



Jharkhand Skill Development Mission Society

Request for Proposal (RFP) for selection of agency to conduct Mid-Term Evaluation of Skill Development Programs being implemented in Jharkhand

June 2020

RFP No. JSDM/RFP/02/2020-21

Date of issue of RFP	24th June 2020
Last date for submission of Proposals	25th July 2020

JHARKHAND SKILL DEVELOPMENT MISSION SOCIETY

(An autonomous institution under Dept. of Higher, Technical Education and Skill Development)

2nd Floor, Administrative Building, JUT Campus, Namkum, Ranchi

Email ID - skilljharkhand@gmail.com Website- www.jsdm.jharkhand.gov.in/

ABBREVIATIONS

Abbreviations

Abbreviation	Full Form
DDU-GKY	Deen Dayal Upadhyay Grameen Kaushalya Yojana
EST&P	Employment through Skills Training & Placement
JSDMS	Jharkhand Skill Development Mission Society
NSDC	National Skill Development Corporation
NSQF	National Skills Qualifications Framework
NULM	National Urban Livelihoods Mission
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
RFP	Request for Proposal
SDIS	Skill Development Initiative Scheme
SJKVY	Saksham Jharkhand Kaushal Vikas Yojana
SSC	Sector Skill Council
TSP	Training Service Provider
DDU-KK	Deen Dayal Upadhyay Kaushal Kendra

In the interpretation of these terms, unless the context otherwise requires:

- (a) The words and expressions beginning with capital letters and defined in this document shall, unless the context otherwise requires, have the meaning ascribed thereto herein. The words and expressions beginning with capital letters and not defined herein, but defined in the other standard Bidding Documents, shall, unless the context otherwise requires, have the meaning ascribed thereto therein;
- (b) Words in the singular or plural term, as the case may be, shall also be deemed to include the plural or the singular term, respectively;
- (c) Terms "include" or "including" shall be deemed to be followed by "without limitation" or "but not limited to" regardless of whether such terms are followed by phrases of like import;
- (d) For the purpose of this RFP, the terms "Bid" and "Proposal" are interchangeable and imply the same, unless repugnant to the context.

Contents

DISCLAIMER	4
1. INTRODUCTION	5
2. INSTRUCTIONS TO BIDDERS	13
3. EVALUATION OF BIDS	18
4. FRAUD AND CORRUPT PRACTICES	22
5. PRE-BID MEETING	23
6. MISCELLANEOUS	24
7. APPENDICES	25

DISCLAIMER

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Jharkhand Skill Development Mission Society (hereinafter "**JSDMS**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by JSDMS to interested parties who apply for RFP (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for RFP with Jharkhand Skill Development Mission Society for providing skill development training in Jharkhand as per notified norms.

JSDMS makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this RFP process.

JSDMS may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that JSDMS is bound to empanel any Bidder(s) or select any Bidder(s) for any project. JSDMS reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by JSDMS or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and JSDMS shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

1. INTRODUCTION

1.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.7.

Section 1	Introduction
Section 2	Instructions to Bidders
Section 3	Evaluation of Proposals
Section 4	Fraud and Corrupt Practices
Section 5	Pre-Bid Meeting
Section 6	Miscellaneous
Section 7	Appendices

1.2 About Jharkhand Skill Development Mission Society

1.2.1 Jharkhand Skill Development Mission Society ("**JSDMS**") was registered on 1 October, 2013 under the Societies Registration Act, 1860 to function as an autonomous organization under Department of Planning and Development, Government of Jharkhand. Through a Government of Jharkhand notification dated 18 June, 2015, JSDMS was made an autonomous body under Department of Labor, Employment, Training & Skill Development, Government of Jharkhand. Currently Jharkhand Skill Development Mission works as an autonomous body under the Department of Higher, Technical Education and Skill Development.

