

**Request for Proposal (RFP)  
for Empanelment of Skill Training Providers (STP)s  
under EST&P component of DAY-NULM,  
Himachal Pradesh for the year 2019-20.**

**Date of Publication**

22/08/2019

**Last Date of Submission**

11/09/2019



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**Directorate of Urban Development  
Government of Himachal Pradesh  
Palika Bhawan, Talland Shimla – 2  
Himachal Pradesh**

Directorate of Urban Development  
Government of Himachal Pradesh  
Palika Bhawan, Talland  
Shimla – Himachal Pradesh  
E-mail: [himachal.sulm@gmail.com](mailto:himachal.sulm@gmail.com) Website: [www.ud-hp.in](http://www.ud-hp.in)  
Phone No. 0177-2627130

No. UD-H(F)(2)-2/19-NULM-Empanelment (STPs)- 24036

Date: 20.08.2019

**-Tender Notice-**

**REQUEST FOR PROPOSAL (RFP)**

Directorate of Urban Development, Govt. of Himachal Pradesh, intends to empanel Skill Training Institutes/ Agencies as Skill Training Providers (STPs) under EST&P component of DAY-NULM for the year 2019-20. The Institutes/Agencies shall impart skill training to the unemployed & under employed Urban poor at Urban Local Bodies & will provide minimum 70% (50% in wage employment and 20% in Self Employment) placement to the trained candidates. For this purpose, DUD now invites eligible entities having **SMART accredited Training Centres in Urban Areas in Himachal Pradesh** to indicate their **willingness to conduct Skill Training as per NSQF**. Interested agencies having SMART accredited centres in Himachal Pradesh may submit their proposals with details in the enclosed format, along with **documentary evidences** of similar nature of work accomplished & number of candidates trained v/s placed in the companies on the said assignment, and Available/ proposed Infrastructures (movable & Immovable), Manpower (Professionals & Non-professionals) especially trainers completed TOT from concerned SSCs, Tie-up with the Companies for placement & capacity to place number of Candidates for the current assignment.

Interested training partners may submit complete proposal as per format in all respect and delivered to the undersigned by registered post/ speed post/ in person (by hand) to Directorate of Urban Development, Palika Bhawan, Talland, Shimla -2, H.P. on or before **11.09.2019 up to 03:00 P.M** in a sealed envelope with clearly mentioning on the top of it **“Proposal for Empanelment as STP to provide Skill Training & Placement to the Urban Poor under EST&P component of DAY-NULM”** along-with Demand Draft of ₹ 5000.00 in favour of Director Urban Development payable at Shimla as non refundable processing fee

Director, Urban Development, Directorate of Urban Development, Govt. of Himachal Pradesh, intends to empanel Skill Training Institutes/ Agencies as Skill Training Providers (STP) under EST&P component of DAY-NULM for the year 2019-20 at CMMU/ ULBs locations (see **Annexure-F**) under Deendayal Antyodaya Yojna - National Urban Livelihood Mission (DAY-NULM) Himachal Pradesh.

1. Participating Agencies must fulfil the following pre-requisites (Supporting documents must be submitted) :

- i) The skill training provider (STP)/agency should be **accredited with SMART system of NSDC in Urban Areas in Himachal Pradesh**. Incorporation certificate should be furnished.
- ii) The Bidder shall be a reputed skill training provider (STP)/agency and should provide placement linked skill trainings since last one year.

- iii) The Skill training provider (STP)/agency must be recognized by Income Tax Act and Goods & Service Tax Act.
- iv) The skill training provider (STP)/agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of RFP. An undertaking to this effect should be submitted.
- v) The firm has to submit the undertaking on ₹ 100 non judicial stamp paper that the firm is not blacklisted by any State / central government entity/departments.
- vi) The Skill training provider (STP)/agency shall provide certificate from concerned SSC for providing such trainings, from the related Organisation /Project authority.
- vii) Government (Central & State) agencies may also apply if they fulfil above eligibility details.

**Note:** Proposals without these documentary proofs will be treated as ineligible.

2. Interested Agencies may download the complete Request for Proposal (RFP) document from the website <http://www.hptenders.gov.in> & <https://www.ud-hp.in>. The eligible bidders may submit their bids online at e-tendering portal i.e. <http://www.hptenders.gov.in>. Only online bids shall be accepted.
3. As the tenders are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from any suitable authorised skill training provider (STP)/agency.
4. Interested Agencies may submit their proposals along with a non-refundable demand draft of Rs. 5000/- (Rupees Five Thousand Rupees only) as cost of RFP.
5. Proposals received without Cost of RFP document in the form of Bank Draft is ineligible..
6. All amendments, time extension, clarifications etc. will be uploaded on the departmental website only and will not be published in newspapers. The tenderers should visit regularly the website to keep themselves updated.
7. The last date for submitting the online bids is 11.09.2019 up to 03:00 PM.

**Key dates:**

S. No.	Description	Important Information
1.	Date of online publication	22.08.2019 at 02:00 PM
2.	Downloading of e –tender documents	22.08.2019 at 02:00 PM to 11.09.2019 at 03:00 PM
3.	Pre- bid Meeting	29.08.2019 at 02:30 PM
4.	Physical submission of EMD and Cost of tender documents	11.09.2019 at 03:00 PM
5.	Date of submission of e- tender	22.08.2019 at 02:00 PM to 11.09.2019 at 03:00 PM
6.	Date of opening of Technical Bid	11.09.2019 at 03:30 PM

RFP for Empanelment of Skill Training Providers (STPs) under EST&P component of DAY-NULM Himachal Pradesh for the year 2019-20.

7.	RFP Document Fee	₹ 5,000/- Demand Draft in favour of Director, Urban Development, Shimla
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8. The State Mission Director (DAY-NULM) cum Director– Urban Development, reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reason thereof.

