

## REQUEST FOR PROPOSAL

FOR

Selection of Project Implementation Agencies (PIAs) by Bihar Skill Development Mission (BSDM) for conducting “RPL with Bridge Course” program in specified job roles in Bihar”.



**RFP No: BSDM/03/2018- 2019**

**Date: 03.11.2018**

**BIHAR SKILL DEVELOPMENT MISSION (BSDM)  
DEPARTMENT OF LABOUR RESOURCES  
GOVERNMENT OF BIHAR,  
A-WING, 5<sup>TH</sup> FLOOR, NIYOJAN BHAWAN, PATNA- 800001  
Email Id: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com)  
Website: [www.skillmissionbihar.org](http://www.skillmissionbihar.org)**

## **Bihar Skill Development Mission (BSDM)**

Department of Labour Resources, Government of Bihar  
A-Wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001  
Phone: 0612-2528455 Fax: 0612-2535004

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### **Notice Inviting Request for Proposal**

RFP No: BSDM/03/2018- 2019

Date- 03.11.2018

#### **Tender Notice for Selection of Project Implementation Agencies (PIAs) by Bihar Skill Development Mission (BSDM) for conducting “RPL with Bridge Course” program in specified job roles in Bihar.**

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites proposals (**Single Bid System**) from reputed and experienced Project Implementation Agencies (PIAs) **for conducting “RPL with Bridge Course” program in specified job roles in Bihar”.**

Kindly note that the selection of agencies under this RFP will not guarantee allocation of work and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

**Earnest Money Deposit (EMD) and Document Fee:** An EMD of Rs. 1,00,000/- (One Lakh) and a non-refundable Document Fee of Rs. 5000/- (Five thousand) only in the form of two separate **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted separately (in the hard copy) in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 27.11.2018, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

The Proposal must be submitted to online mode on <https://www.eproc.bihar.gov.in>

The Proposal has to be submitted in online mode containing **single stage** as below-

#### ❖ Technical Bid Open Stage

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the “e-Procurement Portal <https://www.eproc.bihar.gov.in> and departmental website: <http://www.skillmissionbihar.org>. The RFP will be available to download from the above website from 04.11.2018 to 26.11.2018 (15:00 Hrs.). The last date for uploading of proposal/bid will be 27.11.2018 up to 15.00 Hrs. Technical Bid will be opened on 28.11.2018 at 16:00 Hrs. Please refer RFP document for complete details.

Post selection, the successful applicant has to register their each RPL Location as a Skill Development Center (SDC) on the web portal of BSDM ([www.skillmissionbihar.org](http://www.skillmissionbihar.org)) by following due online registration processes and terms and conditions as specified by BSDM. The BSDM portal will also cover the entire value chain of RPL process implementation from registration of candidates, monitoring, evaluation of training to tracking along with PIAs registration, payment management etc.

The undersigned reserves the right to issue addendum/corrigendum/modification or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof.

**Principal Secretary,**  
**Department of Labour Resources, Government of Bihar,**  
**Niyojan Bhawan, Patna – 800001**  
**-cum- Chief Executive Officer, Bihar Skill Development Mission.**



# Bihar Skill Development Mission

Department of Labour Resources, Government of Bihar  
A-Wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001  
Phone: 0612-2528455 Fax: 0612-2535004



mail: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com) Website: [www.skillmissionbihar.com](http://www.skillmissionbihar.com)

## **NOTICE INVITIG e-TENDER**

(Through e-Procurement Mode only)  
(<https://www.eproc.bihar.gov.in>)

**Tender Notice No: BSDM/03/2018- 2019**

Date-03.11.2018

Proposals (**Single Bid System**) are invited from reputed and experienced Project Implementation Agencies (PIAs) for conducting “RPL with Bridge Course” program in specified Job roles in Bihar.

| SL No. | Scope of Work  | Tender processing Fee(Non Refundable)<br>(inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card)<br>(in Rupees) | Earnest Money Deposit<br>(In Rupees) | Document Fee<br>(In Rupees) |
|--------|--|---|--------------------------------------|-----------------------------|
| 1      | 2  | 3   | 4                                    | 5                           |
| 01.    | Selection of Project Implementation Agencies (PIAs) for conducting “RPL with Bridge Course” program in specified job roles in Bihar. | Rs. 1180.00   | Rs. 1,00,000.00 (BY DD Only)         | Rs. 5000/- (BY DD Only)     |

### **Tender Schedule/Programme:**

| Sl. No. | Activity  | Date/Time : Duration  |
|---------|---|---|
| 1.      | Online Sale/Download date of Tender documents   | From 04.11.2018 to 26.11.2018 (15:00 Hrs.)<br>( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )   |
| 2.      | Date/Time for submission/ uploading of offer/Bid  | 27.11.2018 Up to 15.00 Hrs. ( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )   |
| 3.      | Submission of EMD and Document Fee (two separate Demand Draft) <b>in Hard copy/Original</b> | In the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 27.11.2018. |
| 4.      | Date & time for opening of Technical Bid  | 28.11.2018 at 16:00 Hrs. ( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )  |
| 5       | Contact person/Nodal Officer for queries  | Mr. Sanjay Kumar<br>Email: <a href="mailto:md.bsdm@gmail.com">md.bsdm@gmail.com</a><br>contact no : 0612-2528455  |

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc.bihar.gov.in>).
- Tender Processing Fee (TPF) to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.

- Tender Processing Fee (TPF) amount to be paid through e-Payment mode (i.e. NEFT, Internet Banking, Credit / Debit Card) only.
- **Earnest Money Deposit (EMD) and Document Fee:** An EMD of Rs. 1,00,000/- (One Lakh) and a non-refundable Document Fee of Rs. 5000/- (Five thousand) only in the form of two separate **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted separately (**in the hard copy**) in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 27.11.2018, failing which the bid will be rejected.

This EMD will be non-interest bearing and refundable. However If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

- Bids along with necessary online payments (Tender Processing Fee) must be submitted through e-Procurement portal (<https://www.eproc.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc.bihar.gov.in>) at the respective stage only.
- The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc.bihar.gov.in>). This will be bidder's sole responsibility to ensure that uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- For support related to e-tendering process, bidders may contact at following address “e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: **0612-2523006**, Mob- **7542028164**” or may visit the link “Vendor Info” at (<https://www.eproc.bihar.gov.in>).
- **Corrigendum/ Addendum**, if any, will be published on the departmental website <http://labour.bih.nic.in> and e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself.