1.2.2 The primary objectives of JSDMS are:

- (a) To increase the employability of the youth and empower them to take part in the economic growth of Jharkhand and India and thereby reduce unemployment, under-employment, poverty and socio-economic inequality;
- (b) To provide skill development training to the youth of the State;
- (c) To develop self-employment and entrepreneurial skills for youths of Jharkhand;
- (d) To assist in creating an enabling environment to attract investment in professional and skill development sector;
- (e) To assist the State Government in formulating appropriate policy, legislations and/or measures to fulfil the skill gap;
- (f) To monitor the costs and quality of training imparted to produce targeted number of high quality skilled personnel across various strata of youth and workers, especially from amongst the disadvantaged sections of the society.

- (g) To create effective convergence between school education, professional courses and various skill development efforts of Central and State Governments;
- (h) To promote and carry out, on its own or on behalf of the State Government, activities to generate awareness, research and study on skill demand;
- (i) To increase the skill training facility in the state of Jharkhand.

1.3 Objective of the Request for Proposal (RFP)

- 1.3.1 The RFP will enable to select appropriate agency to conduct the mid-term evaluation within stipulated timeframe.
- 1.3.2 The mid-term evaluation will set an opportunity for the state to redefine the state targets of skill development in the state.
- 1.3.3 Identify and develop mid-term correction plan for the skill ecosystem in the state.

1.4 General Terms of RFP

- 1.4.1 Bidders must be eligible to apply for RFP as per Clause 2.1.
- 1.4.2 JSDMS, at its discretion, can add, modify or remove the clause/s, points and sub points mentioned in the RFP till 24 hours prior to closing bid submission date.

1.5 Description of RFP Process

- 1.5.1 Interested Bidders deemed eligible as per Clause 2.1 can participate in the RFP Process by submitting their proposal in the format given in the Appendix.
- 1.5.2 Bidders meeting the eligibility criteria as per Clause 2.1 shall be considered for processing of the bid by JSDMS if they meet the requisite cut-off as per Clause 3.3.3.
- 1.5.3 Along with the Proposal, a Bidder is required to deposit a non-refundable processing fee (“the **Processing Fee**”) of Rs. 5,000/- (Rupees Five Thousand only) and refundable Earnest Money Deposit (**EMD**) of Rs. 50,000/- (fifty thousand only). The Processing Fee must be in the form of a crossed demand draft drawn on any scheduled bank in favor of “Jharkhand Skill Development Mission Society”, payable at par in Ranchi.
- 1.5.4 JSDMS shall endeavor to adhere to the following schedule but reserves the right to alter the same:

S. No.	Details	Date
1.	Issuance of RFP	24 th June 2020
2.	Last date for receiving Pre-Bid queries	6 th July 2020, up to 2.00 pm
3.	Pre-Bid Meeting	6 th July 2020, 4.00 pm
4.	Publishing of responses to Pre-Bid Queries	9 th July 2020
5.	Last date for submission of Proposals	25 th July 2020, up to 5.00 pm
6.	Last Date for Submission of Tender Fee & EMD	27 th July 2020, up to 10.30 am
7.	Bid Opening	27 th July 2020, 11.30 am

- 1.5.5 The bidder upon selection will furnish a Performance Bank Guarantee of 5% of the total work value during the signing of the agreement.
- 1.5.6 The total project cost or the work order value will not exceed Rs. 50/- lakhs (Rs. Fifty

Lakhs Only) which will include all taxes, service charges, , field area travel, travel to other states of India, travel to meet with the other departments of the state and accommodation of study team, conduct one dissemination workshop with minimum 75 participants in one of the hotels of Ranchi having good parking facilities for VVIP and VIP vehicles with all safety arrangements and printing of minimum 30 colored book bind copies of the final report prepared by the bidder. The bidder will submit soft copy of the final report over official email of JSDMS and also submit in CD.

