

**Himachal Pradesh Kaushal Vikas Nigam
(HPKVN) Block No. 24, 2nd Floor, STPI
Building, SDA Complex, Kasumpti,
Shimla-171009.**



Notice inviting Proposals for Selection of Training Service Provider for Skill Training of 500 Government Employees in English Speaking and 4,200 Youth in English, Employability and Entrepreneurial Skills under Himachal Pradesh Kaushal Vikas Nigam (HPKVN).

RFP Ref no. HPKVN/1/2019

Date: 24th January 2020

- 1) Himachal Pradesh Kaushal Vikas Nigam, Government of HP, Shimla (hereinafter called HPKVN) invites Proposal for Selection of Training Service Provider for Skill Training of 500 Government Employees in English Speaking and for Skill Training of 4,200 Youth in English, Employability and Entrepreneurial Skills under Himachal Pradesh Skill Development Project (HPSDP).
- 2) Program quality and implementation will be monitored and evaluated by HPKVN, as per its Quality Standards and Procedures defined in Standard Operating Procedure developed by HPKVN.
- 3) HPKVN reserves the right to shortlist any or all of the applicant, or reject any or all applicants, without assigning any reason whatsoever. HPKVN reserves the right to postpone or cancel the procurement process at its sole discretion and without assigning any reason.
- 4) Interested Institutions / Organizations / NGO's may submit their Request for Proposal to the undersigned on or before 4th March 2020 by 15:30 hrs IST through post along with a Demand Draft of Rs. 5,000/- (Five Thousand Only) in favor of "**Managing Director, Himachal Pradesh Kaushal Vikas Nigam**" payable at Shimla as non-refundable processing fee. Late submission will not be entertained and will be returned unopened.

*Managing Director
HP Kaushal Vikas Nigam,
Block No, 24, 2nd Floor, STPI Building, SDA Complex,
Kasumpti, Shimla-171009, H.P.*

Invitation for Selection of Training Service Providers for Training of 500 Government Employees in English Speaking and 4200 Final Year Graduating Students from select Government Degree Colleges and Polytechnics in English, Employability and Entrepreneurship (EEE) Skills under Himachal Pradesh Skill Development Project (HPSDP).

1. Background

In today's globalized economy, it has become increasingly important for an individual to acquire and regularly sharpen their domain skills as well as interpersonal skills. These skills are required not only for those aspiring for wage employment but also those who aspire to set up their own businesses. Over the last few years feedback from the industry has revealed that Himachali youth though well versed in domain skills are often deficient in written and oral communication and are not confident while facing interviews. Moreover, given the narrow industrial base of the State and lack of adequate wage placement and growth opportunities, it is pertinent to encourage innovative young minds to nurture entrepreneurial mindset for enhancing their livelihood options.

In order to bridge the gaps, HPKVN intends to facilitate development of English speaking, employability and entrepreneurial skills amongst the youth in the State.

2. Objective

- i. Short duration training of Government Employees in English speaking to improve their confidence and productivity.
- ii. NSQF aligned skill training in English, Employability and Entrepreneurship for 4200 youth pursuing their Final year students from select Government Degree Colleges and Polytechnics in Himachal Pradesh to facilitate their transition into varied careers.

3. Benefits of the program

- i. Improve the communication skills of the candidates.
- ii. Facilitate in enhancement English-speaking skills of the candidates.
- iii. Enable the candidates to take an informed career choice by generating awareness and initial preparedness on opportunities for both employment and entrepreneurship.
- iv. Prepare the candidate to face interviews with confidence and will give him/her an edge over others in getting a good/desired job.
- v. Holistic development of the candidates and instill confidence.

4. Time Period

24 months.

5. Training Partner

A Training Service Provider with prior experience in implementation of NSQF aligned skill trainings shall be eligible for participation in this program.

