



TEABOARD OF INDIA

14, B.T.M SARANI (BRABOURNE ROAD) KOLKATA
700 001, INDIA, www.teaboard.gov.in

INVITATION/TENDER

REQUEST FOR PROPOSAL

FOR

ENGAGEMENT OF PRIVATE TRAINING SERVICE PROVIDERS (NSDC APPROVED AGENCIES) FOR IMPLEMENTING RECOGNITION OF PRIOR LEARNING (RPL) UNDER THE PMKVY (PRIME MINISTER KAUSAL VIKAS YOJANA) AT TEA BOARD INDIA

&

GENERAL TERMS & CONDITIONS

LAST DATE OF SUBMISSION: 04/09/2019 at 1500 Hrs.

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File Ref.No. 9(5)/DTD/ASCI

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TEA BOARD OF INDIA
14 B.T.M SARANI, BRABOURNE ROAD, KOLKATA – 700 001
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REQUEST FOR PROPOSAL FOR ENGAGEMENT OF PRIVATE TRAINING SERVICE PROVIDERS (NSDC - National Skill Development Corporation) APPROVED AGENCIES) FOR IMPLEMENTING RECOGNITION OF PRIOR LEARNING (RPL) UNDER THE PMKVY (PRIME MINISTER KAUSAL VIKAS YOJANA) IN TEA BOARD INDIA

Tea Board of India under Ministry of Commerce & Industry, Government of India, Department of Commerce invites online Request for Proposal from Indian companies/firm/consultant/ Agencies that are **approved** by the NSDC with prior experience in providing skill development training under RPL program to be undertaken in the States of Assam, Tripura, West Bengal, Tamilnadu & Kerala covering **14583** numbers of workers of various tea estates

The RFP document containing the details of qualification, experience in the field of providing similar services, brief objective and scope of the work, evaluation criteria etc., can be downloaded from the Board's official website www.teaboard.gov.in. Any changes/modifications/corrigendum in connection with this RFP will be intimated through this website only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. Tea Board shall not be liable to send any individual information or issue a public notice.

Further details, if any, may be obtained from the Secretary, Tea Board of India, 14 B.T.M Sarani (Brabourne Road), Kolkata 700001 during any working days of five days in a week from Monday to Friday from 09:45 hrs to 18:15 hrs through email secyboard@gmail.com

Last date for submission of RFP is **4th September, 2019** upto 15.00 hrs. The RFP and non-refundable fee of Rs.1180/- (Rupees one thousand one hundred eighty only) including GST must be submitted physically at Tea Board.

Applicant's meeting the qualification criteria will be invited for presentation / proposal before the selection committee of Tea Board of India. Bid Documents will be subsequently issued to the short listed firm/applicant only

Sd/-
SECRETARY

Note: Tea Board of India reserves the right to cancel this request of RFP and/or invite afresh with or without amendments, without liability or any obligation for such request for RFP and without assigning any reasons. Information provided at this stage is indicative and Tea Board of India reserves the right to amend/add further details in the RFP



TEA BOARD OF INDIA
14 B.T.M SARANI, BRABOURNE ROAD, KOLKATA – 700 001
www.teaboard.gov.in

File Ref.No. 9(5)/DTD/ASCI

Date: 13/08/2019

Dear Sir/Madam

Tea Board of India under Ministry of Commerce & Industry, Government of India, Department of Commerce invites Request for Proposal “Tender for Engagement of Private Training Service Providers For Implementing Recognition Of Prior Learning (RPL) Under The PMKVY (Prime Minister Kausal Vikas Yojana) through NSDC (National Skill Development Corporation) approved agencies/training partners RFP No.: 9(5)/DTD/ASCI to be opened on 28/08/2019” from reputed agencies/Firm/training partners of NSDC to provide RPL training to be undertaken in the States of Assam, Tripura, West Bengal, Tamilnadu & Kerala covering **14583** numbers of workers of various tea estates

A firm will be selected through **Technical** and presentation procedures described in this RFP.

The tenderer should clearly state the name(s), address, phone No., fax No. & e-mail id etc.

The tenderer should specify clearly with copies of supporting documents (to be uploaded online) in respect of their training program and similar experience.

