type: none"> <li>• Analyze existing studies</li> <li>• Design Formats for primary data collection by State's resources through innovative methods such as using of web / mobile applications</li> </ul>

S#	Scope
	<ul style="list-style-type: none"> <li>• Analyze data and provide recommendations</li> </ul>
<b>B</b>	<p><b>Training Curriculum:</b></p> <p>The Project Management Consultant shall identify the course curriculum prescribed by the various Sector Skill Councils and NCVT for wage based employment and agencies like NIESBUD, IIE etc. for self-employment.</p> <p>The Project Management Consultant shall ensure that these course curriculums are Job or employment oriented. The Consultant shall carry out a survey of the entire course curriculum presently being followed for training by various departments and suggest changes in light of the course curriculum prescribed by the above mentioned technical agencies.</p> <p>The PMC shall engage in standardization of course content of various training programmes.</p>
<b>C</b>	<p><b>Social Mobilization campaign:</b></p> <ul style="list-style-type: none"> <li>• Design the Social mobilization campaign</li> <li>• Identify the various modes for effective social Mobilization</li> <li>• Assist in procurement of an Agency for conduct of Social Mobilization campaign.</li> <li>• Capacitate the Agency and State Machinery so as to register needy candidates willing to undergo skill training and placement.</li> <li>• Analyze the sector specific interests of the registered youth and develop plan for implementation</li> </ul>
<b>D</b>	<p><b>Training:</b></p> <p>The PMC shall ensure adequate coverage of sectors and courses with significant demand for wage workers. In addition, courses and modules with local relevance would be selected such that there are avenues for self-employment or wage employment in local / national &amp; international industries.</p> <p>The curriculum would be aligned to industry accredited National Occupational Standards (NOSs) wherever such standards are available. In case, Occupational Standards are not available for specific modules, state and its Project Management Consultant would coordinate to get an industry relevant NOS developed through an appropriate mechanism.</p>
<b>E</b>	<p><b>Training Partner Empanelment:</b></p> <p>The PMC shall assist the Mission and various departments in the State to empanel credible and appropriate number of Training Partners covering the focus sectors for the state so as to achieve the overall targets in a planned manner.</p>
<b>F</b>	<p><b>Development of Annual Action Plans and State Skill Development Policy:</b></p> <p>The PMC shall develop annual action plans for allocation of targets and budgets and state skill dev. Policy for carrying out the skill development activities in the state</p>

S#	Scope
<b>G</b>	<p><b>Robust Assessment &amp; Certification system:</b></p> <p>Assessment and certification is an integral component of the program performance. All trainees would be assessed through independent assessors on module specific NOS's such that only those candidates having a minimum understanding of the subject matter and a significant level of competency in doing vocation-specific activities pass the assessment. The rigorous assessment process would ensure due credibility of the certification awarded by NCVT or SSC or other such reputed body in the state administered program such as SCVT.</p> <p>PMC to prepare a roadmap to ensure smooth implementation of this process</p>
<b>H</b>	<p><b>Placement &amp; Post Placement Support:</b></p> <p>The PMC would be required to work with Industry &amp; Government to generate sufficient opportunities for placement of the skilled youth in local, national &amp; international markets.</p> <p>The demand aggregation must be done through innovative methods such as using a web / mobile application and continue to extend post placement support and monitoring</p>
<b>I</b>	<p><b>Design of an online IT system*:</b></p> <p>The PMC shall help from process perspective in designing an MIS for managing the programme as per the approved guidelines and support for its implementation. Development and Deployment shall be taken up separately by the APSDM. The PMC's role would be to give insights on leading practices and facilitate the process.</p>
<b>J</b>	<p>Assist the APSDM in implementation of Centrally Sponsored Programmes like the Pradhan Mantri Kaushal Vikas Yojana 2.0 (PMKVY), Recognition of Prior Learning, NAPS, Capacity Building Training under BADP etc. and State funded schemes like the Chief Minister Yuva Kaushal Yojana etc.</p>
<b>K</b>	<p><b>Provide Technical Assistance</b> to the APSDM and other departments in skill development efforts</p>

**\*The IT system should cover the following processes detailing:**

- (a) Candidate Registration and Candidate Management
- (b) Project Implementing Agency (PIA) / Training Partner (TP) Management
- (c) Batch Management
- (d) Assessment & Certification process management
- (e) Placement and Post placement Management
- (f) MIS reports for various departments
- (g) Effective M&E
- (h) Payment gateway etc.