**Principal Secretary,  
Department of Labour Resources,  
Government of Bihar, -cum-  
Chief Executive Officer,  
Bihar Skill Development Mission.**

## e-Tendering Process Related Instructions.

➤ Submission of Proposals Through electronic mode only,

1. The bidder shall submit his bid/tender on e-Procurement platform at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
5. Tender Processing Fee (TPF) to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
6. "Earnest Money Deposit (EMD) and Document Fee has to be submitted through manual mode (DD) only and has to be submitted in the office of BSDM before the stipulated time and date.

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

7. The tender opening will be done online only.
8. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in> only.
9. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna-800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).

### **Brief background of BSDM:**

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

### **Objectives of the Mission:**

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

### **Brief on objective of this RFP:**

The Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Guidelines (2016-2020) defines Recognition of Prior Learning (RPL) Guidelines as under:

*Individuals with prior learning experience or skills shall be assessed and certified under the Recognition of Prior Learning (RPL) component of the Scheme. RPL aims to align the competencies of the unregulated workforce of the country to the NSQF. Project Implementing Agencies (PIAs), such as Sector Skill Councils (SSCs) or any other agencies designated by MSDE/NSDC, shall be incentivized to implement RPL projects in any of the three Project Types (RPL Camps, RPL at Employer's Premises and RPL centers). To address knowledge gaps, PIAs may offer Bridge Courses to RPL candidates.*

Recognition of Prior Learning (RPL) is the process of recognizing previous learning, often experiential, towards gaining a qualification. RPL majorly, not mandatorily, focuses on the individuals engaged in unorganized jobs like Construction Workers/Laborers, Agricultural Labour, Plumbing, Street Vendors/Hawkers/ and small shops/establishments etc.

The objectives of RPL are primarily three-fold:

- I. To align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF)
- II. To enhance the career/employability opportunities of an individual as well as provide alternative routes to advance skill training
- III. To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.

**However in order to establish Recognition of Prior Learning (RPL) and to further substantiate the acquire knowledge, BSDM has decided that merely a certificate is not the need of hour and it should be accompanied with brief holistic knowledge refresher. Thus it was decided that under BSDM "RPL with Bridge Course" will be implemented in the State of Bihar and not just a mere RPL.**

RPL shall be undertaken by Project Implementing Agencies (PIAs) through any of the three project types (*RPL Camps, RPL at Employer's Premises and RPL centers*) specified under this document.

PIAs shall include agencies designated and selected by BSDM under this RFP. Assessment Agencies (AAs) are not permitted to be PIAs under RPL.

## ***RPL Guidelines prescribed and implemented by BSDM:***

All the Definitions, Terms and Conditions as explained herein below will be subject to process and cost norms of BSDM and other prescribed guidelines as declared on BSDM website and as amended time to time.

### **1. Definitions:**

Funding Department:

Funding departments will be various Departments of Government of Bihar and /or their undertakings/corporations/societies/ Boards or any such agencies controlled by such department/s, implementing skill development training program for the beneficiaries of the State of Bihar. BSDM will allocate successfully empaneled PIAs to funding departments for conducting RPL.

Note: The selection by BSDM is an empanelment only and the successful bidder / bidders will then be issued Letter of Empanelment (LOE) and will be allocated to a funding department. The selected PIAs will then have to submit a specific proposal/project for target allocation to the concerned funding department. Upon sanction, these agencies have to enter into an Agreement with the funding department/s before execution of sanctioned RPL Program/Project.

Please note that at the time of submission of specific proposal/project to the concerned funding department, the funding department may ask for further details and relevant documents/study in support of specific project proposed by the PIA.

SSCs:

Sector Skill Councils (SSCs) are industry-led bodies, who are responsible for defining the skilling needs, concept, processes, certification, and accreditation of their respective industry sectors. The SSCs prescribed the NOSs and QPs for the various job roles relevant to their industry, classify the job roles and worked with the National Skill Development Agency (NSDA) to ensure that these are in accordance with the National Skill Qualification Framework (NSQF).

QPs:

A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive creation of curriculum and assessments. The job roles would be at various proficiency levels and aligned to the NSQF. The NOSs and QPs for the various job roles in each sector, created by SSCs, would be available online and updated from time to time.

NOSs:

National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity at the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In its essential form, NOS describes functions, standards of performance, and knowledge / understanding.

Payout:

It is the amount that paid out to the candidates, PIAs and SSCs, as applicable. BSDM/ Funding department will make payment as per payment terms as per specified guidelines.

AA: Assessment Agency

**2. RPL with Bridge Course: Under BSDM “RPL with Bridge Course” only will be implemented in the State of Bihar and not just a mere RPL.**

**3. RPL Project Types:**

PIAs shall implement RPL through any of the three project types mentioned in Table below. The project types differ according to their target group.

| S. N. | Project Type        | Target Group  | 5- Step RPL Process   |
|-------|---------------------|---|---|
| 1     | RPL Camps           | RPL in a location where workers of a particular sector are consolidated (such as Industrial and Traditional Clusters)   | STEP 1: Mobilization<br>STEP 2: Pre-Screening and Counselling<br>STEP 3: Orientation plus Bridge Training<br>STEP 4: Final Assessment<br>STEP 5: Certification and Payout<br>(STEPS 2-5 to take place at a temporary RPL Camp set up by PIA within the cluster) |
| 2     | Employer’s Premises | RPL on-site at an employer’s premises or a Project/ Site location where an infrastructure project is going on etc.  | STEP 1. Mobilization<br>STEP 2: Pre-Screening and Counselling<br>STEP 3: Orientation plus Bridge Training<br>STEP 4: Final Assessment<br>STEP 5: Certification and Payout<br>(Steps 1-5 to take place within employers premises)                                |
| 3     | RPL Centres         | RPL at designated centres for geographically scattered workers who need to be mobilized <ul style="list-style-type: none"> <li>At training centres setup by Project Implementing Agencies (PIAs) with required infrastructure.</li> </ul> | STEP 1: Mobilization<br>STEP 2. Pre-Screening and Counselling<br>STEP 3: Orientation plus Bridge Training<br>STEP 4: Final Assessment<br>STEP 5: Certification and Payout<br>(Steps 2-5 to take place at a designated RPL Centre within the mobilising zone)    |

3.1 PIAs shall submit proposals to undertake Bridge Training and Certification of RPL candidates in any of the project types mentioned above.

3.2 All RPL candidates shall undergo the same 5-step RPL process (i. Mobilisation, ii. Counseling and Pre-Screening, iii. Orientation plus Bridge Training, iv. Final Assessment and v. Certification and Payout).

3.3 PIAs are to note, unless otherwise specified, that the implementation modalities and the stakeholders involved under each step may vary per project type.