**Sd-  
Director,**  
Urban Development,  
Palika Bhavan, Talland, Shimla-02.

**Content:**

Section 1 - Letter of Invitation

Section 2 - Instructions to skill training provider (STP)/agency and Data Sheet  
(Annexure A)

Section 3 - Technical Proposal - Standard Forms (Annexure B)

Section 4 - Financial Proposal - Standard Forms (Annexure C)

Section 5 - Terms of Reference (Annexure D)

Section 6 - Format of Application (Annexure E)

Section 7 - Location wise Details (Annexure F)

**Section 1**

**Letter of Invitation**

1. Director, Urban Development invites technical and financial proposals from eligible Skill training provider (STP)/ Agencies for Empanelment of Skill Training Providers (STP)s under EST&P component of Deendayal Antyodaya Yojna - National Urban Livelihood Mission (DAY-NULM) in Himachal Pradesh for the year 2019-20

**Description of Work**

<b>S. No.</b>	<b>Quantity in No's</b>	<b>Description</b>	<b>Estimated Cost in INR Including all Taxes &amp; other Charges</b>	<b>Performance Bank Guarantee (₹) (Only for Successful Bidder) @ 5% of Project Cost</b>	<b>Completion Period</b>
1.	<b>To skill 5000 beneficiaries in FY 2019-20 (will be divided to STPs)</b>	To provide skill training to 5000 urban poor beneficiaries in Financial Year 2019-20 with minimum 70% placements and 100 % certification of trained beneficiaries in Himachal Pradesh under DAY-NULM. Total target will be divided in empanelment Skill training providers.	<b><u>As per common cost norms for category I, II &amp; III for training of 5000 beneficiaries</u></b>		<b>12 months initially</b>

2. A firm will be selected on the basis of their technical proposal and documentary evidence provided in support of proposal. In financial proposal rates will be quoted/filled up as per common cost norms (Annexure-E, Section-6) and as detailed in RFP. Financial Proposal will not be considered for evaluation; however bidders have to fill BOQ as the category rates of common cost norms only for the completion of the process (Format-1 of section 4). The technical proposal to be submitted as per format as described in this RFP.



4. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to Skill training provider (STP)/ agency and Data Sheet (Annexure A)
  - Section 3 - Technical Proposal - Standard Forms (Annexure B)
  - Section 4 - Financial Proposal - Standard Forms (Annexure C)
  - Section 5 - Terms of Reference (Annexure D)
  - Section 6 - Format of Application (Annexure E)
  - Section 7 - Location wise Details (Annexure F)
5. Please note that while all the information and data regarding this RFP is, to the best of the DUD's knowledge, accurate within the considerations of scoping the proposed contract, the DUD holds no responsibility for the accuracy of this information and it is the responsibility of the Skill training provider (STP)/agency to check the validity of data included in this document.
6. Bidders are requested to submit physically as well as upload the scanned copies of original technical proposal along with following documents:-
  - i. Document Fee (Non-Refundable) of Rs. 5,000.00 (Five Thousand only).
  - ii. Copy of certificate of Incorporation/Registration Certificate.
  - iii. Work order/MOU and successful completion certificates from IA regarding experience in placement linked skill training program should be furnished.
  - iv. Original bank draft of Document fee shall also be submitted physically as per schedule.
7. Financial bid (BOQ) as per **Format - 1** is required to be uploaded only online.
8. The training program should be started within 15 days of signing of contract by the skill training provider (STP)/agency.

**Sd-**  
**Director,**  
Urban Development,  
Palika Bhavan, Talland, Shimla-02.

Section 2

Instructions to Skill training provider (STP)/ agency and Data Sheet

A. General Provisions

1. Definitions

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Skill training provider (STP)/ agency.
- (b) “Operational Guidelines” means the guidelines of DAY-NULM by MoHUA.
- (c) “GoI” means Government of India.
- (d) “Applicable Law” means the laws and any other instruments having the force of law in India as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (e) “DUD” means the implementing agency that signs the Contract for the Services with the selected Skill training provider (STP)/ agency.
- (f) “STP” means Skill Training Provider for Urban Development.
- (g) “Agency” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the DUD under the Contract.
- (h) “Contract” means a legally binding written agreement signed between the DUD and the Skill training provider (STP)/ agency and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (i) “Data Sheet” means an integral part of the Instructions to Skill Training Provider (STP)/Agency Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- (j) “Day” means a calendar day.
- (k) “DAY-NULM” means Deendayal Antyodaya Yojna - National Urban Livelihood Mission.
- (l) “SMART” means, Systematic Management & Accreditation of Training Centre.
- (m) “NSDC” means National Skill Development Corporation.



	<p>(n) “SSC” means Sector Skill Council.</p> <p>(o) “LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by the DUD to the shortlisted STP/ agency.</p> <p>(p) “DUD” means Directorate of Urban Development.</p> <p>(q) “ToT” mean Training of Trainer.</p> <p>(r) “Proposal” means the Technical Proposal and the Financial Proposal of the STPs/ agency.</p> <p>(s) “RFP” means the Request for Proposals to be prepared by the DUD for the selection of Skill training provider (STP)/ agency, based on the SRFP.</p> <p>(t) “SRFP” means the Standard Request for Proposals, which must be used by the DUD as the basis for the preparation of the RFP.</p> <p>(u) “Services” means the work to be performed by the Skill training provider (STP)/ agency pursuant to the Contract.</p> <p>(v) “Sub-skill training provider (STP)/ agency” means an entity to whom the Skill training provider (STP)/ agency intends to subcontract any part of the Services while remaining responsible to the DUD during the performance of the Contract.</p> <p>(w) “TORs” (this Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the DUD and the Skill training provider (STP)/ agency, and expected results and deliverables of the assignment.</p>
<p><b>2. Introduction</b></p>	<p>The DUD named in the <b>Data Sheet</b> intends to select a Skill training provider (STP)/ agency, in accordance with the method of selection specified in the <b>Data Sheet</b>.</p> <p>The shortlisted Skill training provider (STP)/ agency are invited to submit a Technical Proposal and a Financial Proposal, as specified in the <b>Data Sheet</b>, for consulting services required for the assignment named in the <b>Data Sheet</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Skill training provider (STP)/ agency.</p> <p>The Skill training provider (STP)/ agency should familiarize themselves with the local conditions and take them into account in preparing their Proposal, including attending a pre-proposal conference if one is specified in the <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Skill training provider</p>