6. Type of Training Programme

The training programme shall comprise of 2 elements: -

6 A. Training in English Speaking skills for Government Employees.

- i. Location: District Shimla.
- ii. Target: 500 employees from select government departments.
- iii. Design:
 - a) 25 hours module on English speaking skills adapted to the working needs in government departments.
 - b) The module will be aligned to NSQF level 4 English for Employability variant specified by Management & Entrepreneurship and Professional Skills Council (MEPSC).
 - c) Participant handbooks will be prepared and distributed amongst all participants.
 - d) Assessment and certification of candidates will be undertaken by MEPSC.
 - e) The Common Cost Norms specified by Government of India would be followed for determining the assessment fee and certification fee.
 - f) The Training Partner will provide MEPSC certificates to successful candidates and share the list of successful candidates with HPKVN.
- vi. Mobilization of Candidates - Prospective candidates for this training module will be identified by the respective state department/ organizations and the list of the Candidates will be shared with the TSP through HPKVN. The list of participating departments will be shared by HPKVN at the time Contract agreement.
- vii. Venue – The venue for the training will be decided mutually between the TSP, HPKVN and the concerned departments. ¹

6 B. Training of final year students from Government colleges and polytechnics in English, Employability and Entrepreneurship.

i. Coverage for Training execution

Training of Final Year students shall be undertaken as per the following allocations:

District	Government Degree College	Allocation
Mandi	GDC Mandi	500
	Govt. Polytechnic Sundernagar	400
Bilaspur	Govt. Polytechnic Bilaspur	200
Kangra	GDC Palampur	500
	GDC Dharamshala	500

¹ The cost for the venue shall be borne by the TSP.¹

Kullu	GDC Kullu	500
	Govt. Polytechnic Kullu	200
Shimla	GDC Rampur	500
	Govt. Polytechnic Pragati Nagar	200
Solan	GDC Solan	500
	Govt. Polytechnic Kandaghat (Women)	200
	Total	4200

ii. Type of Skilling Programme

The programme will focus on improving English speaking skills amongst enrolled candidates along with inculcating employability and entrepreneurial skills.

iii. Responsibilities of the Training Service Provider

a) Mobilization, Counselling and Registration of Candidates

- Mobilization and counseling of candidates for selection of eligible and deserving candidates shall be the responsibility of the Training Partner.
- This is the most important component of the Training programme and the Training Partner shall use necessary tools for evaluation of the candidates before their enrollment.
- Training Partner shall undertake effective awareness generation on the training programme and organize counseling cum registration camps within the premises of the Government college/ polytechnic.
- The Training Partner shall undertake focused activities for mobilization of candidates which may include amongst others – display of posters/ banners at prominent locations in the college campus, distribution of pamphlets disseminating information about the program, its benefits and dates for Counseling cum registration camps. The list and schedule of activities for mobilization shall be shared with HPKVN for finalization.
- All IEC material distributed for mobilization shall be finalized by the Training Partner in consultation with HPKVN.
- The schedule for the Counseling cum Registration shall be shared with HPKVN in advance and HPKVN representatives shall also participate in the camps. Any camp organized without the participation of HPKVN representatives shall not be considered valid.
- The Counseling cum Registration camp shall be organized at the education institution in which the trainings will be undertaken. During the Camps the following activities shall be undertaken:-
 - ✓ Information dissemination on HPKVN.
 - ✓ Awareness on the benefits of the skill programme.
 - ✓ Screening of short videos emphasizing on importance of the skills.

- ✓ Counseling session for evaluating the motivation and attitude of the candidate.
- Only those candidates who qualify the counseling session shall be called for registration for the training programme.
- Batch size shall be 30 students. Training will be commenced only after prior batch approval from HPKVN.

b) Training facilities as per MEPSC Guidelines.

- i. The Training Partner shall enter into a MoU with the respective Government Degree College's and Polytechnics for the execution of the programme and ensuring availability of necessary infrastructure.
- ii. The Training Partner must ensure that the training facility and practical lab are in accordance with the guidelines of the Management & Entrepreneurship and Professional Skills Council.
- iii. The training infrastructure will be duly verified by the HPKVN team and batches will be initiated only after approval from HPKVN.
- iv. The following shall be ensured by the Training Partner at the Centre:
 - a) Setting up of classroom and Lab facility with required equipment and IT facilities as per MEPSC guidelines;
 - b) Training aids;
 - c) First aid kit, hygiene, safe drinking water and hygienic washroom;
 - d) All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to HPKVN) as well as uploaded on HPKVN MIS
 - e) Attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric records uploaded on HPKVN MIS.

c) Training Delivery

- i. The Training Partner shall not be allowed to provide training through a franchisee arrangement under any circumstance.
- ii. The Training Partner shall be responsible for all aspects of the training including quality of training delivery, assessment and certification as well as outcomes required from the training.
- iii. Persons deployed as trainers by the Training Partner must possess requisite knowledge, skills and experience in their domain.
- iv. For each job role offered under the Project, the master trainer, trainers/ instructors shall be MEPSC certified.
- v. The Training Partner shall organize atleast two sessions with experienced industry expert and successful entrepreneur to share their experience and importance of soft skills in

professional life. Non compliance on this front will lead to deduction in payment as per terms mentioned in Standard Operating Procedures to be outlined for this package.