The RFP document containing the details of qualification, experience in the field of providing similar services/training, brief objective and scope of the work, evaluation criteria etc., are enclosed.

The RFP document is available on the Tea Board of India website www.teaboard.gov.in.

The tenderer shall submit their response in prescribed format (Format 1) to the latest by **4th September, 2019** at 15:00 Hrs along with all supportive documents. Copy of the online submission print out (acknowledgement) with additional supporting document, if any, may be submitted to

The
Secretary,
Tea Board of India,
14 B.T.M Sarani (Brabourne Road),
Kolkata -700 001
West Bengal

Late receipt of the application of the application/ incomplete application in any respect will not be entertained in any circumstances.

Queries if any, may be obtained from the Secretary, Tea Board of India, 14 B.T.M Sarani (Brabourne Road), Kolkata 700001 during any working days of five days in a week from Monday to Friday from 09:45 hrs to 18:15 hrs through email secyboard@gmail.com

Sl.No.	Critical Dates	Date	Time
1	Publishing Date	13/08/2019	17:55 Hrs
2	Pre-Bid Meeting	20/08/2019	11.30 Hrs
3	Bid Submission end date	04/09/2019	15:00 Hrs
4	Bid Opening Date	05/09/2019	16:00 Hrs
5	Date of presentation before the selection committee	06/09/2019	11.30 Hrs

Encl.: RFP Document

Yours faithfully

Sd/-
Secretary



TEA BOARD OF INDIA
14 B.T.M SARANI, BRABOURNE ROAD, KOLKATA – 700 001
www.teaboard.gov.in

2.1 Background

Tea Board of India was established on 1st April, 1954 as per the provisions of Section 4 of the Tea Act, 1953. The Board is charged with the overall development of the tea industry in India and it is functioning under the administrative control of the Central Government under Ministry of Commerce and Industry, Department of Commerce.

The Board comprises of a Chairman and 31 members appointed by Government of India representing different sections of the Tea Industry. The Board is reconstituted in every three years

2.2 Objective & Function of the Board

The functions of the Tea Board span across a wide spectrum as defined under Section 10 of the Tea Act which briefly include:

1. Increasing production and productivity of tea plantations;
2. Improving quality of tea;
3. Promoting co-operative efforts among small tea growers;
4. Supporting Tea Research and Development;
5. Undertaking promotion campaigns for increasing exports and domestic consumption;
6. Regulatory functions - Registration of tea gardens, factories, primary buyers and issue of licenses for tea brokers, auction organizers, exporters and tea waste dealers;
7. Welfare measures for plantations workers/their wards in the area of health, hygiene, training and education;
8. Collection and dissemination of tea statistics; and
9. Such other activities as are assigned from time to time by the Central Government.

3 Eligibility Criteria

The bidder/agencies should have experience of providing same/similar services. Reference list with documentary proof is to be attached.

Sl/No.	Criteria	Eligibility Criteria	Documents to be submitted
1	Firms in existence	The Bidder/ Firm/agencies/training partners should be in existence/incorporated for at least 2 years as on 31.03.2019	Documentary proof of existence/incorporation

Sl/No.	Criteria	Eligibility Criteria	Documents to be submitted
2.	Turnover	The average annual turnover of the firm is not less than Rs.03.00 Crores as per audited Balance sheet.	A certificate from Chartered Accountant is to be furnished by the bidder (format provided in annexure)
3.	Technical Capacity	Experience in handing similar assignment	List of such assignment
4.	Experience	The bidder shall have same/ similar type of experience (Successful completion of at least one project under PMKVY)	Respective Work orders signed by the bidder along with a summary format.
5.	Blacklisting / Debarring	The Bidder should not have been blacklisted/debarred by any Government Agency or Department of the State or Central Government, including any Public Sector Organization or by any local/ civic bodies or Municipality.	Undertaking in letter head
7.	Income Tax, GST	Registration under GST/ PAN.	Copy of GST registration and a copy of PAN
8.	Tender Cost	Bank Demand Draft of Rs 1180/- (Non-Refundable)/online transaction as per e-procurement norms	Proof to be forwarded by e-mail
9.	Earnest money Deposit	EMD of Rs. 1,00,000/- online transaction as per e-procurement norms	Proof to be forwarded by e-mail
10	Office Location	The Firm/Agency must be of Indian origin and registered in India	Copy of incorporation/registered office
11	Approval of NSDC	The Firm/consultant must have the valid approval of NSDC for conducting such program	Certified copy of the approval of NSDC to be attached

