

## 7. Appendices

### Appendix – I

#### Format – Covering Letter

To,

The Director  
Department of Skill Development & Entrepreneurship  
Govt. Of Arunachal Pradesh  
Udyog Sadan, 'C' Sector  
Itanagar-791111

Dear Sir,

**Subject: Proposal for empanelment of Training Providers to impart skill development training under CMYKY, Arunachal Pradesh.**

This is in response to the RFP issued by the Arunachal Pradesh Skill Development Mission (Ref No. ....) dated ..... We..... (Name of the Bidder) are keen to get empanelled with APSDM as Training 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. 10,000/- in the form of Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ Drawn in favour of \_\_\_\_\_

We hereby confirm that:

1. The RFP is being submitted by \_\_\_\_\_ which is the "Bidder" in accordance with the conditions stipulated in the RFP for training "**within the State in 7 (seven) locations**"/"**outside the State**" (*\*tick the appropriate*)
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by APSDM and in any subsequent communication sent by APSDM. 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 APSDM.
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 APSDM will be relying on the

information provided in the RFP and the documents accompanying such RFP for Selection of Bidders for empanelment of Training Providers to impart skill development training in Arunachal Pradesh, and we certify that all information provided 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 APSDM 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 organization'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)*

<b>Sr. No.</b>	<b>Description</b>	<b>Details</b>	<b>Document at Page No.</b>
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 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 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 Authorized 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 (2013-14, 2014-15 and 2015-16), 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 activities/ programmes (Rs. Lakhs)
1.	2015-16				
2.	2016-17				
3.	2017-18				
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 (2013-14, 2014-15 and 2015-16).*
- 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 Record (All-India)

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

Name of Sector	Details	Total no. of candidates for which skill training completed (A)	Total no. of candidates placed after skill training (B)	Average salary range of placed candidates (C)
Sector A	Name of program / scheme			
	Name of program / scheme			
	Name of program / scheme			
	<b>Total</b>			
Sector B	Name of program / scheme			
	Name of program / scheme			
	<b>Total</b>			
<b>Total (all sectors) for past 3 financial years</b>				

*Note 1: Data may be provided for financial years 2015-16, 2016-17 & 2017-18*

*Note 2: Bidders are requested to furnish information in an organized manner as per the format mentioned above and guidelines mentioned below*

*Note 3: Please attach Supporting Document corresponding to each item under (A, B, C)*

#### (ii) Number of trainees certified by Sector Skill Councils so far

Name of Sector	Total number of candidates certified
Sector A	
Sector B	
Sector C	
<b>Total</b>	

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

**Note:**

1. *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.*

2. *Supporting evidence must be provided as below:*

*For "No. of Candidates Trained", the following is required:*

1. *Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions stated in the note under Clause 3.3.4.*

**And**

2. *Self-attested copies of any of the following:*

*Work Order for each programme accompanied by Certificate of Completion/ Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or*

*Printouts of verifiable information from Government MIS systems showing number of candidates trained.*

*For "No. of Trainees Placed", the following is required:*

1. *Original Certificate by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last three financial years*

## Appendix – VI

### Format – Training Location and Sector Preferences

#### **A.1 For Training Within the State**

Bidders must assign preference ranking of location out of 7 (seven) locations viz. Bompila/ Itanagar/ Ziro/ Pasighat/ Roing/ Namsai/ Kanubari with Rank 1 being most preferred and Rank 7 least preferred. Please rank all locations.

Rank	Name of Location	Preferred Sectors with job roles	NSQF Level	Wage offered to successful trainees
1				
2				
3				
7				

#### **A.2 For Training Outside the State**

Bidders must give the complete address of the training centre located outside of Arunachal Pradesh along with information as below with a document of address proof.

Sr. No.	Name of the location of TC outside Arunachal Pradesh	Preferred Sectors with job roles	NSQF level	Wage offered to successful trainees
1				
2				
3				

**Note:** Each skill training shall be of 6 to 12 months duration including soft skills/ life skills.

#### **(C) Tie-ups for Placement (Post Training)**

Sr. No.	Name of Industry/ Organization	Placement Capacity (Nos.)	Salary Offered/ Promised
1			
2			

\* Supporting proof documents to be annexed separately

#### **(D) Tie-ups for On-the-Job Training or Apprenticeship (OJT)**

Sr. No.	Name of Industry/ Organization	OJT/ Apprenticeship Capacity (number)	Formal Arrangement (Yes/ No)
1			
2			
3			

\* 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 High End Skill Training (100 words)**

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**(ii) Bidder's approach & methodology for High End Skill Training & Delivery (including Mobilization, Training Delivery, Quality Assurance) (100 words)**

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.....

.....

**(iii) Bidder's experience and strength in securing placement for trainees (100 words)**

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.....

**(iv) Trainer details (All-India)**

Sr. No.	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	
6.	Number of Sector Skill Councils promoted, 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 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 – Board Resolution for Proposal Submission**

*(To be furnished by the Bidder)*

**Certified true copy of the resolution passed at the meeting of the Board of Directors of \_\_\_\_\_ <Name of Organization> at their meeting held on \_\_\_\_\_ <Date> at \_\_\_\_\_ <Time> at \_\_\_\_\_ <Address>**

**"Resolved that** the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request for Proposal for *'Empanelment of Training Service Providers to Impart Skill Development Training in Arunachal Pradesh'*

Signed on behalf of:

\_\_\_\_\_

**(Signature of Authorized Representative(s) of the Board)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature of:**

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation: Company Secretary**

**Appendix – IX**  
**Format – Authorization**  
*(On Company Letterhead)*

TO WHOMSOEVER IT MAY CONCERN

This is to authorize 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 Providers to impart Skill Development Training in Arunachal Pradesh" including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders conferences and providing information/ Arunachal Pradesh Skill Development Mission (APSDM), responses to representing us in all matters before APSDM 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 APSDM.

Signed on behalf of \_\_\_\_\_

(Signature)

(Name, Title and Address)

**Appendix – X**  
**Format – Pre-Bid Queries**

Name of the Prospective Bidder/ Agency:

Contact Person:

Designation:

Address:

Telephone No.:

Email:

S. No	Reference Page No. in the RFP	Clause No.	Observation / Clarification sought	Suggestion by the Prospective Bidder / Agency
1				
2				
3				
4				
5				
6				
7				
8				
9				

Note:

Pre-Bid queries from Prospective Bidders will be accepted in this format only.