- vi. Training partner shall be responsible for providing the Curriculum that shall be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by the Management & Entrepreneurship and Professional Skills Council.

d) Assessment & Certification

- i. Pre assessment of candidates shall be undertaken by the Training partner to evaluate the skill set of the candidates at the start of the training programme. The framework for the assessment will be finalized in discussion with HPKVN. The results of the preassessment shall be shared with HPKVN.
- ii. Combined Assessment and Certification will be undertaken for three QPs.
- iii. Periodic assessment of trainees should be an integral part of the course curriculum. This should be in the form of project work, assignments and other types of tests. Consolidated batch wise Assessment reports shall be shared by the Training Partner regular basis.
- iv. An independent assessment of trainees by a third-party agency authorized by the Management & Entrepreneurship and Professional Skills Council shall be mandatory for candidates. Assessment cost shall be paid directly by HPKVN to the Assessment agency.
- v. The Common Cost Norms specified by Government of India would be followed for determining the assessment fee and certification fee.
- vi. The Training Partner will provide MEPSC certificates to successful candidates and share the list of successful candidates with HPKVN.

e) Placement Commitment

- i. The Training Partner shall facilitate employment opportunities (wage employment and entrepreneurship) for successfully certifying graduating students from government colleges and polytechnics.
- ii. Wage employment shall be defined in terms of continuous employment for a minimum period of three months. The proof of regular wage employment is demonstrated by the Appointment Letter and salary slip from the Human Resources department of the recruiting organization/corporate. These documents shall be maintained by the Training Partner and submitted to the Management Committee.
- iii. In case of Self Employment, the Training Partner shall submit valid documents such as incorporation of enterprise, registration certificate etc along with bank account statements.
- iv. The Training Partner shall provide post placement counseling support to the placed candidates to resolve their problems and ensure retention. Similarly, for candidates engaged in Self employment necessary support towards establishment of enterprise shall be provided for 3 months after Certification of candidates.

7. Key and Non-Key Resources

- i. The resources required throughout the duration (full time deployment) of the project are given in the table below.
- ii. Non mobilization of key resources beyond a period of 7 days will lead to deduction in payment as per terms to be specified in the Standard Operating Procedures (SOP)

S. No.	Type of Resource	Role	No. of Personnel	Qualification	Responsibility
1	Key Resource	Project Coordinator	1	Post Graduate with atleast 2 years of industry experience and atleast 2 years' experience in management of skilling projects.	<ul style="list-style-type: none"> • Overall management, monitoring and quality control of the programme. • Coordination and information sharing with HPKVN. • Plan and conduct Counseling cum registration camps at the training centers. • Undertake counseling of candidates and Monitor the candidate selection process. • Preparation of Progress reports and timely submission to HPKVN.
2	Key Resource	Center Manager	1 per center	A Graduate from a recognized university /institution, with atleast 2 years of experience in Center management.	<ul style="list-style-type: none"> • Responsible for the day to day management of the center; • Liaison with the Government College officials for smooth implementation of the programme. • Be a Point of contact to address the queries of Students or Parents, give relevant support and best possible solution • Ensure training plans are displayed in all classrooms and equipment in practical labs are always fully functional. • Monitor quality of training delivery and submit regular reports to Team Leader. • Ensure timely completion of trainings and coordination with Trainers and Master Trainer; • Take regular feedbacks on quality of training from students; • Support the Team Leader for all activities related to organizing lectures by Industry experts and successful entrepreneurs.
3	Key Resource	Master Trainer	As per requirement	Post graduate certified from the MEPSC with minimum five years experience as a Trainer and atleast 2 years of industry	<ul style="list-style-type: none"> • Supervise delivery of quality training. • Conduct Training of Trainers programme before the starting of the batches at the inception of the programme and during the programme;