3.1. RFP Processing Fees

A non-refundable processing fee for Rs 1180/- (Rupees one thousand one hundred eighty only) including GST (Rs 1000/- fees + 18 % GST = Rs. 1180), must be submitted online through e-procurement portal as per the following details. The RFP received without or with inadequate RFP Processing Fees shall be liable to get rejected.

This amount shall be deposited by NEFT/RTGS to:

Account No: 11107799318
Account Name: "Tea Board Tea Fund Disbursement"
IFSC: SBIN0000144,
Branch Code: 0144.
Branch: N.S. ROAD, Kolkata

3.2. EARNEST MONEY DEPOSIT (EMD) & BID SUBMISSION

An EMD amount of 100000/- (Rupees one lakhs) only shall be deposited to the same account number as mentioned above (3.1).

Exemption in Tender document fee & EMD by Micro & Small Enterprises registered with NSIC/MSME: The micro and small enterprises registered with the NSIC/MSME are exempted from the submission of Tender document fee / EMD/ Bid security deposit on production of requisite proof in the form of valid certification from NSIC/MSME for the tendered item/services. Micro and small enterprises having Udyog Aadhar Memorandum are also entitled for the above exemption for which submission of valid memorandum certificate is must

Bid will be summarily rejected if the Tender Fee and the EMD are not submitted.

Bids against this RFP shall be received physically in Tea Board Head Office. Earnest Money Deposit (EMD) is required to be submitted online as per bank details mentioned in the tender.

The bidders are required to upload soft copies of the following:

- A) Technical Bid (prepared on Company's Letter head).
- C) Copy of PAN No.& GST No.
- D) Scanned copy of UTR No. generated through online payment of EMD.
- E) EMD exemption certificate if any.
- F) All other documents as specified in Technical Bid

All the documents to be submitted physically shall be signed as per the norms/process. All the pages of Bid document shall have to be signed.

3.3 Venue and Deadline for submission of proposal

The proposal, in its complete form in all respects as specified in RFP, must be submitted **physically** at at Tea Board Head Office within **4TH September, 2019**. In exceptional circumstances and at its discretion Tea Board of India may extend the deadline for submission of proposals by issuing an amendment to be made available on the Tea Board of India website, in which case all rights and obligations of Tea Board of India and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

3.4 Validity of offer

The offer for RFP as per this document shall be valid for a period of 180 days initially from the date of uploading of the document which may be extended further if required by Tea Board of India

3.5. Duration of the project: The entire project is to be completed within **04** months from the award of contract to the satisfaction of Tea Board which may be extended to a maximum one months including submission of final report.

4 INFORMATION TO THE BIDDER

4.1. INTRODUCTION

- I. Tea Board will select a firm, in accordance with the method of selection indicated in the Data Sheet detailed in the Guidelines indicated in the Data Sheet.
- II. The training partners/agencies are invited to submit a Technical Proposal, as specified in the Data Sheet (the Proposal) for RPL services required for the Assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately signing of a contract with the selected firm.
- III. The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information and to clarify any doubts on the Assignment and on the local conditions
- IV. Please note that all costs for submission of the proposal have to be borne by the tenderer.
- V. Tea Board reserves the right to accept any of the Proposals submitted and may reject any or all the proposals submitted

The bidders/interested firms are expected to examine all instructions, forms, terms and condition and other details in the RFP document carefully. Failure to furnish complete information as mentioned in the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may results in rejection of the proposal.