	<p>(STP)/ agency' expense.</p> <p>The DUD will timely provide, at no cost to the Skill training provider (STP)/ agency, the inputs, relevant project data, and reports required for the preparation of the Skill training provider (STP)/ agency's Proposal as specified in the <b>Data Sheet</b>.</p>
<b>3. Conflict of Interest</b>	<p>The Skill training provider (STP)/ agency is required to provide skill trainings to urban poor of ULBs at all times holding the DUD's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>The Skill training provider (STP)/ agency has an obligation to disclose to the DUD any situation of actual or potential conflict that impacts its capacity to serve the best interest of its DUD. Failure to disclose such situations may lead to the disqualification of the Skill training provider (STP)/ agency or the termination of its Contract and/or sanctions by the Bank.</p> <p>Without limitation on the generality of the foregoing, the Skill training provider (STP)/ agency shall not be hired under the circumstances set forth below:</p>
<b>a. Conflicting activities</b>	<p><u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the DUD to provide goods, works, or non-consulting services for a project, or any of its affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
<b>b. Conflicting assignments</b>	<p>(ii) <u>Conflict among consulting assignments:</u> a Skill training provider (STP)/ agency (including its Experts and Sub-skill training provider (STP)/ agency) or third party or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Skill training provider (STP)/ agency for the same or for another DUD.</p>
<b>c. Conflicting relationships</b>	<p>(iii) <u>Relationship with the DUD's staff:</u> a Skill training provider (STP)/ agency (including its management representatives and state coordinator) that has a close business or family relationship with a professional staff of the of the DUD, or of implementing agency, who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process</p>

	for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.
<b>4. Unfair Competitive Advantage</b>	Fairness and transparency in the selection process require that the Skill training provider (STP)/ agency or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the DUD shall indicate in the <b>Data Sheet</b> and make available to all shortlisted Skill training provider (STP)/ agency together with this RFP all information that would in that respect give such Skill training provider (STP)/ agency any unfair competitive advantage over competing Skill training provider (STP)/ agency.
<b>5. Language</b>	The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Skill training provider (STP)/ agency and the DUD, shall be written in the language(s) specified in the <b>Data Sheet</b> .
<b>6. Currency</b>	Indian Rupees (₹)
<b>B. Preparation of Proposals</b>	
<b>7. General Considerations</b>	In preparing the Proposal, the Skill training provider (STP)/ agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
<b>8. Cost of Preparation of Proposal</b>	The Skill training provider (STP)/ agency shall bear all costs associated with the preparation and submission of its Proposal, and the DUD shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The DUD is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Skill training provider (STP)/ agency.
<b>9. Documents Comprising the Proposal</b>	<p><b>9.1.</b> The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p><b>9.2.</b> If specified in the <b>Data Sheet</b>, the Skill training provider (STP)/ agency shall include a statement of an undertaking of the Skill training provider (STP)/ agency to observe, in competing for and executing a contract, the state/country's laws against fraud and corruption (including bribery) will be applicable.</p>
<b>10. Only One Proposal</b>	The Skill training provider (STP)/ agency (including the individual members of any Joint Venture) shall submit only one Proposal, either

	<p>in its own name or as part of a Joint Venture in another Proposal. If a Skill training provider (STP)/ agency, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.</p>
<p><b>11. Proposal Validity</b></p>	<p><b>11.1.</b> The Data Sheet indicates the period during which the Skill training provider (STP)/ agency's Proposal must remain valid after the Proposal submission deadline.</p> <p><b>11.2.</b> During this period, the Skill training provider (STP)/ agency shall maintain its original Proposal without any change, including the availability of the ToT, the proposed rates and the total price.</p> <p><b>11.3.</b> If it is established that any ToT nominated in the Skill training provider (STP)/ agency's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.</p>
<p><b>a. Extension of Validity Period</b></p>	<p>The DUD will make its best effort to complete the tender process within the proposal's validity period. However, should the need arise, the DUD may request, in writing, all Skill training provider (STP)/ agency who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>If the Skill training provider (STP)/ agency agree to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>The Skill training provider (STP)/ agency has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<p><b>b. Substitution of Key Experts at Validity Extension</b></p>	<p>If any of the ToT become unavailable for the extended validity period, the Skill training provider (STP)/ agency shall provide a written adequate justification and evidence satisfactory to the DUD together with the substitution request. In such case, a replacement of ToT or state coordinator shall have equal or better qualifications and experience than those of the originally proposed ToT or state coordinator. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original ToT.</p> <p>If the Skill training provider (STP)/ agency fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the DUD, such Proposal will be rejected with the prior Bank's no objection.</p>

<p><b>c. Sub-Contracting</b></p>	<p>The Skill training provider (STP)/ agency shall not subcontract the Services.</p>
<p><b>12. Clarification and Amendment of RFP</b></p>	<p><b>12.1.</b> The Skill training provider (STP)/ agency may request a clarification of any part of the RFP during the period indicated in the <b>Data Sheet</b> before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the DUD's address indicated in the <b>Data Sheet</b>. The DUD will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Skill training provider (STP)/ agency. Should the DUD deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p><b>12.1.1.</b> At any time before the proposal submission deadline, the DUD may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Skill training provider (STP)/ agency and will be binding on them. The shortlisted Skill training provider (STP)/ agency shall acknowledge receipt of all amendments in writing.</p> <p><b>12.1.2.</b> If the amendment is substantial, the DUD may extend the proposal submission deadline to give the shortlisted Skill training provider (STP)/ agency reasonable time to take an amendment into account in their Proposals.</p> <p><b>12.2.</b> The Skill training provider (STP)/ agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p><b>13. Preparation of Proposals – Specific Considerations</b></p>	<p><b>13.1.</b> While preparing the Proposal, the Skill training provider (STP)/ agency must give particular attention to the following:</p> <p><b>13.1.1.</b> If a shortlisted Skill training provider (STP)/ agency considers that it may enhance its expertise for the assignment by associating with other skill training provider (STP)/ agency in the form of a Joint Venture or as Sub-skill training provider (STP)/ agency, it may do so with either (a) non-shortlisted Skill training provider (STP)/ agency(s), or (b) shortlisted Skill training provider (STP)/ agency if permitted in the <b>Data Sheet</b>.</p> <p><b>13.1.2.</b> The DUD may indicate in the <b>Data Sheet</b> the estimated cost as per the common cost norm based on the work volume or the DUD's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Skill training</p>