- 1.5.7 No other payment is admissible in the project other than mentioned in 1.5.6.
- 1.5.8 No change in project/study team is allowed until and unless the same is approved by the Mission Director under special circumstances. All such changes will be only allowed at a case to case basis.
- 1.5.9 Change of the study /project team appeared for the interview will lead to penalty deduction of 20% of the total project value during the payment. Only the change of such team members is allowed with the prior written approval from Mission Director, JSDMS, if some unpredictable like serious illness leading to hospitalization or death happens.
- 1.5.10 The bidder will establish small temporary office in Ranchi Jharkhand from which the entire team will conduct the study. The interviewed study / project team members will also undertake minimum 40% travel to the filed area, cover all 24 districts of Jharkhand along with locations (PAN India) where placements of candidates have been done under the skill development schemes.
- 1.5.11 The bidder upon shortlisting for the interview will submit a day wise full movement plan of the study team members, action plan for completion of the project, study approach and methodology and use of research tools on before the date for submission of the documents given by JSDMS.
- 1.5.12 All raw data generated during the study in any form will be considered as sole property of JSDMS and has to be submitted to JSDMS along with submission of final report.
- 1.5.13 The successful bidder will never quote any facts and figures known from the study for its business benefits or any other purpose in any of the platform/s, document/s or in other sources/s.
- 1.5.14 The Study team member will submit the list of all the team members along with their contact numbers and email Ids to JSDMS for its record upon selection as selected bidder.
- 1.5.15 Any organization implementing skill development scheme & projects of Govt of Jharkhand is not eligible to participate.
- 1.5.16 Any agency of any business nature which has worked with JSDMS till date will be ineligible to participate in the tendering process as this will be considered as conflict of interest.
- 1.5.17 No single entity /consortium can hire or deploy any person who has worked with

JSDMS directly in past three years to be part of the study team as this will be considered as conflict of interest.

1.6 Terms and Scope of Work

1.6.1 There are different departments apart from Jharkhand skill development mission society (JSDMS) in Jharkhand that are implementing skill development activities in the state. Government of Jharkhand has bestowed these departments to train 2 million youth in five years, 2017-2022. Each department is working under the ambit of NSQF/MSME/NCVT and likewise qualification frameworks. At present the departments are working independently, though the target for the state is high but there is no mechanism to monitor the progress of all the departments in a single platform. Due to this the output and outcome of the skill initiative at the state are not getting properly analyzed and corrective measures are not in place. In order to quantify the impact holistically for the socio-economic development of the trained candidates it is imperative to converge the MIS of all skill initiatives in the state at one platform i.e. the JSDMS (MIS) portal.

Convergence of inter-departmental MIS shall enable the state for an in-depth analysis of the progress being made by the schemes/projects and monitor shift in the skill ecosystem since the inception of the schemes/projects. Such factual data analysis will enable the state to take informed decision on the way ahead for skill development initiatives, modification/customization of existing projects, identification of point of convergence amongst departments and creation of roadmap for collaboration to match national and international standard.

As now JSDMS has been offering different skilling schemes for more than 2.5 years now hence it is imperative to conduct a midterm assessment of the skill initiatives in the state to understand department wise baseline parameters, processes of RFP of Training service providers, schematic progress, challenges, corrective action required, resource mobilization, module identification for convergence and likewise indicators for preparing the roadmap for the skilling initiatives in the state.

In order to have an unprejudiced assessment that can provide with constructive inputs for enabling the skilling ecosystem of state, JSDMS intends to select an independent agency through Request For Proposal (RFP), Quality cum Cost Based Selection (QCBS) method).

- i. The total weightage for the Technical Proposal will be 75% and for Financial Proposal will be 25%.
- ii. An applicant will have to achieve minimum 70 marks out of 100 in the Technical proposal to get shortlisted for opening of the financial proposal.
- iii. The minimum score to be eligible for the “Interview of the proposed team” is 56 out of 80 in the Technical Proposal
- iv. The financial tender of the only those agencies will be opened which has top three scores in the Technical Proposal.
- v. In event of a tie in the technical score between two or more agency the agency JSDMS will apply appropriate method for arriving at the top three scorers in the Technical Proposal.