				experience.	<ul style="list-style-type: none"> • Take sessions on important and crucial topics. • Ensure incorporation of advances in technology and changing market scenario in training delivery • Ensure use of interactive learning tools with focus on team work and individual practice through project work.
4a	Key Resource	Domain Trainer - English	1 per center for Govt degree college/ polytechnic and 1 for Training of Government Employees	A certified "Trainer" from the MEPSC with Post Graduation degree; with atleast 2 years of experience as an English Trainer.	<ul style="list-style-type: none"> i. Develop an activity based learning methodology for training delivery; ii. Draw up training calendar for the chosen programme; iii. Ensure each student gets individual attention; iv. Provide all the materials required for training delivery to the trainees; v. Monitor attendance of trainees and ensure regularity. vi. Facilitate teamwork, individual practice and interaction of the students.
4b	Key Resource	Domain Trainer- Employability & Entrepreneurship	1 per center	<ul style="list-style-type: none"> i. Post Graduate, certified "Trainer" from the MEPSC with ii.A Minimum two years of experience as Trainer in Employability or Entrepreneurship skills; Or ii.B. Minimum two years of industrial experience. 	<ul style="list-style-type: none"> i. Develop an activity based learning methodology for training delivery; ii. Draw up training calendar for the chosen programme; iii. Ensure each student gets individual attention; iv. Provide all the materials required for training delivery to the trainees; v. Monitor attendance of trainees and ensure regularity. vi. Facilitate teamwork, individual practice and interaction of the students.
5	Non Key Resource	Office Assistant cum Data entry Operator	As per requirement	As per Industry Standard	<ul style="list-style-type: none"> i. Support Key Resources in Implementation of Training Program
6	Non Key Resource	Support Staff	As per requirement	As per Industry Standard	<ul style="list-style-type: none"> i. Support Key Resources in Implementation of Training Program

8. Financial Aspects

a) Common Cost Norms Based Payment System

- i. The training program shall use the 'The Common Norms for Skill Development Schemes' implemented by Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. https://www.msde.gov.in/assets/images/Notification/Common%20Norms_amendment.pdf
- ii. The provisions for Special State as per the Common Cost Guidelines shall be applicable.
- iii. Revisions in the Common Cost Norms as per the government notifications shall be applicable.
- iv. The Training Partner will be asked to discontinue the training in a center where training quality measured by number of students certified is not found satisfactory.

b) Flow of Funds under the Program

- i. HPKVN shall release funds to the Training Providers in adherence with the Common Cost Norms for Category III job roles and upon fulfilment of quality guidelines prescribed in Standard Operating Procedures (SoP) which shall be a part of the Contract Agreement. The SoP may be modified by HPKVN based on grassroot circumstances and changes will be made after mutual consensus with the TP.
- ii. All statutory Taxes as applicable will be over and above the common cost norms.
- iii. In line with the Common Cost Norms, the hourly rates shall be inclusive of cost components such as:
Mobilization of candidates, pre assessment of candidates, cost of training venue, Curriculum development, Placement expenses, Trainers' training, Equipment, Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers, Post-placement tracking/monitoring etc.
- iv. Third Party Certification & Assessment costs shall be payable to the Assessment Agency in line with the Common Norms notified by the Government of India.

c) Installment milestones

Installment	Percentage of total cost	Output Parameters
1 st	30%	On commencement of training batch against validated candidates.
2 nd	50%	On successful certification of the trainees
3 rd	20%	Outcomes based on employment

Note –

- While calculating payment, trainees having 70% and above attendance will be considered.
- The 3rd instalment will be released only for the students successfully completing 3 months in job/ self employment. At least 70% students must be employed (self or wage) to avail this instalment.
- Payouts will be made as per Common Cost Norm Guidelines.

9. Reporting

- i. The TP shall adhere to the monitoring and reporting norms and regulations of HPKVN and provide periodic reports in the approved format to the HPKVN.
- ii. The TP shall share the enrollment, training and employment and other updates on the HPKVN MIS.
- iii. The TP shall submit a Monthly Progress Report providing a quantitative and qualitative snapshot of the activities undertaken. The report shall also include high resolution pictures of the activities undertaken at all training centers.
- iv. At the end of the program, a comprehensive programme completion report should be submitted to HPKVN highlighting the process followed, outcome achieved, best practices, challenges faced and success stories. The report shall be shared in hard copy as well as digital format.

- v. Training Partner to provide candidate details to HPKVN firm within 1 month of completion of programme.