	<p>provider (STP)/ agency's own estimates for the same on the basis of common cost norms.</p> <p><b>13.1.3.</b> For assignments under the Fixed-Budget selection method, the estimated cost/ input will be as per common cost norms. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the <b>Data Sheet</b>, and the Financial Proposal shall not exceed this budget.</p>
<b>14. Technical Proposal Format and Content</b>	<p><b>14.1.</b> The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p><b>14.1.1</b> Skill training provider (STP)/ agency shall provide documentary evidence for the information provided in the proposal. Failure to comply with this requirement will make the Proposal non-responsive.</p> <p><b>14.2.</b> Depending on the nature of the assignment, the Skill training provider (STP)/ agency is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal as indicated in the <b>Data Sheet</b> and using the Standard Forms provided in Section 3 of the RFP.</p>
<b>16. Financial Proposal</b>	<p><b>16.2.</b> The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs as per the common cost norms of category I, II and III indicated in the <b>Data Sheet</b>. Financial Proposal shall be uploaded online. While financial proposal have no marks.</p>
<b>a. Price Adjustment</b>	<p>For assignments common cost norms is applicable, if amendments of GOI allow/ direct for changes in the cost for the same duration, shall be applicable, so stated in the <b>Data Sheet</b>.</p>
<b>b. Taxes</b>	<p>The Skill training provider (STP)/ agency is responsible for meeting all taxes/ liabilities arising out of the Contract unless stated otherwise in the <b>Data Sheet</b>.</p>
<b>c. Currency of Proposal</b>	<p>The Skill training provider (STP)/ agency may express the price for its Services in the currency or currencies as stated in the <b>Data Sheet</b>. If indicated in the <b>Data Sheet</b>, the portion of the price representing local cost shall be stated in the national currency.</p>
<b>d. Currency of Payment</b>	<p>Payment under the Contract shall be made in the currency in which the payment is requested in the Proposal.</p>
<b>C. Submission, Opening and Evaluation</b>	
<b>17. Submission, Sealing, and Marking of Proposals</b>	<p><b>17.1</b> The Skill training provider (STP)/ agency shall submit a signed and complete Technical Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The</p>



	<p>submission can be done by post or by hand. If specified in the <b>Data Sheet</b>, the Skill training provider (STP)/ agency has the option of submitting its Proposals electronically.</p> <p>17.2 An authorized representative of the Skill training provider (STP)/ agency shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The signed Proposal shall be marked “<b>ORIGINAL</b>”, and its copies marked “<b>COPY</b>” as appropriate. The number of copies is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “<b>TECHNICAL PROPOSAL</b>”, “[Name of the Assignment]”, reference number, name and address of the Skill training provider (STP)/ agency, and with a warning “<b>DO NOT OPEN UNTIL 03:00 PM, 11<sup>TH</sup> SEPTEMBER, 2019.</b>”</p> <p>17.6 If the envelopes and packages with the Proposal are not sealed and marked as required, the DUD will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.7 The Proposal or its modifications must be sent to the address indicated in the <b>Data Sheet</b> and received by the DUD no later than the deadline indicated in the <b>Data Sheet</b>, or any extension to this deadline. Any Proposal or its modification received by the DUD after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p><b>18. Confidentiality</b></p>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Skill training provider (STP)/ agency should not contact the DUD on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Skill training provider (STP)/ agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.</p> <p>18.2 Any attempt by shortlisted Skill training provider (STP)/ agency or anyone on behalf of the Skill training provider (STP)/ agency to influence improperly the DUD in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Bank’s sanctions</p>

	<p>procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Skill training provider (STP)/ agency wishes to contact the DUD or the Bank on any matter related to the selection process, it should do so only in writing.</p>
<b>19. Opening of Technical Proposals</b>	<p>19.1 The DUD's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Skill training provider (STP)/ agency' authorized representatives who choose to attend (in person, or online if this option is offered in the <b>Data Sheet</b>). The opening date, time and the address are stated in the <b>Data Sheet</b>.</p> <p>19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the place of the Skill training provider (STP)/ agency; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the <b>Data Sheet</b>.</p>
<b>20. Proposals Evaluation</b>	<p>20.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Skill training provider (STP)/ agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 17 of this Instruction to STP/Agency. While evaluating the Proposals, the DUD will conduct the evaluation solely on the basis of the submitted Technical.</p>
<b>21. Evaluation of Technical Proposals</b>	<p>The DUD's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the <b>Data Sheet</b>. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the <b>Data Sheet</b>.</p>
<b>22. Financial Proposals for QBS</b>	<p>Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Skill training provider (STP)/ agency is invited to negotiate the Contract.</p>
<b>23. Correction of Errors</b>	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
<b>a. Time-Based Contracts</b>	<p>24.1.1 If a Time-Based contract form is included in the RFP, the DUD's</p>

	<p>evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the DUD's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
<b>b. Lump-Sum Contracts</b>	<p>24.2 If a Lump-Sum contract form is included in the RFP, the Skill training provider (STP)/ agency is deemed to have included all prices in the Financial Proposal (BOQ), so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Format 1 of section 4 ) shall be considered as the offered price.</p>
<b>24. Taxes</b>	<p>All taxes and duties shall be the liability of Skill training provider (STP)/ accordance with the instructions in the <b>Data Sheet</b>.</p>
<b>25. Conversion to Single Currency</b>	<p>For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the <b>Data Sheet</b>.</p>
<b>26. Quality Based Selection Evaluation</b>	<p>In case of QBS, the total score is calculated by weighting the technical scores as of instructions in the <b>Data Sheet</b>. The Skill training provider (STPs) agencies achieving the sound technical score/ scoring qualification marks will be invited for presentation.</p>
<b>D. Award of Contract</b>	
<b>29. Award of Contract</b>	<p>30.1 After completing the negotiations the DUD shall obtain the performance security as mentioned in section 1 of RFP i.e. @5% of the contract amount and sign the Contract; publish the award information as per the instructions in the <b>Data Sheet</b>; and promptly notify the other shortlisted Skill training provider (STP)/ agency.</p> <p>30.2 The Skill training provider (STP)/ agency is expected to commence the assignment on the date and at the location specified in the <b>Data Sheet</b>.</p>