#### 4. Probable Funding Entities:

- # Fund from Building and Other Construction workers Welfare Board of Govt. of Bihar (BOCW) for Construction sector.
- # RPL Fund of NULM.
- # BSDM fund
- # Fund from interested Departments of Government of Bihar, which plans to take up the RPL Scheme and /or their undertakings/corporations/societies/ Boards or any such agencies controlled by such department/s.

#### 5. Implementing Partner:

BSDM will select PIAs for implementing RPL with Bridge Course. PIAs can associate Training Partners/ Mobilizers for implementation support, if required by them. But for all purposes PIAs will only be responsible to the BSDM and/or concerned funding department and vice-versa for program implementation.

#### 6. Course Selection:

- Courses Available: SSC- QP-NOS
- BSDM will finalize sectors and courses as per need assessment. The current list as specified in Annexure I will be modified and new sector and courses may be added or deleted as and when required as per the need assessment on time to time.

#### 7. Eligible Beneficiaries

##### **RPL is applicable to any candidate of Bihar domicile who:**

- On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements. However this will not be a mandatory condition but a preferable condition.
- Possesses an Aadhar Card and an Aadhar seeded/linked bank account.
- Fits the pre-screening criteria defined by PIA in coordination with SSCs for the respective job role
- Fits the funding department beneficiary eligibility criteria

Target Beneficiary Age Group: Working age population – 15 – 59 Years.

##### **Beneficiary Selection:**

- # Cluster of 100 / 200 / 300 persons to be identified
- # Mobilization process is to be carried out by respective PIAs.
- # Pre-screening process will be conducted to identify the skill deficiency of the potential candidates and will be the sole responsibility of respective PIAs.
- # A detailed questionnaire should be used by PIAs for pre-screening of candidates. Weightage should be given on core aspects of Job Role along with some non-core aspects as well.
- # Aadhar Deduplication of candidates: It should be as per BSDM Norms-Aadhar de duplication will be used.
- # Bridge course will be conducted to mitigate the skill deficiency. Maximum permissible duration of Bridge Training will be 80 hours. It also includes 12 hours of orientation duration.
- # Assessment and Certification is to be done after bridge course.
- # Under Building and Other Construction Welfare Board, Labour Resources Department, Government of Bihar (BOCW Board) funded RPL program, PIAs will have to take the onus of BOCW registration of non-registered candidates under BOCW Board. BOCW fund can be spent for registered candidates only.

## 8. Wage Loss Compensation:

- It is felt that there is a need to incentivize the candidates who will pursue RPL as there will be a wage loss associated to it.
- BSDM/ implementing departments will directly transfer the wage loss compensation to the bank accounts of candidates participating and securing a minimum of 30% marks in assessment process under RPL with Bridge course.
- The PIAs will have to submit wage loss declaration on behalf of candidates.
- Wage loss will be applicable as per rates prescribed in BSDM Process and Cost Norms as amended time to time.

## 9. RPL Process: The RPL process comprises of five steps, specified in Table below:

|                         |   |  |                             |  |
|-------------------------|---|--|-----------------------------|--|
| STEP 1:<br>Mobilization | STEP 2:<br>Pre-Screening<br>and Counselling | STEP 3:<br>Orientation plus<br>Bridge Training | STEP 4:<br>Final Assessment | STEP 5:<br>Certification<br>and Payout |
|-------------------------|---|--|-----------------------------|--|

The PIAs will be end to end responsible for all the RPL processes as mentioned above.

## 10. Branding and Publicity:

- PIA will be responsible for the branding, marketing and publicity of RPL under BSDM/ Funding Department through print and digital media, though BSDM/Funding Department may also undertake such activities.
- PIA will be responsible for the arrangement of necessary collaterals for branding and communication in accordance to the BSDM Branding Guidelines.

## 11. Training Infrastructure:

The PIA shall arrange the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements of the job role or as per guidelines of BSDM if any. PIAs shall ensure that the overall training infrastructure especially the training aids for the proposed job role are as per the industry benchmark.

## 12. Training Duration:

### 12.1. Orientation Activities-

PIAs are to ensure that each enrolled candidate mandatorily undergoes a 12 hour orientation which includes but not limited to the following topics:

- A. Domain Training (clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health and Safety) - 6 Hours
- B. Soft Skills and Entrepreneurship Tips specific to the Job Role- 4 Hours
- C. Familiarization with Assessment Process and Terms- 2 Hour

12.2. Bridge Course- PIAs have to propose up to 68 hours duration and based on core NOSs of the job role.

### 13. Assessment & Certification:

#### A. Pre Screening-

PIA is to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge and experience most and to identify knowledge gaps, if any. The pre-screening process is divided into two parts:

**Part 1: Collection of supporting documentation and evidence from the candidate** - personal information required as per the SDMS requirement, and the supporting documentation that may be available for the job role.

In case of RPL with Bridge training funded by BOCW, PIA has to ensure the collection of requisite documents establishing BOCW registration of the candidate.

#### Part 2: Candidate self-assessment –

- I. PIA will design a self-assessment sheet for each job role. Questions are to be based on the Core NOSs of the job role.
- II. PIAs are to evaluate the existing skill sets and experience of the candidates based on the pre-screening format for each job role. PIAs shall conduct the candidate self-assessment for each candidate.

#### B. Final Assessment-

- PIA to identify SSC (or the successor National Board for Skill Certification) accredited AAs to conduct the Final Assessment of the candidates. There should be no overlap in the functions of the Assessment Agency and the PIAs engaged for the project.
- Marks scored in the Core NOSs of a QP will be given 70% weightage in the total score.
- The remaining 30% weightage will be from the Non-Core NOSs.

For example: A QP has five NOSs (three Core and two Non-Core). A candidate scores 240 marks out of 300 in the three Core NOS, and 160 out of 200 in the two Non-Core NOSs. The total score of the candidate will be  $(240/300 \times 70) + (160/200 \times 30) = 80$  out of 100.

- The pass percentage for a QP based on the NSQF Levels is outlined below-

\*For NSQF Level 3 minimum 50 % required for passing a QP

\*For NSQF Level 4 & above 70 % required for passing a QP

- A candidate who achieves greater than or equal to the pass percentage mentioned in above for a QP shall be awarded the Skill Certificate and Mark sheet. Certified candidates will receive a Grade (A/B/C) on their Skill Certificates (as per the grading criteria).
- A candidate who achieves less than the pass percentage mentioned for a QP shall receive only the mark sheet and to be encouraged to undergo regular Training under Domain Skilling.
- Candidates eligible for the Skill Certificate shall also be provided Grades (A/B/C) as mentioned below-
  - Grades for NSQF Level 3
    - A- 85% and above

- B- > 70% to < 85%
- C- 50% to 70%
- Grades for NSQF Levels 4 and above
  - A - 85% and above
  - B- 70% to < 85 %

**Note: For any candidates who fail in the assessment process, there will not be any re-assessment process for such candidates. However, they can opt for mainstream domain skilling to get trained and certified.**

#### 14. Bridge Course:

- PIAs have to propose Bridge Courses to be imparted to candidates in addition to the Standardized Orientation Activities.
- The proposed Bridge Course must be up to maximum of 68 hours duration and based on core NOSs of the job role.