1.6.2 The key stakeholders of JSDMS for this research assignment are:

- Government Departments:
 - Secretaries, Directors, any of the team which are involved in the day to day operations of the skilling programs of all the government departments of Jharkhand which are running skilling programs
- District Machinery:
 - Deputy Commissioner
 - District Information Officers
 - District Skill Officer and District Skill Coordinators
- Training Service Provider:
 - All Training Service Providers implementing imparting skill development schemes with all departments of Jharkhand
- Employers and recruiters, recruiting candidates from skill development schemes from multiple sectors:
 - HR Representative along with Line Supervisors
 - Manpower agencies
 - HR Managers and Plant Supervisors/Line Supervisors of local industries
- Candidates/Trainees of Jharkhand for skill development schemes in Jharkhand.
- PMKVY Centrally Managed Scheme Training Service Providers
- NSDC, representatives and employees
- Sector Skill Council Representatives
- ITI faculties and Trainees
- Apprenticeship Candidates and concerned department

1.6.3 Outline of the tasks to be carried out

The tasks that the selected agency is expected to carry out are listed below:

- Report on the appropriateness of the skilling programs in terms of industry requirements, state needs (district wise), soft (Trainers, Staff) and hard infrastructure fitment, investment adequacies versus inadequacies, scheme guidelines versus the results
- Appropriateness in analyzing the proposal of Training Partners (sample proposals from each job role may be considered)
- Mapping of the local skills/traditional skills versus the program on offer, their acceptability in the industry, initiative on market connects by the government departments;
- Understanding industry requirements and appropriateness of the manpower hired, gap areas with recommendations. In addition, mapping of the industry workshops undertaken and outcome received
- District wise skill gap assessment, identification of district suitable trades and courses as per the local industry needs
- Compilation of local placement opportunities and capacity in various sectors
- Identify sector and courses
- A complete report on “As-Is” scenario with recommendations.

1.6.4 Research Design

- The agency will need to work on different methodologies for the various stakeholders.
- Each group may have to be questioned/ probed in a different manner which the agency is free to suggest based on their experience.
- The structure should ideally probe on known hypotheses as well as table new facts/ insights through questionnaires and focused discussions respectively.

- The scope and structure of the various research phases can be arrived at in consultation with JSDMS along with the key information areas for each stakeholder group.

1.6.5 Development of Research Tools & Stimuli

Likewise, once the structure and flow is agreed upon by JSDMS, the agency should create research stimuli and tools pertaining to each stakeholder group

1.6.6 Field Work

Selected Agency would undertake the field work, as per the agreed objectives with the necessary tools in the focus parts of the state and identified geographies of India with the relevant target audience. The selected agency will have its own in-house data collection team.

1.6.7 Support / inputs provided by JSDMS,

JSDMS will share details of key representatives of each stakeholder group. In cases where respondent details in any stakeholder group are not available with JSDMS, the research agency will have to reach out to them through their own network.

JSDMS team will lend support in formulating research parameters that will help in arriving at solutions for developing a future strategy

1.6.8 Committee to monitor Service Delivery Research Agency's work

The review committee will consist of officials from JSDMS and other concerned government departments (would be announced later)

1.6.9 Preliminary Arrangements

- Deployment and induction of key team members for execution of assignment.
- Identification of parameters/indicators for evaluation of skill development programs across the departments of the state.
- Getting approval of JSDMS/committee on the indicators/parameters.
- Devising the tools and techniques (questionnaire/forms/template/survey/FGD) to statistically capture the information from the departments/catchment area.
- Getting approval of JSDMS/committee on the tools and techniques.
- Collating the baseline details of schemes/projects across the departments.

1.6.10 Rolling out Arrangements

- Coordination with the respective departments for Identification of geography mapped with schemes
- Identification of the target stakeholders/groups across the geography with appropriate representation from schemes and departments.
- Statistically arriving at a sample size mapped with the target segment of the scheme/department with adequate representation of
 - a. Gender
 - b. rural- urban population
 - c. APL-BPL mix
 - d. QP's/Sectors
 - e. NSQF -Non NSQF aligned courses
 - f. Wage employment – Self employment
 - g. Potential district, skilling program point of view
 - h. others
- Getting approval from JSDMS/ Concerned departments on the sample composition and size.