**B. Data Sheet**

<b>A. General</b>	
<b>S. No.</b>	<b>Clause References</b>
<b>1</b>	<i>Law of the land (India)</i>
<b>2.1</b>	<b>Name of the DUD: Department of Urban development (DUD),</b> Government of Himachal Pradesh. <b>Method of selection:</b> Quality Based Selection (QBS).
<b>2.2</b>	<b>Financial Proposal to be uploaded together with Technical Proposal: Yes</b> (Financial proposal is to be uploaded online only; only technical proposal is to be submitted online and physically.)
<b>2.3</b>	<b>The DUD will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b> NA
<b>B. Preparation of Proposals</b>	
<b>3</b>	<ul style="list-style-type: none"> <li>i) This RFP has been issued in the English language.</li> <li>ii) Proposals shall be submitted in English language</li> <li>iii) All correspondence exchange shall be in English language.</li> </ul>
<b>4</b>	<p><b>The Proposal shall comprise the following:</b></p> <p><b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b></p> <p><b>Envelope with the Technical Proposal</b></p> <ul style="list-style-type: none"> <li>1. Technical Proposal Application in the given format</li> <li>2. All documents referred in RFP</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>3. Cost of tender document.</li> </ul>
<b>5</b>	<b>Participation of Sub-skill training provider (STP)/ agency/ Third party contract:</b> No
<b>6</b>	<b>Proposals must remain valid for 120 (one hundred twenty) days.</b>
<b>7</b>	<b>Clarifications may be requested no later than 28.08.2019, 05:00 PM.</b> The address for requesting clarifications is: All requests for clarifications shall be made online through mail at E-mail ( <a href="mailto:himachal.sulm@gmail.com">himachal.sulm@gmail.com</a> or <a href="mailto:ud-">ud-</a>

	<p><a href="mailto:hp@nic.in">hp@nic.in</a>).</p> <p><b>Pre-Bid Meeting Date: 29.08.2019 at 02:30 PM in Directorate of Urban Development, Palika Bhavan, Talland, Shimla-2.</b></p>								
8	<p><b>Shortlisted Skill training provider (STP)/ agency may associate with</b></p> <p><b>(a) non-shortlisted skill training provider (STP)/ agency(s): No</b></p> <p><b>or</b></p> <p><b>(b) other shortlisted Skill training provider (STP)/ agency: No</b></p>								
9	<p><b>Accreditation of SMART training centres in Urban Area of Himachal Pradesh: Yes</b></p>								
10	<p>The format of the Technical Proposal to be submitted is: FTP (Annexure-E of Section- 6)</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>								
11	<p><b>A price adjustment provision applies to remuneration rates: No</b></p>								
12	<p>Amounts payable by the DUD to the Skill training provider (STP)/ agency under the contract: As per common cost norms.</p> <p>The DUD will</p> <ul style="list-style-type: none"> <li>• Reimburse the Skill training provider (STP)/ agency for indirect local taxes such as <b>Goods And Service Tax (GST)</b> - No</li> <li>• Reimburse the Skill training provider (STP)/ agency income tax paid in India on the remuneration for services provided by the non-resident staff of the skill training provider (STP)/ agency - No</li> </ul>								
13	<p><b>The Financial Proposal shall be stated in the following currencies:</b></p> <p>Skill training provider (STP)/ agency may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies.</p> <p><b>The Financial Proposal should state costs in the currency (local currency):</b> Yes, in Rupees.</p> <p><b>Evaluation of Financial Proposal: No;</b></p> <ul style="list-style-type: none"> <li>- <b>Cost shall be fixed as per common cost norms for Category I, II &amp; III by GOI. Indicative category wise common cost referred below.</b></li> </ul> <table border="0"> <thead> <tr> <th style="text-align: left;">Category</th> <th style="text-align: left;">Rate Applicable (as per common cost norms)</th> </tr> </thead> <tbody> <tr> <td>Category I</td> <td>₹ 46.70 per hour of training.</td> </tr> <tr> <td>Category II</td> <td>₹ 40.00 per hour of training.</td> </tr> <tr> <td>Category III</td> <td>₹ 33.40 per hour of training.</td> </tr> </tbody> </table>	Category	Rate Applicable (as per common cost norms)	Category I	₹ 46.70 per hour of training.	Category II	₹ 40.00 per hour of training.	Category III	₹ 33.40 per hour of training.
Category	Rate Applicable (as per common cost norms)								
Category I	₹ 46.70 per hour of training.								
Category II	₹ 40.00 per hour of training.								
Category III	₹ 33.40 per hour of training.								



<b>C. Submission, Opening and Evaluation</b>								
<b>14.1</b>	<p><b>The Skill training provider (STP)/ agency shall submit their Proposals electronically only on the website [ <a href="http://www.hptenders.gov.in">http://www.hptenders.gov.in</a></b></p> <p><i>For electronic submission procedures visit link. <a href="http://www.hptenders.gov.in">http://www.hptenders.gov.in</a></i></p>							
<b>14.2</b>	<p><b>The Skill training provider (STP)/ agency must submit:</b></p> <p><b>Physical submission</b>                      (a) <b>Technical Proposal:</b> One (1) hard Copy of the original proposal</p> <p><b>Online Submission</b>                      (a) Scanned copy of the original Technical proposal                      (b) <b>Financial Proposal:</b> Online only as per Format -3 of section - 4.</p>							
<b>14.3</b>	<p><b>The Proposals must be submitted no later than:</b></p> <p><b>Online - Date:</b> 11.09.2019  <b>Time:</b> 03:00 PM</p> <p><i>Physical submission (Technical proposal only)</i>  <b>Date:</b> 11.09.2019  <b>Time:</b> 03:00 PM</p> <p><b>The Proposal submission address is:</b> <a href="http://www.hptenders.gov.in">http://www.hptenders.gov.in</a></p>							
<b>15</b>	<p><b>An online option of the opening of the Technical Proposals is offered:</b> Yes</p> <p><b>The opening shall take place at:</b></p> <p>Directorate of Urban Development                      Pallika Bhavan, Tallnad,                      Shimla- 2.</p> <p><b>Date:</b> same as the submission deadline indicated in 14.3.  <b>Time:</b> 11.09.2019 at 03:00 PM</p>							
<b>16</b>	<p><b>In addition, the following information will be read aloud at the opening of the Technical Proposals</b> NA</p>							
<b>17</b> (for FTP)	<p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals along with all documentary proof as required/ mentioned in RFP:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S. No.</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A.</td> <td><b>Specific experience of the Skill training provider (STP)/ agency (as a firm) relevant to the Assignment; Empanelment of Skill training provider (STP)/ agency (as a firm) at State level.</b></td> <td style="text-align: center;"><b>25</b></td> </tr> </tbody> </table>		S. No.	Description	Points	A.	<b>Specific experience of the Skill training provider (STP)/ agency (as a firm) relevant to the Assignment; Empanelment of Skill training provider (STP)/ agency (as a firm) at State level.</b>	<b>25</b>
S. No.	Description	Points						
A.	<b>Specific experience of the Skill training provider (STP)/ agency (as a firm) relevant to the Assignment; Empanelment of Skill training provider (STP)/ agency (as a firm) at State level.</b>	<b>25</b>						