#### 15. Bridge Course Content and Quality of Training:

- PIA will be entirely responsible for the course content under respective domain. The content provided by PIAs should be in accordance to the corresponding SSCs prescribed qualification pack (and aligned with the respective NOSs) as the eventual assessment of the candidate will be a third party assessment anchored by the respective SSCs. Also as BSDM will be paying for certified candidates only, the PIAs should ensure the quality of bridge training imparted and the concurrence of the content with the SSCs prescribed QP/ NOS.
- PIA need to furnish following details at the time of technical presentation-
  - Detailed NOS-wise course model curriculum with hourly break-up of topics and sub-topics to be covered (practical and theory) in bridge training for each of the proposed Job role
  - Details of Session plan
  - Complete course content based on bridge training model curriculum where the topics like Safety norms, new technology along with use of modern technological tools, Industries best practices, entrepreneurship, topics on team work, workplace skills etc. should also be included.

#### 16. Requirement of ToT Certified Trainer:

The Trainer must be SSC certified trainer for Orientation and Bridge Course Classes.

#### 17. Due Diligence Fee:

A non-refundable processing fee of INR 2000 (To be revised by BSDM from time to time) per PIA will be charged from all the Applicant PIAs applicants against the desk appraisal and due-diligence conducted by BSDM.

#### 18. Project Registration Fee:

All empaneled PIAs will pay a Project registration fee calculated as per the approved cumulative target across all the proposed RPL project types (Type 1, 2 and 3) in accordance to the slabs as mentioned below-

| Sl. No. | Approved Target | Project Registration fee (INR) |
|---------|-----------------|--------------------------------|
| 1       | 500-1000        | 5000                           |
| 2       | 1001-2000       | 7500                           |
| 3       | 2001-3000       | 12500                          |

|   |           |       |
|---|-----------|-------|
| 4 | 3001-4000 | 17500 |
| 5 | 4001-5000 | 22500 |

Note: The cumulative target across all the three project types (as above) for any PIA should not be less than 500 beneficiaries and not more than 5000 beneficiaries at this stage. However BSDM/ Funding Department may allocate further/additional target depending on the PIA performance and timely execution of training for the allocated target with quality and the Project Registration Fee will be charged proportionately.

### 19. Pay-out rates for RPL with Bridge Course:

For Initial Orientation of 12 hours, the following are the rates:

- For Type 1 RPL: 1600/- per candidate
- For Type 2 RPL: 1400/- per candidate
- For Type 3 RPL: 1600/- per candidate

For Bridge course: As per the Common Norms (upto 68 Hours)

**Note: Above pay-outs will be made for certified candidates only.**

### 20. Pay-out for Assessment and Certification in RPL with Bridge Course:

- Training cost (Orientation + Bridge Course) will be paid for certified candidates only.
- The Assessment and Certification cost will be borne by PIA and reimbursed by BSDM/ funding department/s to the PIAs.
- BSDM/ Funding Department will ensure that payment has been made to respective SSCs for Assessment & Certification and only then Payment to PIAs will be released.
- SSCs will charge PIA on the basis of number of candidates appeared for assessment rather than batch uploaded (with a minimum guarantee of 20 candidates per batch available for assessment).
- BSDM/ Funding Department will pay to PIAs only after they submit the proof of assessment fee paid to concerned SSCs.
- BSDM may also put penalty provision for any delay and will chalk out timeline for payment of assessment fees by PIAs to concerned SSCs.

### 21. Pay-out for Training -Release of Funds:

Payouts will be directly transferred to the PIA's bank account or through any other payment modes as per funding department policy. Payment will be released only on successful completion of the following milestones-

| Tranches | % of Total Training Cost Per Candidate | Output Parameters   |
|----------|--|---|
| 1        | 80%                                    | On Successful Certification of Candidate  |
| 2        | 10%                                    | On Successful Submission of Evidence Based Proofs of Certificate Distribution Ceremony (Batch-wise Photos of Candidates with Certificates & Video of Certificate Distribution Ceremony) |
| 3        | 10%                                    | On 80% of proposed target achievement   |

## 22. Training Calendar:

Training calendar will be developed by PIA, as per assessment of learning capacity of participants.

23. **Batch Size:** Minimum Batch Size- 20 and Maximum Batch size- 50.

## 24. Provision of Tool Kit or any other teaching aid:

A. PIAs shall provide a job-role specific kit to the candidates. In addition to any job-role specific items, it is mandatory that all kits have the following items:

1. 01 Standard BSDM T-shirt/Jacket and
2. 01 Standard BSDM Cap
3. Job Role Related Reference Material

B. Details of items in relation to Job Role Specific Kit shall be proposed by the PIA in the Project Proposal Template, and may be changed by BSDM while approving.

Note- The costs for the same shall be borne by the PIA. Also in case the funding department has a provision of separately providing toolkit for a specific job-role then the PIA has to provide the suggested toolkit (in addition to the above mentioned Job role specific kit) at the end of the training to the successful trainees, the cost of which will be reimbursed by the funding department. However the PIAs have to get the approval of the component/s and quality of the tool kit from the funding department/s prior commencement of training.

## 25. Certificate and Mark sheet Distribution:

- PIAs shall conduct a Certificate and Mark sheet Distribution Ceremony for Candidates. PIA to ensure the presence of each candidate. Candidates to wear the standard BSDM T-shirt/Jacket (having BSDM and Funding Department Logo) for the Certification & Mark sheet Distribution Ceremony.
- High resolution pictures and videography are to be taken of the Certificate and Mark sheet Distribution Ceremony including batch-wise photos of candidates. PIAs are to submit images and videos to BSDM/funding department in form of a CD/DVD with invoice printout.

## 26. Monitoring framework:

- Post selection, the successful applicant has to register their each RPL Center as a Skill Development Center (SDC) on the web portal of BSDM ([www.skillmissionbihar.org](http://www.skillmissionbihar.org)) by following due online registration processes and terms and conditions as specified by BSDM. The BSDM portal will also cover the entire value chain of RPL process implementation from registration of candidates, batch uploading (will be done by PIA), monitoring, evaluation of training to tracking along with PIAs registration, payment management etc.
- For Type 1 and 2- PIA to regularly upload manual attendance of candidates on BSDM portal and to submit the time stamped video recording (15 Min recording of every day 5 min each at training start time, in between and training end time clearly facing all the candidates along with trainer each day.
- For Type 3- Aadhaar based biometric and IP base CCTV to be installed by PIA at the Centre
- The first process of due diligence after the initial registration process will be done as Desk Appraisal by BSDM. It can be done by both online and offline method.