The list mentioned is just indicative, the agency needs to come up with the proper blend of statistically significant parameters/indicator as mentioned in point no. 2

1.6.11 On the Field activities

- Field study/Meeting with key stakeholders for information gathering and understanding of ground realities.
- Running the tools and techniques for effective data collection as per agreed indicators/parameters
- Data collection and cleaning
- Preparation of evidence-based case studies at training centers, mobilization catchments areas and employers' site for different stakeholders. The number of case studies shall be mutually agreed between the agency and JSDMS.
- Identification of convergence MIS modules across the departments for effective data analysis.
- Finalization of identified convergence modules in consultation with JSDMS and other departments.

1.6.12 Closure Activities

- Reporting detailed convergence methodology and data entry in the agreed MIS platform for the sample tested.
- Analysis of data captured across the departments for factual representation of series of events
- Preparation of Reports
 - a. Baseline status/Topline Findings
 - b. Impact of schemes on the respective department and State
 - c. Change in socio-economic status of the youth
 - d. Change in psychological wellbeing of the youth
 - e. Performance of the Training service providers across the departments
 - f. The gaps identified and suggestive corrective measures
 - g. Consolidated report on the roadmap till Year 2022.
- Final presentation to JSDMS on closure of the assignment.

The agency will be responsible for all study related travel including field travel and food and accommodation for the field staff throughout the contract. Agency shall be present to update on progress and status of study, issues therein and inputs based on field assessment, and to seek regular feedback on the progress

1.6.13 Project Duration

Project Duration shall be 90 days from the date of agreement. The timelines for the assignment will be as follows;

JSDMS holds the right to change the timelines in discussion with other departments.

1.6.14 Minimum Sample Size for each of the Stakeholder to be covered:

Sr.No.	Key Stakeholders	Sample Size	Data Collection Tool
1.	Secretaries, Directors, any of the team which are involved in the day to day operations of the skilling programs of all the government departments of Jharkhand which are running skilling programs	All department of Jharkhand implementing skill development schemes.	Structured Interview

2.	Deputy Commissioner	24	Structured Interview
3.	District Information Officers	24	Structured Interview
4.	District Skill Officer and District Skill Coordinators	24 + 24	Structured Interview
5.	All Training Service Providers (TSP) implementing imparting skill development schemes with all departments of Jharkhand	Minimum 30% TSP from each of the scheme	Questioner
6.	Employers and recruiters, recruiting candidates from skill development schemes from multiple sectors: HR Representative along with Line Supervisors, Manpower agencies, HR Managers and Plant Supervisors/Line Supervisors of local industries	30% of all recruiters from all the schemes covering minimum two states from south and two minimum two states.	Questioner
7.	Candidates/Trainees of Jharkhand for skill development schemes in Jharkhand.	<ul style="list-style-type: none"> • 5% of mobilized candidates from all schemes implemented in the state (proportionate representation) • 5% of undertraining candidates from all schemes implemented in the state (proportionate representation) • 5% of placed candidates from all schemes implemented in the state (proportionate representation) 	Questioner and Focused Group Discussion (Including Photographs)
8.	PMKVY Centrally Managed Scheme Training Service Providers	2 from each district from Jharkhand	Questioner
9.	NSDC, representatives and employees	1 senior official and 2 official from NSDC	
10.	Sector Skill Council Representatives	1 senior representative from each of the SSC – Total 25 SSC to be covered	
11.	ITI faculties and Trainees	1 Government ITI and 1 Private ITI from each district	
12.	Apprenticeship Candidates and concerned department	<ul style="list-style-type: none"> • 10% of the registered candidates • 10% of training ongoing candidates • 1 representative from the concerned 	Questioner and Focused Group Discussion (Including Photographs)

		department	
13.	Local Industries	1 local industry from each of the district 1 MSME other than the identified local industry	Structured Interview
14.	Banks and Financial Institutions	<ul style="list-style-type: none"> • 1 Lead Bank Concerned Official • 1 Government Bank Concerned Official • 1 Private Bank concerned official 	Structured Interview
15.	Industries Association	<ul style="list-style-type: none"> • 3 state level • 3 national level 	Structured Interview
16.	Public Sector Undertaking	All in the state	Structured Interview
17.	NGOs in the state	5 lead NGOs in the state opinion	Structured Interview
18.	CSR activities by the industries	5 corporate CSR opinion	Structured Interview
19.	Deputy Commissioners of Aspirational Districts	19 aspirational district	Structured Interview
20.	Representatives of unorganized sectors representing agriculture, construction, etc.	50 respondents from various sectors	Structured Interview