	Sub Criteria: Experience in providing placement linked skill training program of government schemes (NULM and NRLM placement based skill training will be preferred )	
	i) Accreditation/ Empanelment of the Agency from 1 State Govt./ PSUs	5
	ii) Accreditation/ Empanelment of the Agency from 2 State Govt./ PSUs	10
	iii) Accreditation/ Empanelment of the Agency from 3 state Govt./PSUs	15
	iv) Accreditation/ Empanelment of the Agency from 4 State Govt./PSUs	20
	v) Accreditation/ Empanelment of the Agency from 5 or more State Govt/PSUs	25
<b>B.</b>	<b>Placement record against assigned targets of the work orders.</b>	<b>45</b>
	a) Continuous implementation of placement linked Skill Training with Govt. Institutions.	<b>15</b>
	i) From FY 2018-19	5
	ii) from FY 2017-18	10
	iii) from FY 2016-17	15
	b) Training & Placement Experience (Certificate of successful implementation from implementing Agencies must be attached)	<b>20</b>
	i) Agency trained candidates with minimum 50% salaried employment.	5
	ii) Agency trained candidates with minimum 60% salaried employment.	10
	iii) Agency trained candidates with minimum 75% salaried employment.	15
	iv) Agency trained candidates with minimum 90% salaried employment.	20
	c) Industry Houses/ institutions with 80 % in house placements	<b>10</b>
<b>C.</b>	<b>Work plan in responding to the Terms of Reference (TORs) proposed methodology for commencement of skill training.</b>  <b>Work Plan, Organization and staffing</b>  (Work plan should be best feasible/ workable details of the SMART accredited training canter in	<b>10</b>

	Himachal Pradesh) <i>Notes to Skill training provider (STP)/ agency:</i>  <i>The DUD will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and execution of work timeline; commencement of skill training batches.</i>	
<b>D.</b>	<b>SMART Accredited Training Centre in Himachal Pradesh</b>	<b>5</b>
<b>E.</b>	<b>STP/ Agency provide placement linked skill training in last financial year in Himachal Pradesh.</b>	<b>5</b>
<b>F.</b>	<b>ToT qualifications and competence for the Assignment</b>	<b>10</b>
	i) 2 Proposed Trainers certified from concerned SSC	5
	ii) 4 or more than 4 proposed Trainers certified from concerned SSC	10
<b>Total points for the three criteria</b>		<b>100**</b>
<b>** Documentary proof submission is mandatory.</b>		
<b>The minimum technical score required to pass is: 70 (seventy) points.</b>		
<b>18</b>	<b>An online option of the opening of the Financial Proposals is offered: Yes</b>	
<b>19</b>	<b>All applicable taxes shall be paid by the Skill training provider (STP)/ agency and shall not be reimbursed the Service Tax to the skill training provider (STP)/ agency as per the applicable rates.</b>	
	<b>D. Negotiations and Award</b>	
<b>20</b>	<b>Expected date and address for contract negotiations: To be Intimated</b> <b>Address: _____</b>	
<b>21</b>	<b>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</b>  <b>The publication will be done within 07 (seven) days after the contract signing.</b>	
<b>22</b>	<b>Expected date for the commencement of the Services: Within 15 days of signing of contract</b>	

### Section – 3 Technical Proposal

#### Introduction

Deendayal Antyodaya Yojna - National Urban Livelihoods Mission is a centrally sponsored scheme designed by Ministry of Housing and Urban Poverty Alleviation (MoHUPA), Government of India. Mission activities are implemented in the state by Urban Development Department, Government of Himachal Pradesh. The project is being implemented in all 54 ULBs of the state.

Employment through Skill Training and Placement (EST&P) is a major component under the project DAY-NULM. The project aims to impart placement linked skill training to the youth belonging to urban poor category from the mission cities. It is targeted to cover 5000 youth from the 54 ULBs for Skill Development Training and Placement during the Financial Year 2019-20. (List of ULBs: Annexure -1)

#### 1. Eligibility Criteria for Institutions

##### A. Mandatory Pre Qualification Eligibility

1. Training Provider shall have SMART Accredited Centre in Urban Areas of Himachal Pradesh.
2. The agencies shall impart training as per National Skills Qualifications Framework (NSQF) norms.
3. The agency shall impart training of National Skills Qualifications Framework (NSQF) aligned courses only.
4. The agency shall have eligibility for those training which are valid and approved from concerned SSCs.

##### B. General Qualification

5. The agencies should have Certification Arrangements with recognised SSCs.
6. Skill training providers should have at least one year experience in the field of Placement linked Skill Development Training Programs.
7. The agencies should have placement partners within the state and outside for employment with minimum wage rate of Government of India.
8. Industry houses having IN-HOUSE placement requirement will be preferred.
9. Minimum 2 ToT from concerned SSC is must; without ToT batches will not be allowed.

#### 2. Criteria for Technical Appraisal

1. Experience in skill training and placement.
2. Certificate from implementing agencies regarding successful implementation of Skill

Training and placement as per norms.