- The physical verification of the proposed center may be carried out by BSDM and/or funding department officials.

## **Instructions to the Bidders:**

### **1. Completeness of Response**

- A. Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.
- C. RFP should be submitted by the Agencies (PIAs) as Sole applicants only.

### **2. RFP Proposal Preparation cost & related issues**

- A. The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by BSDM to facilitate the evaluation process and Awarding of Contract.
- B. BSDM shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

### **3. Definitions/ Terms of Reference (TOR):**

- A. This RFP does not prevent or force BSDM to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.
- B. The selected bidder to whom Letter of Award (LOA) has been issued will have to enter into an Agreement with the BSDM within 60 days of issue of LOA. The format of agreement will be shared at the time of issuance of LOA.
- C. **Agreement Validity:** The Agreement will be valid for a period of one year and may be extended for further period as per mutual agreement of both the parties. However at the end of every year the performance of the bidder regarding compliance to the conditions of this RFP and the agreement shall be reviewed and the agreement may be terminated by BSDM by giving a notice of two month, if the performance is not found satisfactory. The decision of BSDM shall be final in this regard.

#### **D. Performance Guarantee:**

1. An amount equivalent to INR Rs. 5,00,000/- (Five Lac) will be deposited by the successful bidder as performance guarantee in form of demand draft/ Bank Guarantee issued from a Scheduled/Nationalized Bank in favour of "Bihar Skill Development Mission" payable at Patna within 30 days of issuance of LOA. The demand draft should be payable at Patna. This performance guarantee will be returned to the successful bidder after the expiry of the selection period. However no interest will be given to the successful bidder for this deposited performance guarantee.
2. If the bidder fails to perform satisfactorily as per terms of the agreement, BSDM reserves the right to cancel the selection and terminate the agreement and may forfeit the performance guarantee without assigning any reason. The decision of CEO, BSDM will be final and conclusive in this regard.

#### 4. Right to Terminate the Process and issue of Corrigendum and other Right

- A. BSDM may, for any reason, modify the RFP Document by a corrigendum and may, at its discretion, extend the last date for the receipt of Proposals.
- B. BSDM may terminate the RFP process at any time without assigning any reason. BSDM makes no commitments, express or implied, that this process will result in a business transaction with anyone or between anyone.
- C. BSDM reserves the right to modify and amend any of the condition/criterion as stipulated in whole of this RFP Document depending upon project priorities vis-à-vis urgent commitments.

#### 5. Submission of Proposals

- A. The Proposal must submitted online mode containing single stage as below-
  - A) Technical Bid Open Stage
- B. Bidder shall submit all the required documents as mentioned in the annexure including Tech Forms. It should be ensured that various formats mentioned in this RFP should be adhered to and no changes in the format should be done.
- C. Any proposal received by the BSDM after the stipulated deadline shall be rejected and returned unopened to the Bidder.
- D. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- E. BSDM shall not be responsible for any postal delay or non-receipt/ non delivery of the documents. No further correspondence on the subject will be entertained.

#### 6. Technical Bid and Evaluation:

##### (A) Preliminary Eligibility Criteria:

The bidders (PIAs) should satisfy the following eligibility criteria to qualify for the Technical Evaluation. Proposals not meeting the eligibility criteria and not containing the supporting documents will be summarily rejected:

| Sr. No. | Criteria   | Supporting Document(s)/Evidence   |
|---------|--|---|
| 1.      | The Bidder must be an organization incorporated and / or registered in India, under any Act on or before 1 <sup>st</sup> April, 2015.  | Copy of the Certificate of Incorporation / Registration under respective acts of incorporation/registration.  |
| 2.      | Only those PIAs affiliated with concerned Sector Skill Council (SSC) will be eligible.<br>* *Not applicable for SSCs, if any SSC itself will be participating.   | Valid Affiliation Certificate   |
| 3.      | The Bidder's Organization should have a minimum average annual turnover (AATO) of Rs. 3 Crores or above over in the last two financial years i.e. (2016-17) and (2017-18) and should have a positive Net Worth as on 31-03-2018.<br><br><b>Note- If any Sector Skill Council is directly applying as a PIA then the Turnover criteria is not applicable.</b> | Copy of the Audited Profit and Loss Statement and Balance Sheet and Copy of the letter from a Chartered Accountant regarding the turnover and the net worth |



|    |   |                               |
|----|---|-------------------------------|
| 4. | The Bidder should not be black listed from any of the Government Department as on the date of opening of this Tender. | Affidavit as per Annexure II. |
|----|---|-------------------------------|

**(B) Technical Evaluation:**

- A. Only those bidders who have passed the Preliminary Eligibility Criteria will be eligible for Technical Evaluation.
- B. Under Technical Evaluation, the bidder has to give a technical presentation and has to demonstrate a brief organisation profile, proposed job role details based on affiliation with concern SSCs, location of proposed training (camps/ employer premise/ training centers) apart from dedicated slides covering the evaluation parameters stated below-

| Sl. No.            | Evaluation Parameters  | Marking     |
|--------------------|--|-------------|
| 1                  | Detailed approach of RPL Program implementation based on proposed mode | 200         |
| 2                  | Course selection Rationale   | 200         |
| 3                  | Candidate mobilization strategy  | 200         |
| 4                  | Past credentials (RPL)   | 100         |
| 5                  | Training and placement records   | 200         |
| 6                  | Industry linkages  | 100         |
| <b>Total Marks</b> |  | <b>1000</b> |

**To pass the technical presentation round a PIA has to score minimum 700 marks.**

- C. PIA need to furnish following details at the time of technical presentation-
  - a. Detailed NOS-wise course model curriculum with hourly break-up of topics and sub-topics to be covered (practical and theory) in bridge training for each of the proposed Job role
  - b. Details of Session plan
  - c. Complete course content based on bridge training model curriculum where the topics like Safety norms, new technology along with use of modern technological tools, Industries best practices, entrepreneurship, topics on team work, workplace skills etc. should also be included.
- D. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its Proposal.
- E. The selection by BSDM will be an empanelment only and the successful bidder / bidders will be issued Letter of Empanelment (LOE) and will be allocated to a funding department. The selected PIAs will then have to submit a specific proposal/project for target allocation to the concerned funding department. Upon sanction, these agencies have to enter into an Agreement with the funding department/s before execution of sanctioned RPL Program/Project.
- F. BSDM/Funding department will have the right of rationalization of proposed districts, proposed job role and also target rationalization within that job role. It means that BSDM/Funding department may allocate different districts, different targets other than that proposed in the proposal.
- G. Please note that at the time of submission of specific proposal/project to the concerned funding department, the funding department may ask for further details and relevant documents/study in support of specific project proposed by the PIA.
- H. The expenses incidental to the execution of the agreement should be borne by the successful bidder / bidders.

