

**FORM I**

**PROPOSER'S UNDERTAKING LETTER (To be on Proposer's letterhead)**

To  
CEO  
601, 6<sup>TH</sup> Floor, Mercantile House  
Kasturba Gandhi Marg, Connaught Place  
New Delhi – 110001

Dear Sir,

**Sub: "Proposal for customization of training and learning material for job roles under FICSI" -  
Reference # FICSI/NOS/RFP/01/2018**

We, the undersigned, as Proposer, having examined the complete RFP document (along with its annexure, forms etc.), do hereby offer **for customization of training and learning material for job roles under FICSI** in full conformity of your requirements as elaborated in above said RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said Project. The proposal submitted by us will be valid for 120 days from the last date for submission of proposals at FICSI.

Yours faithfully,

(Authorised Signatory)

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

Duly authorized to sign the proposal for and on behalf of Principal Proposer.

**FORM –II**  
**Letter for Submission of Technical Bid (To be on Proposer’s letterhead)**

To:  
CEO  
601, 6<sup>TH</sup> Floor, Mercantile House  
Kasturba Gandhi Marg, Connaught Place  
New Delhi – 110001

Dear Sir,

Sub: **“Proposal for customization of training and learning material for job roles under FICSI” - Reference # FICSI/NOS/RFP/01/2018**

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer. We also hereunder submit the required information:

- Bidders Profile including date of establishment
- Turnover and Audited account statement of last three years
- Undertaking to the said effect as per the attached format.
- Profile of the Project Team
- Descriptive note, detailed approach paper and methodology of the project

We certify that all statements stated in the proposal and with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the FICSI reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which the FICSI may consider appropriate.

We understand that FICSI is not bound to accept the offer and that FICSI has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorised Signatory of Proposer  
(Name & Designation, seal of the firm)

**FORM –III**  
**Letter for Submission of Financial Bid (To be on Proposer’s letterhead)**

To:  
CEO  
601, 6<sup>TH</sup> Floor, Mercantile House  
Kasturba Gandhi Marg, Connaught Place  
New Delhi – 110001

Dear Sir,

Sub: **“Proposal for customization of training and learning material for job roles under FICSI” - Reference # FICSI/NOS/RFP/01/2018**

Having examined the proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to take up the job, as mentioned in the **RFP for for customization of training and learning material for job roles under FICSI** inconformity with the said proposal documents for the following amounts:

- Formatting (DTP) of the existing Participant Handbook (PH) for 32 job roles (refer Annexure I) as per NSDC guidelines \_\_\_\_\_ Rs
- Formatting (DTP) of Trainer Guide (TG) for 32 job roles as per NSDC Guidelines (refer Annexure I) ----- Rs

We undertake, if our proposal is accepted, to deliver in accordance with the delivery schedule specified in the RFP. Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated: this..... Day of.....2018

(Signature)

(Name) (in the capacity of)

Duly authorized to sign proposal for and on behalf of the Proposer.

Schedule of prices (Financial Bid)

**(Format at discretion of Proposer)**

**Form-IV: Resource Profiles**

Using the format provided below, please provide summary information on the team you propose for the project.

**Part 1: Resource Summary**

| <b>S. No</b> | <b>Proposed Role</b> | <b>Number of Resources</b> | <b>Area of Expertise</b> | <b>Key Responsibilities</b> | <b>Experience of working Food Processing or Occupational Standards</b> |
|--------------|----------------------|----------------------------|--------------------------|-----------------------------|--|
| 1            |                      |                            |                          |                             |  |
| 2            |                      |                            |                          |                             |  |
| 3            |                      |                            |                          |                             |  |
| 4            |                      |                            |                          |                             |  |
| 5            |                      |                            |                          |                             |  |
|              |                      |                            |                          |                             |  |

(Please add more rows, if required)

**Part 2: Format for the Curriculum Vitae**

(The CV should not exceed 3 pages)

| <b>S. No</b> | <b>Item</b>                                     | <b>Description</b> |
|--------------|---|--------------------|
| 1            | Name  |                    |
| 2            | Designation                                     |                    |
| 3            | Role proposed for                               |                    |
| 4            | Current responsibilities in the responding firm |                    |
| 5            | Total years of relevant experience              |                    |
| 6            | Years of experience with the responding firm    |                    |

|   |   |  |
|---|---|--|
| 7 | <p>Educational qualifications:</p> <ul style="list-style-type: none"> <li>• Degree</li> <li>• Academic institution graduated from</li> <li>• Year of graduation</li> <li>• Specialization (if any)</li> </ul> <p>Professional certifications (if any)</p>   |  |
| 8 | <p>Professional Experience details (project-wise):</p> <ul style="list-style-type: none"> <li>• Project name</li> <li>• Location of the project</li> <li>• Client</li> <li>• Duration of the project</li> <li>• Role</li> <li>• Responsibilities and activities</li> <li>• Key project features in brief</li> </ul> |  |
| 9 | <p>Summary of the individual's experience which has direct relevance to the project</p>   |  |

## Form V: Relevant Project Experience

### Part 1: Project Experience Summary of the Bidder

| S No | Name of the Project/Engagement | Client Name | Duration(Period) | Value |
|------|--------------------------------|-------------|------------------|-------|
| 1    |                                |             |                  |       |
| 2    |                                |             |                  |       |
| 3    |                                |             |                  |       |
|      |                                |             |                  |       |

(Please add more row if required)

### Part 2: Project Profile Template

For each of the projects cited above, provide a brief project profile using the format given below. The profile for each project must be provided in less than 1 page.

| S. No | Item  | Details |
|-------|---|---------|
| 1     | Project title   |         |
| 2     | Name of the Client  |         |
| 3     | Name of the contact person from the client organization who can act as a reference with contact details <ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• Address</li> <li>• Phone Number</li> <li>• Mobile Number</li> <li>• Email ID</li> </ul> |         |
| 4     | Duration (Start Date and End Date)  |         |
| 5     | Current Status  |         |
| 6     | Number of personnel deployed (Peak team size)   |         |
| 7     | Value of the engagement   |         |
| 8     | Narrative description of project: (Highlight the components / services involved in the project that are of similar nature to the project for which this RFP is floated.   |         |
| 9     | Description of the key areas where significant contributions are made for the success of the project.   |         |

**DISCLAIMER:**

The information provided herein belongs solely to (Food Industry Capacity & Skill Initiative). National Skill Development Corporation (NSDC) is no way related to this RFP and/or corrigendum (if any) and has agreed to make this available on its website only for easy retrieval by the stakeholders as a goodwill gesture, on the insistence of the (Food Industry Capacity & Skill Initiative). NSDC in no manner is responsible for any errors or omissions, or for the results obtained from the use of this information. All information in this RFP and/or corrigendum (if any) is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose. In no event will NSDC or its directors, employees or agents, be liable for any decision made or action taken in reliance on the information in this RFP and/or corrigendum (if any) or for any consequential, special or similar damages.