2 INSTRUCTIONS TO BIDDERS

A. GENERAL

2.1 Eligibility of the Bidders

Sr. No.	Criteria	Documents required
1.	The Applicant for participation in the Selection Process, may be a single entity or a group of entities (the "Consortium"), coming together to execute the Assignment. However, no applicant applying individually or as a member of a Consortium, as the case may be, can be member of another consortia bidding for the Assignment.	Name of the entity / consortium in letter head. In case of consortium the lead bidder has to submit an agreement between the lead bidder and rest of the applicant in Rs. 100/- non-judiciary stamp paper and copy of letter other Consortium member/s giving consent of participation in the consortium.
2.	An Applicant or a member of Consortium may either be a sole proprietorship firm/ a partnership firm/ a limited liability partnership/ a company	Copy of Incorporation Certificate and PAN card of the organization

	incorporated under the Companies Act 1956/2013/Societies Registration Act / Trust Act or a body corporate incorporated under the applicable laws of its origin.	
3.	The applicant must have been in business for last ten years before the date of publication of the tender document inside the boundaries of the nation	Date of incorporation certificate and CA Certified Annual Turnover of last 10 years.
4.	The applicant must not have been blacklisted by any Government body and law enforcement agencies.	In the prescribed format of JSDMS, printed in minimum Rs. 10/- non-judiciary stamp paper
5.	The applicant must have its registered office in India and have its regional offices in two states.	Relevant document issued by Government agency.
6.	The applicant must have at least 50 human resources in its regular payroll.	HR list of regular employees certified by the HR head of the organization in organizational letter head.
7.	The applicant has a minimum turnover of 50 lakhs each year in last three years from the date of publication of the tender document.	CA Certificate in the prescribed format along with last three years audited statements. (i) 2018 – 19 (ii) 2017 – 18 (iii) 2016 – 17

2.2 General Terms of Proposal Submission

- 2.2.1 Each Bidder must submit a single proposal, irrespective of the number of sectors in which the Bidder wishes to get empaneled.
- 2.2.2 JSDMS shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by JSDMS pursuant to this RFP as amended/clarified from time to time by JSDMS.
- 2.2.3 Along with the Bid, the Bidder is required to deposit a non-refundable Processing Fee of Rs. 5,000/- (Rupees Five Thousand only) along with a refundable Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in line with details provided in Clause 1.5.3. **The RFP shall be summarily rejected if it is not accompanied by the Processing Fee.**
- 2.2.4 Bidders shall not have a conflict of interest ("**Conflict of Interest**") that affects the RFP Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.5 Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.6 JSDMS will not return any proposal or any information provided along therewith.
- 2.2.7 In case it is found at any time during or subsequent to the RFP Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement / Contract, if signed, shall be liable to be terminated by a communication in writing by JSDMS to the Bidder, without JSDMS being liable in any manner whatsoever to the Bidder.

- 2.2.8 JSDMS reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of JSDMS to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of JSDMS there under.
- 2.2.9 The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the RFP Process. JSDMS will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the RFP Process.
- 2.2.10 JSDMS may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the agency:
- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
 - c) Submitted a proposal that is not accompanied by required documentation or is non-responsive;
 - d) Failed to provide clarifications related thereto, when sought;
 - e) Submitted more than one proposal;
 - f) Has been blacklisted by any Central / State Government (incl. its department/agency) or was declared ineligible by the Central / State Government / for corrupt and fraudulent practices.

2.3 Due Diligence, site visit and verification of information

2.3.1 It shall be deemed that by submitting a Bid, the Bidder has:

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from JSDMS;
- (c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

2.4 Right to accept and to reject any or all Proposals

2.4.1 Notwithstanding anything contained in this RFP, JSDMS reserves the right to accept or reject any proposal at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.4.2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.

2.4.3 In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or

false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by JSDMS to the Bidder, without JSDMS being liable in any manner whatsoever to the Bidder.