10. Schedule of Deliverables

The following reports must be delivered as per the timeline mentioned below:

#	Deliverable	Submission
1	Progress Report	Monthly
2	Batch Completion Report	15 days after completion of batch
3	Mid Term Progress Report	30 days after completion of half duration of program
4	Program Completion Report	15 days after completion of all batches

The contents of each report will be discussed and agreed with HPKVN in advance. The Training Partner will submit 2 hard copies and one electronic copy of Mid Term Progress Report and Program Completion Report.

11. Instruction to Bidders

- i. Interested applicant may submit their RFP with all the necessary documents in English as specified in formats provided in the RFP under Bid Submission Formats.
- ii. HPKVN reserves the right to withdraw this RFP, without assigning any reasons for the same, if HPKVN determines that such action is in the best interest of the Government of HP. HPKVN undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
- iii. The response submitted to this RFP and all correspondence shall be in English and shall confirm to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the EOI.
- iv. The RFP submitted should be concise and contain only relevant information as required under this document.
- v. The RFP submitted by the applicant shall remain valid for a period of 180 days after the closing date for submission of RFP prescribed in this document. RFP validity expressed for a period less than 180 days shall be rejected.
- vi. At any time prior to deadline for submission of RFP, HPKVN may modify the RFP document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.
- vii. Bidders are advised to study all instructions, forms, requirements and other information in the RFP documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications.

- viii. The response to this RFP should be complete in all respects. Failure to furnish all information required by RFP documents or submission of RFP not substantially responsive to this document will be at bidder's risk and may result in rejection of its submission.
- ix. The bidders are responsible for all costs incurred in connection with the participation in this process, including, but not limited to, cost incurred in conduct of informative and other diligence activities, participation in meetings/ discussion/ presentations, preparation of RFP documents, in providing any additional information required by HPKVN to facilitate evaluation process.
- x. The Institutions / Organizations shall be paid as per common cost norms notified by MSDE, Govt. of India from time to time based on actual performance.
- xi. The bidder shall furnish processing fee of INR. 5,000/- in the shape of bank draft in favor of MD, HPKVN, Shimla with the RFP. RFP not supported with processing fee shall be rejected.
- xii. Single stage single envelop method will be used for the selection of the successful bidder.**
- xiii. Proposals of only those Bidders who qualify the pre-qualification criteria shall be evaluated further.**
- xiv. Only those bidders satisfying pre-selection criteria and scoring 60% of the total marks allocated for Technical Evaluation (ie 50 marks) shall be called for the Technical Presentation.**
- xv. The combine marks for Technical evaluation and technical presentation will be used for allocation of targets.**
- xvi. The component for training of 500 government employees in English speaking will be awarded to the bidder with the highest combined score ie Technical Evaluation and Technical Presentation.**
- xvii. In case of the component for training of Graduating students from government colleges and polytechnics, allocations will be made to top 2 Bidders scoring highest marks in both Technical Evaluation and Technical Presentation (ie 60 marks) in the ratio of 60:40.**
- xviii. This RFP does not commit HPKVN to award a contract or to engage in negotiation.
- xix. RFP documents submitted by Institutions / Organizations will be reviewed by an Expert Committee formed by HPKVN.
- xx. All material submitted by bidder shall become the property of HPKVN.
- xxi. HPKVN may at its sole discretion and at any time during the evaluation of RFP, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements:
- A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding three years.
 - Submitted an RFP that is not accompanied by required documentation.

- Use of modified formats for submission.
- Failed to provide timely clarification related thereto, when sought.
- Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.
- Been in litigation with any Government agencies/institutions in India
- Made an attempt to influence the Bid evaluation
- Processing fee as Demand Draft for INR. 5,000/- not attached with the proposal.

12. Tentative Timeline

S. No.	Details	Tentative Dates
1.	Issuance of RFP	24 th January 2020
2.	Last date for receiving queries	7 th February 2020
3.	Pre-Bid Meeting	17 th February 2020, (11:00 am, HPKVN HQ, Shimla)
4.	Last date for submission of Proposals (Proposal Due Date)	4 th March 2020 (3:30 pm)
5.	Opening of Technical Proposal	4 th March 2020 (4:00 pm)
6.	Technical Presentation by Shortlisted Bidders	Will be intimated through email
7.	Declaration of List of Selected Bidder	Will be updated on HPKVN website
8.	Signing of Contract	Will be intimated through email
9.	On boarding of Private Operator	Will be intimated through email

