

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)

Prebid Meeting – 17th February 2020

RESPONSE TO QUERIES

A. Clarifications

Sl. No	Query	Response
1.	Will fee based/ private courses be considered in experience?	<ul style="list-style-type: none"> • Fee based/ private skill training courses in English/ Employability and Entrepreneurship will be considered as experience subject to satisfaction of requisite conditions and submission of relevant supporting documents.
2.	Soft skill Training is included in DDUGKY and PMKVY, will these Job roles be Counted?	<ul style="list-style-type: none"> • Soft skill trainings under PMKVY Short term trainings and DDU-GKY will be considered as experience in imparting employability training subject to: <ol style="list-style-type: none"> 1. Submission of proof duly certified by the Head of the Client organization(s); 2. Proof of engagement of dedicated trainer for execution of the soft skill training.
3.	Any Job role can be selected in NSQF level or Some Specific, because in the RFP mention English Speaking and Employability and Entrepreneurial Skills, but in Tech -9 point No. 6 mentioned BFSI Sector.	<ul style="list-style-type: none"> • The following QPs corresponding to Management & Entrepreneurship and Professional Skills Council (MEPSC) will be executed under this package:- <ol style="list-style-type: none"> 1. Use Basic English for Employability – Variant III, MEP/N9993 v1.0 2. Use Generic Skills for Employability – Variant II (NOS), MEP/N9995 3. Plan for Basic Entrepreneurial Activity (NOS), MEP/N9996 • Tech -9, Certification (vi) to be read as: <p><i>“(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 English, Employability and Entrepreneurship. 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></p>
4.	Fund release as per Common Cost Norms but in RFP Page No.9 Point No. b) i. its Mentioned Common Cost Norms for Category III job roles	<ul style="list-style-type: none"> • The applicable per hour rates for this package correspond to Category III job roles as mentioned in Common Cost Norms notified by the Ministry of Skill Development and Entrepreneurship, GoI. • https://www.msde.gov.in/assets/images/Notification/Comm on%20Norms%20Notification.pdf
5.	We have imparted skill training under different government and non-government schemes wherein we have trained number of candidates in different domains wherein spoken English was a major part of the	<ul style="list-style-type: none"> • Experience in imparting skill training in English speaking as part of curriculum in domain skill shall can be considered as experience in case of Technical Evaluation criteria 14 A.1 subject to submission of proof to the effect that : <ol style="list-style-type: none"> i. Training in English speaking was a part of the Course curriculum duly certified by the Client organizations; and

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	curriculum. Will this our experience be considered while assigning us the points for 14-A.1 and does this our experience fulfill the criteria for the same.	ii. Engagement of dedicated trainer for execution of the English speaking skill training.
6.	Under 14 A.4, signed CVs of Key Experts to be enclosed with the proposal. Do these CVs need to be from our existing projects of other states or do these CVs need to be from HP and mobilized especially for this project?	<ul style="list-style-type: none"> • Under 14 A.4, the CVs of key experts shall be for candidates to be mobilized by the bidder for the execution of this package.
7.	What will be the duration of EEE training for college students under this RFP from HPKVN?	<ul style="list-style-type: none"> • The duration will correspond to the QP as mentioned at point 3 above.
8.	What Model Curriculum will be used, existing NSQF aligned or TP owned?	<ul style="list-style-type: none"> • NSQF Model curriculum will be used.
9.	We have not find any course aligned with NSQF Level 4 of 25 hours in the list of Job roles of MEPSC. There is one job role with course code MEP/N003 NSQF level 4 but this job role is 60 hrs not 25 hrs. Please specify which job role is recommended as per the NSQF Level 4 and how many hours.	<ul style="list-style-type: none"> • For the government employees, the process for development of a 25 hours Model Curriculum for English speaking training of Government Employees aligned to NSQF Level 4 is being initiated with MEPSC. The same will be applicable for the Government Employees.
10.	Please specify the cost per hour as we have not find cost in the MEPSC website or in the notification.	<ul style="list-style-type: none"> • Please refer to Point 4 above.
11.	The funds disbursement mile stones are same as common norms where the last trench of 20% is aligned with Placement where as in this project the candidates are Govt. Employees and disbursement of last trench of 20% should not be aligned with any placement component.	<ul style="list-style-type: none"> • The last trench of 20% related to placement of candidates shall not be applicable for Government employees as no placement shall be facilitated by the TSP in this case.
12.	Since this is a type of skill up-gradation module, the funds should be disbursed on enrollments.	<ul style="list-style-type: none"> • Refer to RFP Point 8. The fund disbursement shall be based on provisions defined by Common Cost Norms.
13.	What will be no. of hours we have to recommend as EEE in this project?	<ul style="list-style-type: none"> • Refer to point 7 above.
14.	In common norms the rate per hour of Entrepreneurs skill or EEE is cost per hour same as job role in which it will be merged. If the job role is SMO the rate per hour for EEE will be same as SMO, if job role is Retail the rate per hour for EEE module will be same as Retail. In this case the EEE content will be	<ul style="list-style-type: none"> • Refer to RFP Point 8.b)(i). • Refer to point 4 above.