B. DOCUMENTS

2.5 Contents of the RFP

2.5.1 The following are the appendices attached as a part of this RFP:

- I. Format for Covering Letter for the Proposal
- II. Format for Affidavit on not being blacklisted
- III. Format for Bidder Details
- IV. Format for Financial Capability Statement
- V. Format for Board Resolution for Proposal Submission
- VI. Format for Authorization for signing of Proposal & Other Documents
- VII. CV Format of Professionals
- VIII. Format for Financial Bid

2.6 Clarifications

2.6.1 Bidders requiring any clarification on the RFP may notify JSDMS in writing or by letter and/or e-mail to jsdmtenders@gmail.com.

2.6.2 JSDMS shall endeavor to respond to the queries within the period specified therein through letter/e-mail. However, JSDMS reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring JSDMS to respond to any question or to provide any clarification.

2.6.3 JSDMS may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by JSDMS shall be deemed to be part of the RFP. Verbal clarifications and information given by JSDMS or its employees or representatives shall not in any way or manner be binding on JSDMS.

2.7 Amendment of RFP

2.7.1 At any time prior to the deadline for submission of Proposals, JSDMS may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.

2.7.2 Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.

2.7.3 Any Addendum thus issued will be uploaded on the website (<https://jharkhandtenders.gov.in>). JSDMS will post the addendum/replies to the queries on the JSDMS website without identifying the source of queries.

2.7.4 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, JSDMS may, at its own discretion, extend the timelines mentioned in Clause 1.5.4, having due regard for the time required by the Bidders to address such amendment.

2.7.5 Any modification and amendment in the RFP or the timelines as stated in Clause 1.5.4 shall be uploaded on the website. Prospective Bidders are requested to remain updated with regard to any addendum/ notices/ amendments/ clarifications etc. on website at <https://jharkhandtenders.gov.in> JSDMS may not provide separate notifications for such addendum/ notices/ amendments / clarifications, etc. in the print media (press) or individually.

C. PREPARATION AND SUBMISSION OF PROPOSALS

2.8 Format of Proposal Submission

2.8.1 The Bidder shall provide all information sought under this RFP. JSDMS will evaluate only those proposals that are received in the required formats and complete in all respects.

2.8.2 The proposal should be neatly typed in indelible ink and signed by the authorized signatory of the Bidder. **All pages should be numbered.** All alterations, omissions, additions or any other amendments made to the Proposal must be initialed by the person(s) signing the proposal.

2.9 Sealing and Submission of Proposals

2.9.1 The Bidder shall submit the proposal online <https://jharkhandtenders.gov.in> with a valid Digital Signature of any Authorised Person of the Firm in the format specified in the Appendices with the Cover Page clearly mentioning “**Proposal for selection of agency to conduct mid-term evaluation of skill development programs being implemented in Jharkhand**”.

2.9.2 The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

SL .No.	Description	Reference	Documents Page No
1	Cover Letter with the Bid	Appendix–I	
2	Affidavit on not being blacklisted	Appendix–II	
3	Bidder Details	Appendix–III	
4	Financial Capability Statement	Appendix–IV	
5	Technical Capability Statement	Appendix–V	
6	Board Resolution for Proposal Submission	Appendix–VI	
7	Authorization	Appendix–VII	
8	CV Format-Professional	Appendix–VII	
9	Format of Financial Bid	Appendix - VIII	

2.9.3 Address and contact details for all communication:

Mission Director
2nd Floor, Administrative Building,
JUT Campus, Namkum,
Ranchi, Jharkhand

2.9.4 Place of Submission of Processing Fee & opening of bids

2nd Floor, Administrative Building,
JUT Campus, Namkum,

2.9.5 Proposal should be submitted online only

2.9.6 Proposals submitted by hard copy, fax, telex, telegram or e-mail shall not be entertained.

2.10 Proposal Due Date

2.10.1 As part of continuous RFP process proposals can be submitted any time to JSDMS, until JSDMS bar to do so.

2.11 Modifications/ Substitution/ Withdrawal of Proposals

2.11.1 Bidders may not modify, substitute or withdraw their Proposals after submission, unless the same has been expressly sought for by JSDMS, shall be disregarded.