3. Proposed Faculty for Skill Training Centres and SSC certified ToT trainers. Staff engaged/proposed for the Project could not be changed without prior written consent of Director Urban Development.
4. Empanelment for similar programs in this state and other states.
5. Track record in sustainable placement and linkage with Industry Houses.
6. Working experience with Government Agencies/ Organisations.
7. Infrastructure and Turnover of organisation/ agency.
8. No. of approved training centres with SMART system of NSDC in Himachal Pradesh.
9. Minimum initial salary offered for the trained beneficiaries.
10. Proposed timeline for the commencement of skill training at SMART training centres.
11. Post placement status and tracking system adopted for placed beneficiaries.

**Technical Appraisal will be done on the basis of supporting documents submitted by organisation/ Agency in proposal.**

### **3. Process of Empanelment**

- 3.1. Technically sound agencies will be invited for a presentation before the committee constituted for the empanelment of the training agencies under NULM.
- 3.2. Eligible organisations will be empanelled as the Skill Training Provider for NULM. Considering the merit of the Proposal State Urban Livelihood Mission will enter into agreement with empanelled Skill Training Providers for conduct of the training programmes as per requirement in specific cities in specific job roles.
- 3.3. Empanelment of an agency is not a selection for entrusting training programmes. The mission will examine the offer of the empanelled agencies for training and placement case by case as per requirement and will entrust the training for specific job roles in specific locations.
- 3.4. **Selected firms have to submit a Performance Bank Guarantee of @ 5% of the project cost in favour of Director Urban Development with a validity of 12 months for the work order of one financial year and in case of ongoing batches after 12 months Bank Guarantee of @ 5% of the project cost has to be renewed.**
- 3.5. **As per given timeline Performance Bank Guarantee will be forfeited if delay in commencement of skill training batches.**

### **4. Period of Validity of the empanelment**

The empanelment will be valid for initially one year and may be expended for one year if funds are available and on physical progress, conduct and work performance on agreement of both parties and according performance bank guarantee shall be extended..

### **5. Certification Process**

- 5.1. The Skill Training Provider (STP) in collaboration with Department of Urban

Development will arrange for award of a certificate by a competent Skill Sector Council (SSC) for each successful candidate undertaking the training under DAY-NULM within one month after completion of Training. Certification should be provided by Skill Sector Council (SSC).

- 5.2. The skill trades identified by the Skill Training Provider should have a standard curriculum designed in accordance with assessment and certification requirements. In other cases appropriate arrangements need to be done for assessment and certification.

#### **6. Placement and Post Training Support**

The STPs shall work towards providing job-placement or setting up of self enterprise for all the successful candidates. It is mandatory for the STPs to provide placement / self employment setup support for minimum of 70% of the successfully trained candidates, inability to do so shall result into suitable penalty and restricting the payment towards the training fee. STPs shall organise job fair for every batch after completion of Training Batch and certification.

#### **7. Other Deliverables**

The Skill Training Providers shall be required to track the successful candidates for a period of 12 months after placements.

#### **8. Payment terms and Conditions**

Payment to Training Partner shall be made by DUD as per Clause 3 and Clause 3A of the operational guidelines for EST&P under DAY-NULM by Ministry of Housing and Urban Affairs (MoHUA), Govt. of India or as decided by the State Mission Director, DAY-NULM Himachal Pradesh.

#### **9. Mission Guidelines**

The terms and conditions of the EOI shall be governed by the DAY-NULM guidelines issued by the Ministry of Housing and Urban Affairs (MoHUA), Government of India and further instructions/orders/directions issued by the Ministry of Housing and Urban Affairs (MoHUA) or by Directorate of Urban Development, Government of Himachal Pradesh.

Section - 4

Format 1: Financial Proposal  
(To be filled online only)

Item Rate BOQ

Sr. No.	Item	Quantity (No's)	Amount per trainee per hour (in ₹) including all Taxes, GST and other charges.	Total amount including all taxes and other charges.
1.	Category I as per common norms	1000*		
2.	Category II as per common norms	2000*		
3.	Category III as per common norms	2000*		
<b>Total in Figures</b>				
<b>Quoted Rate in Words-</b>				

\* Likely category wise trainees may vary as per actual trained.

\*\* All bidders will quote same rates as defines at S. No. 13 of Data Sheet of Section-2.

\*\*\* If quoted rates will be different to the common cost norms as per S. No. 13, bidder shall be declared as non responsive.



Section - 5

Terms of Reference (TOR)

Terms of Reference (TOR)

1. All services on contract basis with skill training provider (STP)/agency shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
2. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Department. The skill training provider (STP)/agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
3. The Department may require the skill training provider (STP)/agency to dismiss or remove from the site of work any person or persons employed by the skill training provider (STP)/agency who may be incompetent or for his/her/their misconduct and the skill training provider (STP)/agency shall forthwith comply with such requirements. The skill training provider (STP)/agency shall replace immediately any of its personnel if they are unacceptable to this Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Department.
4. The skill training provider (STP)/agency has to provide dress/ photo identity cards to the trainees by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
5. The skill training provider (STP)/agency has to provide training kit to the trainees.
6. The skill training provider (STP)/agency shall ensure proper conduct of his persons in training premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
7. Training should be conducted as per the NSQF and SSC norms.
8. The transportation, medical and other statutory requirements in respect of each personnel of the skill training provider (STP)/agency shall be the responsibility of the skill training provider (STP)/agency and the Department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
9. The skill training provider (STP)/agency will submit the bill/ invoice to the concerned ULBs, after verification at ULB level, concerned official will forward to DUD. The payment will be released by DUD on the basis of common cost norms.
10. The payment to the skill training provider (STP)/agency will be made for every batch separately or as per the direction of operational guidelines of DAY-NULM.