Brief background of RPL Program for the workers of the tea plantation and Scope of work

Tea plantations in India are mainly located in hills as well as in the plains in 15 states of the country. Major tea growing areas of the country are concentrated in Assam, West Bengal, Tamil Nadu and Kerala. The other areas where tea is also grown are Karnataka, Tripura, Himachal Pradesh, Uttarakhand, Arunachal Pradesh, Manipur, Sikkim, Nagaland, Meghalaya, Mizoram and Bihar

India is the second largest producer of tea after China and the largest consumer of tea in the world. India primarily produces black CTC tea and it is the largest producer of black tea. It also produces green tea (about 20 million kgs) and Orthodox tea about 112 M kgs. The advantage lies with the CTC tea due to domestic consumers' preference. Indian tea contributes about 23% of total world tea production. India is the largest producer of black tea and the largest consumer of tea. India occupies second position in the world with regard to the area under tea and the 4th largest tea exporter in the world

Tea Industry is a labour intensive sector. As per Baseline Survey conducted by Tea Board in 2015, there are approximately 1.13 million workers engaged in Tea Plantation directly of which more than 55% are women

Under the component of Human Resource Development (HRD), there is one activity for imparting training to the wards of tea plantation workers and their dependents to improve skills through short term vocational training courses. The objective of the scheme is to create more employment opportunities for the people in tea plantation area. Tea Board extends financial assistance to the institutions/organizations involved in the activities of conducting vocational training course for acquiring skills like plumbing, masonry, electrical /TV repair, carpentry, construction of sanitary units, mobile banking, computer literacy etc.,

However, in order to have a comprehensive and long-term strategy for skill development to the workers and their dependents deployed in the tea estate and 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, Tea Board proposed to engage an agency/ training partner approved by the NSDC through tendering process for recognition of prior learning skills of the tea plantation workers.

Objectives of the Mission:

- a) To encourage and facilitate skill training to the workers employed in the garden/tea estate/ factory
- b) To facilitate launching of training programs for both uneducated and educated unemployed persons for up-gradation of their skills
- c) 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
- d) Management of skill development agenda for the tea gardens/field/factory
- e) Certification (RPL) of tea plantation workers

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).

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:

- 1) To align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF)

- 2) To enhance the career/employability opportunities of an individual as well as provide alternative routes to advance skill training
- 3) To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over other

However in order to establish Recognition of Prior Learning (RPL) and to further substantiate the acquire knowledge, Tea Board has decided to certify the workforce of the tea garden under the said mission.

RPL shall be undertaken by Project Implementing Agencies (PIAs) through Type 2 (***RPL at Employer's Premises***) **only i.e., in the specified tea gardens only** as per the details as follows

Name of the Tea Estate	State	Month Wise RPL schedule (target)				Total
		Sep	Oct	Nov	Dec	
A	Assam	675	1350	2053	2673	6751
B	Tripura	36	72	109	146	363
C	West Bengal	500	750	1853	760	3863
D	Tamil Nadu	650	750	800	427	2627
E	Kerala	160	249	350	220	979
	Total	2021	3171	5165	4226	14583

The details of the tea gardens will be provided to the agency/training partner after selection by Tea Board.

PIAs in the instant RFP proposal is **Tea Board India**. Assessment Agencies (AAs) are not permitted to be PIAs under RPL.

RPL Guidelines prescribed and implemented by Tea Board India

All the Definitions, Terms and Conditions as explained herein below will be subject to process and cost norms of Tea Board India and other prescribed guidelines as declared on Tea Board's website and as amended time to time

Definitions

Funding Department: NSDC is the funding department. The selected bidder will have to conduct the RPL program at its own. No upfront or advance payment shall be made to the selected agency/training partner by Tea Board India. All payments shall be disbursed only after receiving payment from the NSDC after successful completion of the program. Tea Board will act as a PIA under the RFP and will facilitate the agencies /training partner for conducting the RPL.

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. Tea Board India will make the payment to the selected agencies/training partner after receipt of the fund from the NSDC. The selected agency/training partner will have to conduct all procedure as prescribed in the RPL program on behalf of Tea Board India.

AA: Assessment Agency

RPL Program: The RPL program will be implemented in the State of Assam, Tripura, West Bengal, Tamil Nadu and Kerala covering 14583 garden workers employed in various tea gardens.