#### IV. Payment Terms

APSDM will make quarterly payments to the PMC. The PMC will engage in an inception and design phase. This will include an as-is assessment of the current capacity of the Mission and prioritize interventions in the State. The PMC and the Mission will in consultation develop an action plan for the assignment, with quarterly deliverables. The payment to the Technical Resource Agency will be made against the achievement of these deliverables. Some of the Deliverables identified include the following:

Payment Milestones	Payment %
Quarter 1: Team Deployment	5
Quarter 1: Submission of the inception report and quarterly action plans	5
Achievement of Quarter 2 Milestones	10
Achievement of Quarter 3 Milestones	8
Achievement of Quarter 4 Milestones	8
Achievement of Quarter 5 Milestones	8
Achievement of Quarter 6 Milestones	8
Achievement of Quarter 7 Milestones	8
Achievement of Quarter 8 Milestones	8
Achievement of Quarter 9 Milestones	8
Achievement of Quarter 10 Milestones	8
Achievement of Quarter 11 Milestones	8
Achievement of Quarter 12 Milestones	8

The payments will be output based and dependent on the submission of the deliverables by the PMC. PMC will follow a quarterly invoicing process. All the deliverables for the quarter will be submitted as per the timelines as per the mutually agreed timelines during the project inception stage. The consolidated quarterly invoice will be generated and submitted on the last working day of the quarter to the APSDM.

The invoice shall be made on the basis of the financial proposal submitted. No payments shall be made beyond the submitted proposal. Deductions shall be made according to the various provisions mentioned in this RFP. The deliverables & the quarterly 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 APSDM, the invoice and the deliverables will be deemed accepted by the APSDM, and will be good for payment. APSDM will then pay to PMC in next 15 days.

## Appendix A – Format for Performance Bank Guarantee

### PERFORMANCE BANK GUARANTEE

To,  
 The Director  
 Department of Skill Development & Entrepreneurship  
 Govt. of Arunachal Pradesh,  
 Udyog Sadan, C-sector,  
 Itanagar-791111.

WHEREAS (*name of the organisation, registered / incorporated as, registered office address, corporate office address*) has submitted the proposal in response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_, for engagement of Project Management Consultant for Arunachal Pradesh Skill Development Mission (APSDM);

AND WHEREAS it has been stipulated by APSDM in the RFP that the Bidder shall furnish a Bank Guarantee by a Scheduled Commercial Bank in India, for the sum of Rs. \_\_\_\_\_/- **[Rupees \_\_\_\_\_]** specified therein as **Performance Bank Guarantee**;

AND WHEREAS we have agreed to give the Bidder such a Bank Guarantee;

NOW THEREOF we, \_\_\_\_\_ Bank, with registered office at \_\_\_\_\_, (hereinafter referred to as Bank) at the request of the bidder, do hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder up to a total of Rs. \_\_\_\_\_/- **[Rupees \_\_\_\_\_]**, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs. \_\_\_\_\_/- **[Rupees \_\_\_\_\_]**, as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the RFP or the bid submitted by the bidder, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Bidder or of the Bank nor shall it be affected by any change in constitution of APSDM.

This Bank Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without APSDM's previous consent in writing.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. ....../- [**Rupees .....**] and the guarantee shall remain valid till \_\_/\_\_/20\_\_ Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_/\_\_/\_\_ all our liability under this guarantee shall cease. This guarantee shall be extendable, if required.

Signature and Seal of the Guarantor	In presence of
Name: Designation:	1.  Name: Occupation:
Name of the Bank:	2.  Name: Occupation:
Address:	
Date: Place	
Common Seal of the Bank	

## Appendix B – Format for EMD Bank Guarantee

To,  
 The Director  
 Department of Skill Development & Entrepreneurship  
 Govt. of Arunachal Pradesh,  
 Udyog Sadan, C-sector,  
 Itanagar-791111.

WHEREAS (*name of the organisation, registered / incorporated as, registered office address, corporate office address*) has submitted the proposal in response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_, for engagement of Project Management Consultant for Arunachal Pradesh Skill Development Mission (APSDM);

AND WHEREAS it has been stipulated by APSDM in the RFP that the Bidder shall furnish a Bank Guarantee by a Scheduled Commercial Bank in India, for the sum of Rs. 3,00,000/- [**Rupees Three Lakhs only**] specified therein as **Earnest Money Deposit**;

AND WHEREAS we have agreed to give the Bidder such a Bank Guarantee;

NOW THEREOF we, \_\_\_\_\_ Bank, with registered office at \_\_\_\_\_ (hereinafter referred to as Bank) at the request of the bidder, do hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder up to a total of **Rs. 3,00,000/- [Rupees Three Lakhs only]**, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of **Rs. 3,00,000/- [Rupees Three Lakhs only]**, as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the RFP or the bid submitted by the bidder, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Bidder or of the Bank nor shall it be affected by any change in constitution of APSDM.

This Bank Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without APSDM's previous consent in writing.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to **Rs.3,00,000/- [Rupees Three Lakhs only]** and the guarantee shall remain valid till \_\_/\_\_/2018 (6 months from the last date of submission of Technical proposal)

Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_/\_\_/\_\_\_\_ all our liability under this guarantee shall cease. This guarantee shall be extendable, if required.

Signature and Seal of the Guarantor	In presence of
Name: Designation:	1.  Name: Occupation:
Name of the Bank: Address:	2.  Name: Occupation:
Date:	
Place	
Common Seal of the Bank	