11. The skill training provider (STP)/agency, based on biometric attendance and shall be certified by the respective project office shall prepare per training bill/ invoice.
12. Payments to the skill training provider (STP)/agency would be strictly on certification by the project office for the place of training is attached that his/her service was satisfactory during the training programme.
13. The skill training provider (STP)/agency shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this Department to the skill training provider (STP)/agency shall be acknowledged immediately on receipt on the same day. The skill training provider (STP)/agency shall strictly observe the instructions issued by this Department in fulfilment of the contract from time to time.
14. It is mandatory for skill training provider (STP)/agency for appointing full time state coordinator exclusively for DAY-NULM project in Himachal Pradesh.
15. This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the skill training provider (STP)/agency.
16. That the skill training provider (STP)/ agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/ agents of the skill training provider (STP)/ agency, then the skill training provider (STP)/agency shall be liable to reimburse to this Department for the same. The skill training provider (STP)/agency shall keep this Department fully indemnified against any such loss or damage.
17. The successful bidder will enter into an agreement with this Department for providing training by qualified staff as per RFP as per requirement of this Department on these terms and conditions. The agreement will be valid for a period of 18 months commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the skill training provider (STP)/agency shall be fixed for a period of 18 months and no request for any change/modification shall be entertained before expiry of the period of 18 months.
18. The skill training provider (STP)/agency shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of this Department.
19. That on the expiry of the agreement, as mentioned above, the skill training provider (STP)/agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the skill training provider (STP)/agency it shall be

the entire responsibility of the skill training provider (STP)/agency to pay and settle the same.

20. Any Dispute arising out of the above contract shall be subject to the jurisdiction of Hon'ble High Court of Himachal Pradesh at Shimla and their sub-ordinate courts at Shimla only.

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Section – 6

Format of Technical Proposal

**Format for Submission of Applications**

1. Name of applicant agency:
2. Type of entity:
3. Address :
4. Number and Date of registration of the applicant as a legal entity :
5. Contact person:  
Name Designation:  
Phone number and Email ID:
6. Core area of expertise of the firm:
7. Profile of the organisation:
8. Staff details:  
No of regular staff:  
No of full time staff appointed for limited period:  
No of Part time staff:  
Total Staff:
9. Staff details:  
Staff proposed for the NULM Himachal Pradesh Project:  
Qualification and Certification of proposed staff:
10. Details of training experience:
  - a. Available NSQF aligned courses:
    - i) Job role
    - ii) Name of agency approved curriculum (with QP Ref)
    - iii) Duration of the course
    - iv) Cost of training including for certification
    - v) Certification arrangement
    - vi) Available infrastructure/Equipments/Machineries of conduct of the training
    - vii) Profile of the existing faculty members
    - viii) Major placement partners and placement done during last two years in each job role

b. Details of training courses conducted for Government agencies:

<b>S. No</b>	<b>Name of Organisation</b>	<b>Work Order/ Sanction Order No. &amp; Date*</b>	<b>Month and Year of Completion</b>	<b>Total Trained</b>	<b>Total Placed **</b>

\* All Work Order/ Sanction Order No. are to be enclosed.

\*\* Shall be certified from concerned IA.

11. Skill Training Courses Proposed under this RFP (Provide the details for each of the courses proposed)

- a. Proposed NSQF aligned course.
- b. Whether curriculum approved by a competent agency.
- c. Name of agency approved curriculum (with QP Ref. if any)
- d. Duration of the course in months
  - i. Total number of days for Training (Excluding OJT)
  - ii. Hours of trade specific Skill Training.
  - iii. Hours of training in life skills/ professional etiquette.
  - iv. Hours of English Language Training.
  - v. Hours of Computer Training.
  - vi. Number of days of OJT
- e. Certification agency.
- f. Available or proposed infrastructure/Equipments/Machineries of conduct of the training.
- g. Proposed pool of Human Resource planned to carry out the trainings as per this RFP
- h. Major placement partners for this job role.

12. Proposed infrastructure to carry out the skill training as per this RFP. (Details with photographs)

13. Proposed training plan with preferred cities at SMART (Skill Management & Accreditation of Training Centres) in Urban Area/ ULBs of Himachal Pradesh.

S. No.	Name of Course	NSQF Level	Name of ULB	Name of ULB	Name of ULB	Name of ULB	Name of ULB	Name of ULB	Total No of ULBs

14. Proposed pool of Human Resource planned to carry out the training as per this RFP. Please attach the profile of the faculty members.

**Place:**

**Name and Signature with seal/ stamp of the STPs/ Agency's Authorised Signatory**

**Date:**

**Enclosures to the Application:**

- Registration certificate of the organisation/ agency as a legal entity.
- Work orders from Government/ Government Agencies for conducting placement linked skill development training programs for previous years.
- Placement tie up (MoU/Letter of intent/ offer letters from the employer) and details of final placements.
- Previous placement records with online electronically generated online/MIS reports.
- Certification from IA regarding certification ( may be verify from concerned IA with consent)
- Accreditation of training institutes/ centres on SMART.
- NSQF aligned Courses wise curriculum details.
- Bio-data of faculty.
- SSC Certified ToTs of faculty.
- PAN and GST No. of organisation.
- Audited Statement of last three financial years.
- Infrastructure of training centres/ institutes.
- Other documents in support of any declaration by organisation/ Agency.



Section – 6

List of Urban Local Bodies (ULBs)

S. No.	Distt.	ULB Name
1	<b>Bilaspur</b>	Bilaspur
2		Ghumarwin
3		Naina Devi
4		Talai
5	<b>Chamba</b>	Chamba
6		Chowari
7		Dhalousie
8	<b>Hamirpur</b>	Bhota
9		Hamirpur
10		Nadaun
11		Tira Sujanpur
12	<b>Kangra</b>	Baijnath
13		Dehra
14		Dharmshala
15		Jawalamukhi
16		Jawali
17		Kangra
18		Nagrota Bagwan
19		Nurpur
20		Palampur
21		<b>Kullu</b>
22	Bhuntar	
23	Kullu	
24	Manali	
25	<b>Mandi</b>	Jogindarnagar
26		Karsog
27		Mandi
28		Nerchowk
29		Rawalsar

RFP for Empanelment of Skill Training Providers (STPs) under EST&P component of DAY-NULM Himachal Pradesh for the year 2019-20.

30		Sarkaghat	
31		Sundarnagar	
32	<b>Shimla</b>	Chaupal	
33		Jubbal	
34		Kotkhai	
35		Narkanda	
36		Rampur	
37		Rohru	
38		Sunni	
39		Shimla	
40		Theog	
41		<b>Sirmour</b>	Nahan
42			Paonta Sahib
43	Rajgarh		
44	<b>Solan</b>	Arki	
45		Baddi	
46		Nalagarh	
47		Parwanoo	
48		Solan	
49	<b>Una</b>	Daulatpur	
50		Gagret	
51		Mehatpur	
52		Santokhgarh	
53		Tahliwal	
54		Una	

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