TSPs

Training Service Provider (TSP) is a professional and non-consulting firm (approved by NSDC) with knowledge and experience in the specialized area of skill based training. TSP will impart training program to trainees of different needs such as employability, employment, recognition of prior learning, knowledge enhancement etc. The areas these firms focus on also include assessing the industry needs and engagement, sector and job role demands, internship for trainees during training, courseware alignment training materials as per the NSQF⁸, training of trainers, mobilization of trainees, placements and post placement assistance, supporting environment and necessary leadership that enables training programs to accelerate the achievement of business results

Reporting Requirements and Time Schedule for Deliverables

- I. TSP shall prepare a Progress Report within one month of commencement of the RPL Program which will include a report on activities during the Training Sessions & staff schedule The Progress Report shall include an agreed schedule of working papers that will be prepared during the course of the TSP and designed to ensure that all key Project issues are raised, discussed and agreed at an early date

- II. An MIS is being introduced by Tea Board, and TSPs and Assessment Agencies would be trained to fill and use the MIS for uploading the batch wise details in the prescribed format
- III. At the end of the programme, the course completion report should be submitted in soft copy and printed copy within 15 days to Tea Board for the purpose of information exchange
- IV. This report should comprise the salient features of the training activity under this programme, suggestions /recommendations from the participants, compilation, an analytical note of the evaluation sheet submitted by the participants and overall summary report on completion of entire programme. In addition, the reports should also include photographs of the mobilization activities and training at the RPL camps

The contents of each report will be discussed and agreed with the Tea Board in advance. The time schedule for the key deliverables is given as per table below. The TSP will submit six hard copies and one electronic copy of each report. Final reports will also be submitted on a CD ROM/USB Drive

Sl.No.	Deliverable	Submission (Timeline)
1	Progress Reports	Monthly
2	Batch Completion Report	15 days after completion of each batch
3	Mid Terms Progress Report	30 days after completion of half duration of the project
4	Project Completion Report	15 days after completion of all batches

RPL Project Types:

The selected agency/ training partners shall implement RPL on behalf of Tea Board India (as PIA) through type 2 project only mentioned in Table below.

Type 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 STEP 2: Pre-Screening and Counselling STEP 3: Orientation & Training STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 1-5 to take place within employers premises i.e., tea gardens)
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The selected agency/firm/training partner shall undertake

Mobilization

- a) Organize RPL camp at Tea Gardens
- b) Inform tea plantation workers about the RPL scheme & benefits
- c) Collect mandatory documents (photographs, Aadhar card, bank passbook etc., as per the standard requirement)

SDMS Upload

- a) Upload candidate details on SDMS Portal
- b) Create a batch of 30 to 50 workers
- c) Schedule training and assessment dates(after discussion with the local SPOC of tea gardens as per the availability of the tea plantation workers)

Training and Assessment

- a) Conduct training of the tea plantation workers (12 Hrs)
- b) Engage certified trainers of Tea Board India for domain training
- c) Co-ordinate Assessments with the Assessment Agency/Assessors
- d) Help tea plantation workers for successful completion of the assessments

Certification

- a) Organize certificate distribution ceremony for all the certified tea plantation workers
- b) Ensure that the certified tea plantation workers gets the benefits of the RPL Scheme (Certificate, Rs.500/- reward money & Rs. 2.00 Lakhs accidental insurance)

Job Role Kit

- a) Arrange and distribute the job role kit to all batches schedule for RPL training

Branding

- a) Ensure the branding of the program on social media like facebook, twitter etc.,
- b) Ensure center branding as per the guidelines

Project reporting

- a) Submit the project report to Tea Board & NSDC post completion of the program
- b) Submit the monthly progress report to Tea Board informing the achievement as per the target allocated

Co-ordination with the stakeholder

- a) The selected agency/training partner will do the entire project co-ordination with NSDC, Sector Skill Council and assessment Agency
- b) No co-ordination support would be required from Tea Board or Tea Garden except mobilization
- c) Tea Board regional office located at the regions of RPL will be the nodal officer

Upfront payment

- a) No upfront payment would be required from Tea Board India
- b) All payment eligible to the selected agency/training partner would be disbursed after receiving the fund from the NSDC by Tea Board India