13. Pre- Qualification Criteria:

Sl. No.	Criterion	Supporting documents to be submitted
1	Type of Organization: Training Service Provider with experience of implementing NSQF aligned skill training in the last three Financial Years (2018-19, 2017-18, 2016-17).	Proof of implementing NSQF aligned skill training in the last three years Financial Years (2018-19, 2017-18, 2016-17).
2	Average turnover of Training Service Provider during the last three Financial Years (2018-19, 2017-18, 2016-17) should not be less than INR One Crore.	Annual audited accounts for the year 2018-19, 2017-18, 2016-17)
3	The Organization should not have been barred or blacklisted by any relevant entity like any Central/ State Government Body	Notarized Self-certification on stamp paper to be submitted under the signature of authorized signatory (As authorized by Top Management/ Board of the Organization) stating that the Institution/firm has not

	been barred or blacklisted by any Central/ State Government Body.
--	---

14. Technical Evaluation Criteria:

Evaluation Criteria		Max. Marks: 50
A	Technical Experience of Bidder	40 Marks
A.1	<p>Experience of imparting training in English speaking skills during the last 3 years (ie year 2016-17, 2017-18, 2018-19) (Each project should have at least 100 certified trainees)-</p> <ul style="list-style-type: none"> • 1 - 2 Projects = 4 Marks • 3 - 4 Projects = 6 Marks • 5 or more projects = 8 Marks <p>If any single project submitted for this criterion includes NSQF aligned training in English skills, then 1 additional mark for each such project will be awarded (Maximum 2 Marks). <i>To be supported with certificate from the Head of client institutions/organizations on letter head with details of Job role, number of candidates allocated, enrolled, under training and certified. Letter of Award also to be submitted.</i></p>	10
A.2	<p>Experience of imparting skill training in employability or entrepreneurship during the last 3 years (ie year 2016-17, 2017-18, 2018-19) (No. of candidates certified)-</p> <ul style="list-style-type: none"> • 100-200 candidates certified – 2 marks • 201 – 300 candidates certified – 3 marks • 301-400 candidates certified – 4 marks • More than 400 candidates certified – 5 marks <p><i>To be supported with certificate from the Head of client institutions/organizations on letter head with details of Location, Job role, number of candidates allocated, enrolled, under training and certified Letter of Award also to be submitted.</i></p>	5
A.3	<p>Experience of working with Government department / organization for imparting skill training in English during the last 3 years (ie year 2016-17, 2017-18, 2018-19)</p> <ul style="list-style-type: none"> • 1 - 2 Projects = 2 Marks • 3 - 4 Projects = 4 Marks • 5 or more projects = 5 Marks <p><i>To be supported with certificate from the Head of client institutions/organizations on letter head with details of Location, Job role, number of candidates allocated, enrolled, under training and certified Letter of Award also to be submitted.</i></p>	5
A.4	<p>Evaluation of qualification and experience of key experts. (CVs of all key experts to be enclosed)</p> <ol style="list-style-type: none"> a. Project Coordinator – 2 marks b. Master Trainer – 2 marks c. Domain Trainer- English – 3 marks d. Domain Trainer – Employability & Entrepreneurship – 3 marks <p><i>All CVs shall be duly signed by the candidates and countersigned by the Authorized Signatory of the Bidder.</i></p>	10
A.5	<p>NSDC Partner or affiliation with MEPSC <i>To be supported with relevant certificate/ documents.</i></p>	5
A.6	<p>Experience of implementing NSQF aligned trainings in Himachal Pradesh or other northern States ie Delhi, Punjab, Haryana or Uttarakhand during the last 3 years (ie</p>	5

Evaluation Criteria		Max. Marks: 50
	<p>year 2016-17, 2017-18, 2018-19) (Each project should have at least 100 certified trainees)-</p> <ul style="list-style-type: none"> • No project = 0 Marks • 1 - 2 Projects = 1 Marks • 3 - 4 Projects = 3 Marks • 5 or more projects = 5 Marks <p><i>To be supported with certificate from the Head of client institutions/organizations on letter head with details of Job role, location, number of candidates allocated, enrolled, under training and certified. Letter of Award also to be submitted.</i></p>	
B	<p>Technical Presentation</p> <p>Indicative details to be presented:</p> <ul style="list-style-type: none"> • Strategy for mobilization and counseling of candidates • Bidder's approach & methodology for achieving the training targets within the Time Frame. • Best practices/ Innovative in skilling that the bidder proposes to introduce for implementation of the project. • Quality Control Mechanism proposed for implementation of the project • Placement facilitation that can be provided by the bidder. 	10 marks