**8. Payment Terms**

- A. No advance payment shall be made. Statutory deductions (if applicable) will be made on applicable rates.
  - B. All payments to the successful Bidder (with whom an agreement is made) shall be made on, as and when eligible, basis upon submission of invoices along with the sign off of related documents thereof.
  - C. BSDM will pay the invoice within 30 days from the receipt of the invoice, if complete in all respect and eligible for payment, through NEFT/RTGS in the Bidders account or through cheque.
  - D. By inviting proposals under this RFP, BSDM does not give any guarantee/commitment expressed or implied for the number of candidates or targets that will be trained under this RPL with Bridge Course Program. However, BSDM will make its best efforts to have the largest participation of targeted youth as envisioned by the state.
- 9. Cost Escalation:** As per BSDM Norms as amended time to time.

Read SKILL REPORTER for more RFP Tenders EOI Jobs News

## **Bid Submission Forms and Annexures**

The bidders are expected to respond to the RFP using the forms given in this section with all supporting documents.

### ***Proposal shall comprise of following forms:***

Tech 1: Covering Letter with Correspondence Details

Tech 2: Details of the bidder organization and eligibility related information

Annexure I: Specified Job Roles for RPL with bridge Course

Annexure II: Affidavit

Annexure III: Power of Attorney in favour of Authorised Representative

Annexure IV: Project Proposal Template

**Note:** One Copy of this RFP document with each page signed and stamped by the authorised representative has to be submitted along with proposal document as an acknowledgement and acceptance of the terms and conditions and scope of work under this RFP.

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**Tech 1**

Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,  
The Principal Secretary  
Department of Labour Resources  
Government of Bihar  
-cum-  
Chief Executive Officer  
Bihar Skill Development Mission

Dear Sir,

We, the undersigned, offer to provide services as stated in the RFP No. .... Dated..... We are hereby submitting our Request for Proposal for **Tender Notice for Selection of Project Implementation Agencies (PIAs) by Bihar Skill Development Mission (BSDM) for conducting “RPL with Bridge Course” program in specified Job roles (Annexure I) in Bihar.**

We hereby declare and undertake that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this document may lead to our disqualification by the BSDM.
- (b) Our Proposal shall be valid and remain binding upon us for a period of 180 days from the last date of submission of this RFP.
- (c) In submitting the Proposal, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.

We understand that BSDM is not bound to accept any Proposal that it receives.

We remain,  
Yours sincerely,

Authorized Signature: \_\_\_\_\_  
Name and Title of Authorised Signatory: \_\_\_\_\_  
Name of Organisation: \_\_\_\_\_  
In the capacity of / Designation: \_\_\_\_\_  
Correspondence Address: \_\_\_\_\_  
Contact information (Mobile No. and e-mail): \_\_\_\_\_

**Tech 2**  
**Important Information and Details**

| Sl. No. | Particulars  | Details   |
|---------|--|---|
| 1       | Name of the Organization:  |   |
| 2       | Name and Designation of the Contact Person   |   |
| 3       | Address and Contact Details (E-Mail and Mobile No.) of the Contact Person  |   |
| 4       | Corporate website URL.   |   |
| 5       | Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust etc.)  |   |
| 6       | Address of Head Office:  |   |
| 7       | Incorporation/ Registration status of the Agency   | Submit Incorporation Certificate<br><br><i>Page No. at which enclosed: __</i>   |
| 8       | Date of Incorporation/ Registration  |   |
| 9       | Power of Attorney in the name of the Authorized signatory  | <i>Page No. at which enclosed: __</i>   |
| 10      | Turnover in the last 2 Years:  | FY 2016-17: _____ /-<br>FY 2017-18: _____ /-<br><br>Submit a CA Certificate stating the above figures<br><i>Page No. in which CA Certificate has been enclosed: __</i><br><b>Also submit Audited Financial statements for both the FYs.</b> |
| 11      | Net worth as on 31-03-2018   | As on 31-03-2018 _____ /-<br><br>Submit a CA Certificate stating the above figure<br><i>Page No. in which CA Certificate has been enclosed: __</i>  |
| 12      | PAN Number   | <i>Page No. at which enclosed: __</i>   |
| 13      | GSTIN Number   | <i>Page No. at which enclosed: __</i>   |
| 14      | A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government / Public Sector | <i>Page No. at which Affidavit has been enclosed: __</i>  |
| 15      | One Copy of the whole of the RFP document with each page signed and stamped.   | <i>Page No. at which enclosed: __</i>   |