Assessment, Evaluation and Certification

- a) Final Assessment at end of training would be conducted by concerned SSC in

- presence of a representative of Tea Board India
- b) Assessment agencies needs to adhere the National Standards prescribed by SSC and PMKVY
- c) Successfully assessed candidates shall be provided Certificate and Mark sheet by the respective SSC
- d) The TSP shall be responsible for payment of the assessment fee

Staff Details

Sl. No.	Position Title	No. of Position	Qualification	Man-months
1	State Level Coordinator	1	Graduate with more than 5 years of experience of managing and delivering large skill development/ employability / social sector projects / Government Projects/ Cluster Development Projects/CSR Projects in India.	18 Months
2	Domain Skills Trainer	As per requirement	The trainer shall be certified by the respective SSC and have minimum experience of one year in conducting RPL training under skill development programs	AS PER REQUIREMENT

Co-ordination

- a) TSP should deploy coordinator at State level to implement the entire training assignment
- b) State Coordinator needs to liaise with Tea Board's official as well as the Government Department officials
- c) State Coordinator should represent the TSP for all project related activities
- d) State coordinator should submit training reports to Tea Board as per requirement
- e) State Coordinator should attend the monthly review meeting of the programme at Tea Board headquarter
- f) Shall establish a schedule of coordination and progress meetings, to be approved by the Tea Board, to ensure that all stakeholders are kept informed of the status and activities of the Project. Shall submit monthly Progress Reports in an agreed format and shall fully support the Tea Board in reporting to NSDC

Financial Payouts – Managing Fund Flow under the Scheme

- a) Tea Board shall release funds to the Training Service Providers in adherence with the prescribed processes in Standard Operating Procedures (SOP) which shall be modified by Tea Board from time to time, except upfront payments
- b) The fund release to the Training Service Providers would be in accordance to the procedures laid down in the Common Norms for Skill Development Schemes notified by the Government of India from time to time
- c) Under the Scheme, funding would be available to Training Service Providers selected through an impartial and transparent selection criteria to impart skill development trainings

Project Costing and Payouts

- a) TSPs shall be funded for the implementation of RPL projects as per the following slabs. Details of variable costs (supported by cost calculations and justifications) shall be submitted by the TSP within the cost heads and ceilings specified in the Project Proposal
- b) Below are the cost heads for calculation of per candidate cost

Sl.No.	Expense Head	Pay out per candidate in INR
1	Pay out to TSP including cost for Mobilization, Branding, Participant Kits and Orientation.	As per common norms category specified by MSDE, Govt. of India and applicable time to time

NB.:The payout per candidate to the PIA as approved by the Steering Committee is Rs.1049.30

Payment Tranches

Payments will be directly transferred to the TSP's bank account by Tea Board on RPL guidelines on completion of the following milestones

Tranche	% of Total cost per candidate	Output parameters
I	80%	On successful certification of candidate
II	20%	On successful submission of evidence based proofs of certification distribution ceremony (Batch wise photos of candidates with certificates and video of certification distribution ceremony)

All payments subject to receipt of payments by Tea Board from NSDC only

Evaluation of the RFP & Method of selection

Sl. No.	Evaluation parameter	Maximum marks	Marking system
A. Profile of the organisation			
A.1	Turnover of the company/firm/ organization during last 03 years	10	1. > Rs. 20 crs : 10 2. > Rs. 10 - 20 crs but Rs. 20 crs : 8 3. > Rs. 5 crs but Rs. 10 crs : 6 4. > Rs. 3 crs but Rs. 5 crs : 4 5. = Rs. 3 crs : 1 6. < Rs. 3 crs : : ineligible
A.2	Years of functioning of the company / organization based on certificate of incorporation	10	1. > 10 years : 10 2. > 8 years but 10 years : 8 3. > 5 years but 8 years : 6 4. > 3 years but 5 years : 4 5. > 02 years but 03 years : 2 6. < 02 years : : ineligible
A.3	Past experience in undertaking similar projects	10	1. More than 10 projects for Govt/PSU/Autonomous bodies : 10 2. >05 but 10 projects for Govt/PSU/Autonomous bodies : 08