Technical Proposal – Standard Forms

Checklist of Required Documents

FORM	DESCRIPTION
TECH-1	Application / Technical Proposal Submission
TECH- 2	Proof/s of legal status of all entities
TECH- 3	Format for Affidavit for Bidder not being blacklisted
TECH – 4	Power of attorney for the representative of the Training Service Provider. (No pre-set format/form)
TECH -5	Documents pertaining to satisfaction of pre eligibility criterias
TECH - 6	Documents pertaining to satisfaction of technical Evaluation Criteria's as per sequence.
TECH – 7	Experience of the bidder in Skill Training
TECH-8	Approach and Methodology for the Implementation of the Training Package
TECH – 9	CV's of Key Resources

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To

Managing Director,
Himachal Pradesh Kaushal Vikas Nigam,
Block No. 24, 2nd Floor,
STPI Building, SDA Complex,
Kasumpti, Shimla-171009.

Dear Sir,

We, the undersigned, offer to provide the Training services for skill development training in Himachal Pradesh in accordance with your Request for Proposal dated XX XX 2019. We are keen to undertake **Skill Training of 500 government Employees in English Speaking and 4,200 Youth in English, Employability and Entrepreneurial Skills under Himachal Pradesh Kaushal Vikas Nigam (HPKVN)** as mentioned in the RFP.

We are hereby submitting our Proposal, sealed in an envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by HPKVN.
- (b) Our Proposal shall be valid and remain binding upon us for the period of 180 days.
- (c) Neither we, nor our associate partners/ or any of the proposed project employees prepared the TOR for this assignment
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment within 30 days of signing of the contract from signing date.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Training Service Provider (legal name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

TECH 3
Format for Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Authorized Signatory of the Bidder with his/her signature and company seal)

AFFIDAVIT

I/We, on behalf of (Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Signatory)

EXPERIENCE OF THE BIDDER

Description of the Bidder's experience in implementing short term skill training programmes.

I. Assignment Specific Experience

Please select most relevant projects in training of youth in English or employability or entrepreneurship to demonstrate the firm's technical qualifications and geographical experience (maximum 20 projects). It is important to highlight projects done for NSDC/SSC/State Government departments/NCVT/Government of India.

SN	Project Name	Period	Client Name/ (Government /Private)	State	Total Training Target	Job Role	NSQF / NON NSQF	Total Enrolled	Total Under Training	Total Certified
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

*Supporting documents for each project to be enclosed
 Additional rows may be added by the bidder,
 Form to be signed and stamped by the bidder Head of the Institution

TECH 8 Format – Approach & Methodology

(i) Bidder’s understanding of Skill Development and Skill Training in English, Entrepreneurship and Employability

.....
.....
.....

(ii) Bidder’s approach & methodology for NSQF aligned Skill Training in English, Entrepreneurship and Employability (including Mobilization, Counselling, Training Delivery, Lectures by Industry Experts, Quality Assurance etc)

.....
.....
.....

(iv) Trainer details

S.N.	Description	Details
1.	No. of permanent trainers along with their sector(s) of expertise	
2.	No. of contractual trainers, along with their sector(s) of expertise	
3.	No. of trainers trained and certified by MEPS Sector Skill Council, along with their sector(s) of expertise	
4.	Qualifications of Permanent Faculty	

For and on behalf of:
Signature:
Name:
Designation:
Date:
(Company Seal)
(Authorized Signatory)

CURRICULUM VITAE (CV)

(TO BE PROVIDED FOR ALL KEY RESOURCES)

Position Title and No.	
Name of Firm	
Name of Expert:	
Date of Birth:	
Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/Training Service Provider to... For references:		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Training Service Provider's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
--	--

	Name of the Project Duration Client Project features Profile Activities Performed Add the above format for adding more projects.
--	---

Expert’s contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience*
- (ii) I am not a current employee of the Executing or the Implementing Agency*
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 4 provided team mobilization takes place within the validity of this proposal.*
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*
- (v) I am not currently debarred by central or any state government*
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the selection of training service providers for imparting skill development training in BFSI Sector. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of expert or authorized representative of the firm] Day/Month/Year