**Annexure- I**

| Sl. No. | Sector  | Job Role (QP)  | QP No.        | Urban/ Rural Area |
|---------|---|--|---------------|-------------------|
| 1       | Agriculture   | Makhana Grower cum Processor                                   | AGR/Q0306     | Urban & Rural     |
| 2       | Agriculture   | Beekeeper  | AGR/Q5301     | Urban & Rural     |
| 3       | Agriculture   | Agriculture Extension Service Provider                         | AGR/Q7601     | Urban & Rural     |
| 4       | Agriculture   | Gardener   | AGR/Q0801     | Urban & Rural     |
| 5       | Agriculture   | Dairy Farmers/Entrepreneur                                     | AGR/Q4101     | Urban & Rural     |
| 6       | Agriculture   | Village Level Milk Collection Incharge                         | AGR/Q4202     | Urban & Rural     |
| 7       | Agriculture   | Chilling Plant Technician                                      | AGR/Q4205     | Urban & Rural     |
| 8       | Agriculture   | Animal Health Worker   | AGR/Q4804     | Urban & Rural     |
| 9       | Agriculture   | Small Poultry Farmer   | AGR/Q4306     | Urban & Rural     |
| 10      | Agriculture   | Aquaculture Worker   | AGR/Q4904     | Urban & Rural     |
| 11      | Construction  | Mason General  | CON/Q0103     | Urban & Rural     |
| 12      | Construction  | Mason Tiling   | CON/Q0104     | Urban & Rural     |
| 13      | Construction  | Mason Concrete   | CON/Q0105     | Urban & Rural     |
| 14      | Construction  | Bar Bender & Steel Fixer                                       | CON/Q0203     | Urban & Rural     |
| 15      | Construction  | Shuttering Carpenter - System                                  | CON/Q0304     | Urban & Rural     |
| 16      | Construction  | Scaffolder-System  | CON/Q0305     | Urban & Rural     |
| 17      | Construction  | Construction Electrician - LV                                  | CON/Q0603     | Urban & Rural     |
| 18      | Construction  | Construction Painter & Decorator                               | CON/Q0503     | Urban & Rural     |
| 19      | Construction  | Construction Fitter  | CON/Q1205     | Urban & Rural     |
| 20      | Construction  | Fabricator   | CON/Q1206     | Urban & Rural     |
| 21      | Construction  | False Ceiling & Dry Wall Installer                             | CON/Q1107     | Urban & Rural     |
| 22      | Instrumentation Automation Surveillance & Communication | DTH Set-top Box Installer and Service Technician               | IAS/ELE/Q8101 | Urban             |
| 23      | Instrumentation Automation Surveillance & Communication | DAS Set-top Box Installer and Service Technician               | IAS/ELE/Q8105 | Urban             |
| 24      | Instrumentation Automation Surveillance & Communication | CCTV Installation Technician                                   | IAS/ELE/Q4605 | Urban             |
| 25      | Plumbing  | Plumber (General)  | PSC/Q0104     | Urban             |
| 26      | Green Jobs  | Safai Karamchari   | SGJ/Q6102     | Urban             |
| 27      | Furniture & Fittings                                    | Carpenter Wooden Furniture                                     | FFS/Q0102     | Urban             |
| 28      | Furniture & Fittings                                    | Lead Assembler- Moular Furniture                               | FFS/Q5103     | Urban             |
| 29      | Furniture & Fittings                                    | Cabinet Maker – Modular Kitchen                                | FFS/Q5102     | Urban             |
| 30      | Gems & Jewellery  | Handmade Gold and Gems-set Jewellery - Goldsmith - Frame Maker | G&J/Q0604     | Urban             |
| 31      | Gems & Jewellery  | Handmade Gold and Gems-set Jewellery - Polisher and Cleaner    | G&J/Q0703     | Urban             |

|    |   |  |           |       |
|----|---|--|-----------|-------|
| 32 | Gems & Jewellery                                    | Handmade Gold and Gems-set Jewellery - Goldsmith - Component Maker | G&J/Q0603 | Urban |
| 33 | Automotive  | Automotive Service Technician Level-3                              | ASC/Q1401 | Urban |
| 34 | Automotive  | Automotive Service Technician (Two and Three Wheelers)             | ASC/Q1411 | Urban |
| 35 | Automotive  | Car Washer and Assistant Service Technician                        | ASC/Q1417 | Urban |
| 36 | Food Industry capacity and Skill Initiative (FICSI) | Grain Mill Operator  | FIC/Q1003 | Urban |
| 37 | Food Industry capacity and Skill Initiative (FICSI) | Food Products Packaging Technician                                 | FIC/Q7001 | Urban |
| 38 | Food Industry capacity and Skill Initiative (FICSI) | Dairy Products Processor   | FIC/Q2001 | Urban |
| 39 | Food Industry capacity and Skill Initiative (FICSI) | Baking Technician  | FIC/Q5005 | Urban |
| 40 | Food Industry capacity and Skill Initiative (FICSI) | Mixing Technician  | FIC/Q5004 | Urban |
| 41 | Food Industry capacity and Skill Initiative (FICSI) | Pickle Making Technician   | FIC/Q0102 | Urban |
| 42 | Food Industry capacity and Skill Initiative (FICSI) | Jam, Jelly and Ketchup Processing Technician                       | FIC/Q0103 | Urban |
| 43 | Beauty & Wellness                                   | Hair Stylist - level 4   | BWS/Q0202 | Urban |
| 44 | Beauty & Wellness                                   | Beauty Therapist - level 4   | BWS/Q0102 | Urban |

**Annexure-II**

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

---

**AFFIDAVIT**

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

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)



**Annexure-III**

**(Power of Attorney in favour of Authorized Representative)**

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

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

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

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

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

For .....

{ Signature, name, designation and address }

Accepted

.....  
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.  
2.

**PROJECT PROPOSAL TEMPLATE**

**“RPL WITH BRIDGE COURSE” TRAINING PROJECT PROPOSAL**

**Instructions for preparing a RPL Project Proposal**

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template. Please avoid deviations from the template format.
- All fields are mandatory unless otherwise specified.
- PIA proposals shall not target less than 500 beneficiaries and not more than 5000 beneficiaries at this stage.. However BSDM/ Funding Department may allocate further/additional target depending on the PIA performance and timely execution of training for the allocated target with quality.
- BSDM/Funding department will have the right of rationalization of proposed districts, proposed job role and also target rationalization within that job role. It means that BSDM/Funding department may allocate different districts, different targets other than that proposed in the proposal.
- Under each section, there may be sub-headers, for which the applicant needs to provide the relevant information. Headers and sub-headers are followed by grey text that gives a brief description of the information to be provided by the applicant.
- All supporting documents should be stamped with organizations’ seal and signed by the authorized signatory.
- The Project Proposal may undergo several rounds of review and revisions before final approval by BSDM or even after selection of the PIAs i.e. at project implementation stage. Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of targets for the project.
- PIAs must refer whole of this document and BSDM RPL Process and Cost Norms of BSDM while preparing proposal.

## A. Proposed RPL Locations, Job Roles and Target Details of Project-

In RPL, the Location in which the RPL activity will be conducted is important. Applicants are therefore required to provide full name (i.e. Project Type 1 – Name of Venue, Project Type 2 – Company Name & Project Type 3- Training Centre Name) and address of location in which it will be conducting the RPL activity.

| Sl. No.      | Project Type (1/2/3) | Project Locations (Districts covered): | RPL Location Address | Sectors Proposed (As per Annexure I) | Job Role(s) Proposed: (As per Annexure I) | NSQF Level | Number of ToT certified Trainers(by concern SSC) for the sector concerned | RPL Targets Requested |
|--------------|----------------------|--|----------------------|--------------------------------------|---|------------|---|-----------------------|
|              |                      |  |                      |                                      |   |            |   |                       |
|              |                      |  |                      |                                      |   |            |   |                       |
|              |                      |  |                      |                                      |   |            |   |                       |
|              |                      |  |                      |                                      |   |            |   |                       |
| <b>Total</b> |                      |  |                      |                                      |   |            |   |                       |

## B. Past Training Experiences:

| Past Training Performance  | Government Schemes | Fee Based Programmes | Total | Supporting Documentation Required |
|--|--------------------|----------------------|-------|-----------------------------------|
| a. Total Number of Candidates <u>trained</u> * in last 1 year                      |                    |                      |       |                                   |
| b. Number of Candidates <u>trained</u> * in last 1 year in <b>SECTOR</b> concerned |                    |                      |       |                                   |

\*Candidates trained refers to the candidates for whom the training has been completed. It includes short term or long term trainings conducted under any Central Government (NSDC/DDU-GKY/ITI/Polytechnics/Any other Central Government run schemes etc.) or State Government (State Skill Development Missions/State Government run schemes) or Fee-based or corporate body.