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	delivered independently then what will be the cost per hour for EEE?	
15.	Since the candidates are final year students and regular students having maximum chances that these students will go for further higher studies. As per the common norms last trench of 20% is aligned with placement, but there are maximum chances that after learning English the enrolled candidates will go for higher studies.	<ul style="list-style-type: none"> • Refer to RFP point 8 c). The same will be applicable for payments of the 20% trench related to placement
16.	How many hours/days per day is allowed for this training?	<ul style="list-style-type: none"> • Government Employees – To be decided mutually between HPKVN, TSP and concerned department. • Students – The no. of hrs and timetable to be decided mutually between the TSP and the College/ Polytechnic authorities
17.	Please clarify on minimum CTC of the candidate after placement	<ul style="list-style-type: none"> • The CTC should be more than the minimum wages notified by the State.
18.	Request for extension of the date for submission of the EoI	<ul style="list-style-type: none"> • The matter is under consideration and if approved, the same shall be notified on HPKVN website and newspapers.
19.	Will our communication skills program completed till march 2019 be considered as experience since the candidates get certified by Leap Skills. We can get the letter of completion on institution letter head signed by the principal.	<ul style="list-style-type: none"> • Candidates certified upto 29th February2020 shall be considered.
20.	RPL will be counted as experience as it is a part of PMKVY and has a soft skill component	<ul style="list-style-type: none"> • RPL certifications will be considered for RFP Point no 13 'Prequalification Criteria' Sl no 1. • Soft skill component included in RPL certification shall not be considered as experience under RFP Point No 14 'Technical Evaluation Criteria' A.1 and A.2.
21.	Which QP NOS specified by Management & Entrepreneurship and Professional Skills Council (MEPSC) shall be adhered by the Training Partner?	<ul style="list-style-type: none"> • Refer to point 3 above.
22.	Govt. schemes like PMKVY, DDUGKY, etc have embedded components of English communication skills & employability or entrepreneurship modules. We request HPKVN to consider the experience of these programs while evaluating technical experience.	<ul style="list-style-type: none"> • Refer to point 2 above.
23.	The placement percentage achieved post completion of the training should not impact the performance record of the Training Provider.	<ul style="list-style-type: none"> •Not applicable
24.	Will the certificates issued by registered society considered under marking scheme for PIA?	<ul style="list-style-type: none"> • Certificate issued by the Head of Department of the Client Institution would be considered.

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25.	Will the program of english and soft skills training under various CSR considered?	<ul style="list-style-type: none"> • Program of English and soft skills training under various CSR will be considered subject to submission of necessary proofs.
26.	Are the collaboration of society with english training institutes, under the payrole of society, considered?	<ul style="list-style-type: none"> • Consortium of organizations will be considered subject to fulfilment of all conditions.
27.	Screenshot of SDMS/AICTE/UPSDM portal showing the enrollment of student	<ul style="list-style-type: none"> • Self-attested and stamped copies of snapshot of the information in public domain shall be considered.
28.	Point No. 11 xxi point 'Been in litigation with any Government agencies/institutions in India' may dropped	<ul style="list-style-type: none"> • Request has been considered and the RFP Point 11 (xxi) clause '<i>Been in litigation with any Government agencies/institutions in India</i>' may be considered as dropped.
29.	Nature of infrastructure available at college/ polytechnic	<ul style="list-style-type: none"> • The TP shall enter into MOU with the respective College/Polytechnic for provision of classroom and/or practical lab for the trainings. • Ensuring the availability of training aids and equipments in line with the MEPSC guidelines for the respective QPs shall be responsibility of the TP.
30.	Deduction on account of trainer/infrastructure inadequacy	<ul style="list-style-type: none"> • HPKVN shall impose deductions on account of trainer/infrastructure inadequacy. • The same shall be elaborated in the Standard Operating Procedures to be developed for this programme.
31.	Replacement of key resources	<ul style="list-style-type: none"> • The key experts can be replaced in exceptional circumstances subject to prior approval from HPKVN and replacement by candidates with qualification and experience at par with the incumbent approved during RFP.
32.	Single trainer or separate trainer will be required for deliver of English, Employability and Entrepreneurship modules?	<ul style="list-style-type: none"> • Separate trainers will be required as per RFP Point 7.
33.	Proof for certification in case of Non NSQF aligned trainings in English, employability and entrepreneurship	<ul style="list-style-type: none"> • In case of RFP Point 14 'Technical Evaluation Criteria' A.1 and A.2, in addition to the documents mentioned, in case of Non NSQF aligned trainings, the bidder shall submit a self-attested and stamped sample copy of the Certificate issued to the successfully certifying candidates for the course(s).
34.	Relaxation of requirement of MEPSC certification for Master Trainer, Domain trainer English and Domain Trainer Employability & Entrepreneurship at the time of submission of RFP	<ul style="list-style-type: none"> • The requirement of certification from MEPSC as mentioned in RFP point 7 'Key and Non-Key Resources' shall remain unchanged.
35.	Books to be distributed amongst candidates	<ul style="list-style-type: none"> • Government Employees – Only handouts prepared by TP corresponding to the model curriculum will be distributed amongst participants. • Students from College/Polytechnics – Books developed by MEPSC wrt EEE shall be distributed amongst enrolled candidates. The cost for the same is included in the hourly rates prescribed under Common Cost Norms.
36.	RFP Point 11 'Instructions to Bidders' (xiv.) 'Only those bidders satisfying	<ul style="list-style-type: none"> • RFP Point 11 '<i>Instructions to Bidders</i>' (xiv.) - To be read as:

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	pre-selection criteria and scoring 60% of the total marks allocated for Technical Evaluation (ie 50 marks) shall be called for the Technical Presentation.’	‘Only those bidders satisfying pre-selection criteria and scoring 60% of the total marks allocated for Technical Evaluation (ie 40 marks) shall be called for the Technical Presentation.’
37.	RFP Point 11 ‘Instructions to Bidders’ xiv. 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.	<ul style="list-style-type: none"> RFP Point 11 ‘Instructions to Bidders’ xiv. – To be read as: ‘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 out of total 50 marks) in the ratio of 60:40.’

B. Modification

Sl. No	Bidder request	Amendment Proposed
1.	Request has been made by the Bidders that the experience in imparting skill trainings during the period April 2019 to February 2020 may also be considered.	<p>I. <i>RPF Point 13 ‘Pre-Qualification Criteria’, 1. ‘Type of Organization’</i> to be read as: Training Service Provider with atleast 3 years experience of implementing NSQF aligned skill training upto 29th February 2020.</p> <p><u>Supporting document to be submitted:</u> Proof of atleast 3 years experience in imparting NSQF aligned skill training upto 29th February 2020.</p> <p>II. <i>RPF Point 14 ‘Technical Evaluation Criteria’, A1. ‘Experience of imparting training in English speaking skills during the last 3 years (ie year 2016-17, 2017-18, 2018-19)’</i> to be read as: ‘Atleast 3 years’ experience of imparting training in English speaking skills upto 29th February 2020.’</p> <p>III. <i>RPF Point 14 ‘Technical Evaluation Criteria’, A2. ‘Experience of imparting skill training in employability or entrepreneurship during the last 3 years (ie year 2016-17, 2017-18, 2018-19)’</i> to be read as: ‘Atleast 3 years’ experience of imparting skill training in employability or entrepreneurship upto 29th February 2020.’</p>
2.	A point was raised by the bidders that the current year turnover should be taken into account given the fact that the skill ecosystem was not very vibrant during the year 2016-17.	<ul style="list-style-type: none"> RPF Point 13 ‘Pre-Qualification Criteria’, 2. ‘Type of Organization’ to be read as: ‘Average turnover of Training Service Provider should not be less than INR One Crore for the period FY 2017-18, FY 2018-29 and FY 2019-20 upto 29th Feb 2020.’ <p><u>Supporting document(s) to be submitted:</u></p> <ol style="list-style-type: none"> Annual audited accounts for the financial year 2017-18 and year 2018-19. Accounts for the period April 2019 to February 2020 duly certified by Chartered Accountant.

3.	<p>RFP Point 6B (iii) d) ‘Assessment & Certification’ (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 directly by HPKVN to the Assessment Agency.”</p>	<ul style="list-style-type: none"> • RFP Point 6B (iii) d) ‘Assessment & Certification’ (iv) To be read as:- “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 directly by HPKVN to the Management & Entrepreneurship and Professional Skills Council.”
4.	<p>RFP Point 8 (b)(iv) “Third party certification and assessment cost shall be payable to the Assessment Agency in line with the Common Norms notified by Government of India.”</p>	<ul style="list-style-type: none"> • RFP Point 8 (b)(iv) “Assessment and certification cost shall be payable to the Management & Entrepreneurship and Professional Skills Council in line with the Common Norms notified by Government of India.”

**Managing Director
 HPKVN, Shimla**