			3. >3 but 05 for Govt/PSU/Autonomous bodies : 06 4. =3 but 02 for Govt/PSU/Autonomous bodies : 4 5. < 2 for Govt/PSU/Autonomous bodies : 2
A-4	Numbers of Candidates trained & certified	10	1. > 25000 : 10 2. >20000 but 25000 : 8 3. >10000 but 20000 : 6 4. > 5000 but 10000 : 4 5. 5000 : 2
	Total marks A	40	
B. Presentation before Technical Committee			
B.1	Overall understanding of ongoing Tea Board Objective & functioning of tea gardens	20	Marks will be allotted by Technical Committee
B.2	Methodology to be adopted for RPL	20	Marks will be allotted by Technical Committee
B.3	Quality of presentation and understanding of scope of work	20	Marks will be allotted by Technical Committee
	Total marks B	60	
	Total A + B	100	

Minimum qualifying marks shall be 40%. Agency/firm/training partners getting the maximum marks (A + B) will be selected (H-1)

TEA BOARD'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

Tea Board reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Tea Board's action

AWARD OF CONTRACT

The contract will be awarded on the basis of the composite points as per evaluation criteria (H-1).

The firm is expected to commence the Assignment on the date and at the location specified in the RFP document

CONFIDENTIALITY

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the agencies/training partners who submitted the proposals or to other persons not officially concerned with the proposal, until the winning firm has been notified that it has been awarded the contract

The intellectual property rights of the data collected as well as deliverables produced for the Tea Board shall remain with the Tea Board.

The agency/training partners/TSP shall not utilize or publish or disclose or part with , to a third party, any part of the data or statistics or proceedings or information collected for

the purpose of this assignment or during the course of assignment for the Tea Board, without the express written contentment of the Competent Authority of Tea Board.

The consultant will bound to hand over the entire set of records of assignment to Tea Board before the expiry of the contract and before the final payment is released by the Tea Board

Force Majeure: If any time, during the continuance of this Agreement, the performance in whole or in part by either party or any obligation under Agreement shall be prevented or delayed by reason of any war, or hostility, fires, floods, explosions, epidemics, quarantine restrictions, or act of God (herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this Agreement nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the Agreement shall be resumed as soon after such event may come to an end or cease to exist, and the decision of the Board as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this Agreement/ is prevented or delayed by reason of any such event for a period exceeding 60 days the Board may, at its option terminate the Agreement.

Arbitration and Laws: In the event of any question, dispute or difference arising under this Agreement or in connection there-with except as to matter the decision of which is specifically provided under this Agreement, the same shall be referred to Deputy Chairman, Tea Board, Kolkata for appointment of Arbitrator. The appointment of an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a TEA BOARD Servant or that he was to deal with the matter to which the Agreement relates or that in the course of his duties as a TEA BOARD servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Deputy Chairman, Tea Board or the said officer shall appoint another person to act as arbitrator in accordance with terms of the Agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Indian Arbitration and Conciliation Act 1996 and the Rules made there-under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration proceeding shall be in Kolkata and the language shall be English.

Conflict of Interest

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Competent Authority of Tea Board of India, detailing the conflict in writing as an attachment to this Bid

Tea Board of India will be the final arbiter in cases of potential conflicts of interest. Failure to notify Tea Board of India of any potential conflict of interest will invalidate any verbal or written agreement

A conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest of ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid Process

Condition under which RFP is issued

The RFP is not an offer and is issued with no commitment. Tea Board of India reserves the right to withdraw RFP.

Last date of submission of RFP:

The last date of submission of RFP is **4th September, 2019 at 15:00 Hrs**, Bid Opening Date & time is **05/09/2019 at 16:00 Hrs**

Performance guarantee

The successful bidder shall furnish the Performance Security Deposit (PSD), 10% of the value of goods/services of the contract must be furnished in the form of an account payee demand draft/fixed deposit receipt from a commercial bank/bank guarantee from a commercial bank/online payment. The PSD should be deposited within 15 days from the date of placement of Letter of Intent (LOI)/Supplier Order.