Please submit relevant work orders/ engagement letters/ MoUs in support of above claim.

## C. Purpose of RPL Project- (Brief Write-up)

a. Indicate tangible benefits to the candidate from undertaking RPL under this project.

b. Is the PIA going to assist target beneficiaries in attaining any of the following during RPL?

| SN. | ITEM  | YES (Y) / NO (N) |
|-----|---|------------------|
| 1   | Five Year Insurance under Pradhan Mantri Suraksha Bima Yojana (PMSBY) |                  |
| 2   | Formalised Market Connect   |                  |

|   |   |  |  |
|---|---|--|--|
| 3 | Skills Premium/Industry Recognition       |  | If Yes, kindly specify form of Skills Premium/Industry Recognition |
| 4 | Bank Loans/ Financing                     |  | If Yes, kindly specify type of Bank Loan of Financing              |
| 5 | Licenses                                  |  | If Yes, kindly specify type of Licenses                            |
| 6 | Formation of Cooperatives                 |  | If Yes, kindly specify name of Cooperatives                        |
| 7 | Course on Digital Transactions (E-Wallet) |  |  |

## D. Mobilization Strategy

### Project Type 1 & 3

It is encouraged that PIA submit field linkages indicating access to a data base or network of potential beneficiaries for Project Type 1 and 3.

Letters of support/participation may be attached with proposal. The letter is to mention location in which support will be provided as well as number of potential beneficiaries in the location.

### Project Type 2

Letter of Interest (LOI) from participating companies under Project Type 2 is to be attached. LOI to mention location in which RPL activities shall be conducted and the number of target beneficiaries within that location. Incorporation numbers of participating companies to be mentioned in LOI.

## E. Pre-Screening Form

*PIA shall submit pre-screening format sheet developed for each RPL Job Role. Pre-Screening Form to capture the candidate's profile, level of work experience, source of existing knowledge and skills, and any other pertinent information.*

## F. Orientation Content

*As per the RPL Guidelines, the Orientation content of each candidate shall be a minimum of 12 hours and shall include the following:*

| S. no | Activity   | Minimum Duration |
|-------|--|------------------|
| 1.    | Domain Training<br>(clarifying any doubts/gaps a candidate may have with respect to the Job Role including the topic of Health and Safety) | 6 Hours          |
| 2.    | Soft Skills and Entrepreneurship Tips specific to the Job Role<br>(Financial and digital literacy training are mandatory)                  | 4 Hours          |
| 3.    | Familiarization to the Assessment Process and Terms  | 2 Hours          |

*Applicants to specify the topic and subtopics to be covered under each of the aforementioned areas, the duration for each topic and expected outcome.*

| S.no              | Topic & Subtopics | Duration (in hours) | Outcome |
|-------------------|-------------------|---------------------|---------|
| <b>Job Role 1</b> |                   |                     |         |
| 1                 |                   |                     |         |
| 2                 |                   |                     |         |
| 3                 |                   |                     |         |
| <b>Job Role 2</b> |                   |                     |         |
| 1                 |                   |                     |         |
| 2                 |                   |                     |         |
| 3                 |                   |                     |         |

## G. Bridge course details -

| S.no | Sector | Job role (name) | NSQF Level | Topic of Bridge Course | Duration (in minutes/hours) |
|------|--------|-----------------|------------|------------------------|-----------------------------|
| 1    |        |                 |            |                        |                             |
| 2    |        |                 |            |                        |                             |
| 3    |        |                 |            |                        |                             |
| 4    |        |                 |            |                        |                             |
| 5    |        |                 |            |                        |                             |
| 6    |        |                 |            |                        |                             |
| 7    |        |                 |            |                        |                             |

## H. Job-Role Specific Kit

Following items shall be mandatorily provided to candidates during orientation.

- 01 BSDM T-shirt/Jacket
- 01 BSDM Cap

Both aforementioned items are to be procured in consideration with BSDM.

## Job Role Specific Items

Over and above the above mentioned items, PIA may give additional job role specific items. Details to be mentioned below-

| Job role name | List of Additional Items in Kit |
|---------------|---------------------------------|
| 1.            |                                 |
| 2.            |                                 |
| 3.            |                                 |

Sample of Additional Items to be provided to Executive Committee for Approval.

## I. Media Coverage

Describe what efforts will be made to ensure that the project receives sufficient media coverage on the following platforms: Print, Electronic (Radio and TV) and Social Media Summarize the plan in tables below.

| a. Print Media:  |           |
|--|-----------|
| Type (Newspaper/ Magazine/ Tabloid/ Others please specify) | Frequency |
| <Type> (Name)  |           |
| <Type> (Name)  |           |
| <Type> (Name)  |           |

| b. Outdoor Advertising:                               |           |
|---|-----------|
| Type (Brochure/ Flyer/ Standee/ Other please specify) | Frequency |
| <Type> (Name)   |           |
| <Type> (Name)   |           |
| <Type> (Name)   |           |

| c. Digital Media:  |           |
|--|-----------|
| Type (Electronic - website/ Social - Facebook, LinkedIn, Twitter/ Television Advertisements/ Other please specify) | Frequency |
| <Type> (Name)  |           |
| <Type> (Name)  |           |
| <Type> (Name)  |           |

**d. Radio Engagement:**

| Type (Govt. / Non-Govt. channels/ Local Radios/ Other please specify) | Frequency |
|---|-----------|
| <Type> (Name)   |           |
| <Type> (Name)   |           |
| <Type> (Name)   |           |

**J. Team from Applicant Organization Overseeing On-ground Implementation**

Please specify the individual/team from the applicant side that will be overseeing the on-ground implementation.

| Team From Applicant Organization |      |             |        |              |
|----------------------------------|------|-------------|--------|--------------|
| S.no                             | Name | Designation | E-mail | Phone Number |
| 1.                               |      |             |        |              |
| 2.                               |      |             |        |              |

**K. Pre-Screening Form**

PIA to provide the pre-screening format for each RPL Job Role to be undertaken (Questions are to be based on the core NOSs of the job role as well as any other criteria as defined by the SSC for the project).

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