Performance security deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

The successful tenderer, shall deposit an amount equal to 10% of the order value of the work as performance guarantee in the form of Demand Draft of a Scheduled Bank in favor of Tea Board Tea Fund Disbursement Account payable at Kolkata, fixed deposit Receipt from a commercial bank, Bank Guarantee from a commercial bank or online payment as per the bank details mentioned in the RFP document. Performance security deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the consultant without any interest

Liquidated Damage: Liquidated damage charges will be imposed @ 0.5% of the services which was delivered beyond the delivery period mentioned in the contract subject to maximum of 10% of the contract value.

**Application format
(In company letter Head)**

Name of Organization/Institution/Agency/	

Training Partner	
Status of Firm (Company/Society/Trust/Partnership)	
Registration Number	
Date of Incorporation	
NSDC approval certificate with validity	
PAN No.	
TAN No.	
GSTIN No.	
Registered address	
Corporate Head Office address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted or bankrupt by any Govt./semi Govt. organization/any bank., etc, (If yes, the details thereof) If No, self declaration	
Name of authorized representative	
Designation	
Mobile no.	
Email id	

(Seal & Signature of the authorized representative)

DESCRIPTIONS OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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(Name, Seal & signature of the authorized firm)

To be descriptive along with flow chart, PERT – CPM, bar diagram, Pie Chart etc. and additional pages may be attached.

TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Sl.No.	Name	Position	Task
1			
2			
3			
4			

2. Support Staff

Sl.No.	Name	Position	Task
1			
2			
3			
4			

FORMAT OF CURRICULUM VITAE (CV) FOR TEAM LEADER OF PROPOSED PROFESSIONAL STAFF FOR THE RESPECTIVE REGIONS

Proposed Position	
Name of Firm	
Name of Staff	

Profession	
Date of Birth	
Years with Firm / Entry	
Nationality	
Membership in Professional Societies	
Detailed Task Assigned	
Key Qualification: [Give an outline of staff member's in-depth and successful experience and training most pertinent to tasks on assignment]	
Education [Summarize college/university and other specialize/management/professional education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page]	
Employment Record [Starting with present position, list in reverse order every employment held/ by a staff member since graduation, giving dates, names of employing organizations, titles of positions held and locations of assignments. For experience in last ten years, also given types of activities performed and client references, where appropriate. [Use about three quarters of a page]	
Languages [For each language indicate proficiency: Excellent, good, fair, or poor; in speaking, reading and writing]	
Certification I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience	
(Name, Seal & signature of the authorized firm)	



TEA BOARD INDIA

**Ministry of Commerce & Industry, Deptt. Of Commerce, Government of India
14, B.T.M Sarani (Brabourne Road) Kolkata 700 001, West Bengal**

FORM OF TENDER

(To be filled by the Tenderer/agencies with sign & stamp)

To,
The Secretary I/c,
Tea Board India,
14, B.T.M Sarani (Brabourne Road)
Kolkata 700 001

I/We _____, the son/daughter of Shri
_____ Proprietor/Partner/CEO/MD/Director of M/s.
_____ Of _____ address

having examine the RFP carefully read and understood the General Conditions of Contract and Conditions of the RFP/Tender, hereby tender and undertake to execute and complete all the assignments required to be performed in accordance with the terms and conditions, scope of work, General Conditions of Contract, the payments conditions set out in the document within _____ days/weeks/months from the seventh day of the date of receiving work order.

I/We execute to undertake the work/assignment

I/We have paid online with reference no/UTR _____ dated _____ in favour of Tea Board Tea Fund Disbursement Account payable at Kolkata for Rs. _____ (Rupees _____) with the tender as Cost of Tender Document.

I/We have submitted online having reference no/UTR _____ dated _____ in favour of Tea Board Tea Fund Disbursement Account payable at Kolkata for Rs. _____ (Rupees _____) with the tender as Earnest Money Deposit.

I also declare that the information / documents furnished along with the application and tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender / termination of contract at any stage besides liabilities towards prosecution under appropriate law. Each page of the tender document and papers submitted by me/my Company are authenticated, sealed and signed, and I/we take full responsibility for the entire documents submitted with this tender.

I/We agree that the period for which the tender shall remain open for acceptance shall not be less than **120 days** from date of opening of tender

Signature of the Tenderer/Authorized Person

Company Seal

Name of the Tenderer _____
(in Block Letter)

Address: _____

Email ID & Contact No. _____