2.12 Rejection of Proposals

2.12.1 JSDMS reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for JSDMS to accept any Proposal or to give any reasons for their decision.

2.12.2 JSDMS reserves the right not to proceed with the RFP Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.13 Validity of Proposals

2.13.1 The Proposals shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of JSDMS and the Bidders.

2.14 Confidentiality

2.14.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising JSDMS in relation to, or matters arising out of, or concerning the RFP Process.

2.14.2 JSDMS will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. JSDMS may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or JSDMS.

2.15 Correspondence with the Bidder

2.15.1 JSDMS reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

3 EVALUATION OF BIDS

3.1 Opening and Evaluation of Proposals

- 3.1.1 JSDMS shall open the Proposals on the day as per clause 1.5.4 at the address specified in Clause 2.9.4 and in the presence of the Bidders who choose to attend.
- 3.1.2 JSDMS will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.
- 3.1.3 If at any time during the evaluation process JSDMS requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

3.2 Tests of responsiveness

- 3.2.1 Prior to evaluation of Proposals, JSDMS shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
 - (a) it is received as per Clause 2.8 and Clause 2.9;
 - (b) it is received by the Proposal Due Date including any extension thereof;
 - (c) it is accompanied by the Processing Fee and Earnest Money Deposit;
 - (d) it does not contain any condition or qualification; and
 - (e) it is not non-responsive in terms hereof.
- 3.2.2 JSDMS reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by JSDMS in respect of such Bid.

3.3 Evaluation and Selection of Bidders for RFP

- 3.3.1 The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.
- 3.3.2 Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the state of Jharkhand. The selection process would involve an evaluation of the Technical Proposal (“Part A”) and Technical Presentation (“Part B”).
- 3.3.3 Bidders who score at least **56 out of 80** possible marks in Part A (referred to as “**Shortlisted Bidders**”) shall qualify for making a Technical Presentation and Interview of the mentioned team before the Selection Committee.
- 3.3.4 The selection process shall be based on the evaluation criteria provided in the table below:

Evaluation Criteria for Bidder

a. Technical Bid Evaluation Criteria:

Sr. No.	Criteria	Documents to be submitted for verification

Part A		
1.	<p>The applicant has completed central government projects specifically on studies/evaluation of schemes of central government.</p> <p>i. Minimum three projects – 5 marks ii. One additional mark for each project above five projects till ten projects. Total marks - 10</p>	<p>Copy of work order and completion certificate of each project is mandatory for getting marks for each project.</p> <p>Note: No ongoing studies/evaluation will be considered. Only those will be considered which is accompanied by valid work order and completion certificate.</p>
2.	<p>The applicant has completed state government projects specifically on studies of schemes/evaluation of state government other than Jharkhand.</p> <p>i. Less than three projects – 0 marks ii. Minimum three projects – 3 mark iii. Minimum 4 projects to maximum 6 projects – 6 marks iv. One additional mark for each project above six projects till ten projects. Total marks - 10</p>	<p>Copy of work order and completion certificate of each project is mandatory for getting marks for each project.</p> <p>Note: No ongoing studies/evaluation will be considered. Only those will be considered which is accompanied by valid work order and completion certificate.</p>
3.	<p>The applicant has completed Jharkhand government projects specifically on studies/evaluation of schemes of Jharkhand government.</p> <p>i. Less than two projects – 0 mark ii. Minimum two projects – 3 mark iii. Minimum 3 projects to maximum 6 projects – 6 marks iv. One additional mark for each project above six projects till ten projects. Total marks - 10</p>	<p>Copy of work order and completion certificate of each project is mandatory for getting marks for each project.</p> <p>Note: No ongoing studies/evaluation will be considered. Only those will be considered which is accompanied by valid work order and completion certificate.</p>
4.	<p>The applicant has completed bilateral agencies assignment specifically on studies of schemes/projects/programs.</p> <p>i. Less than three projects – 0 mark ii. Minimum three projects – 3 marks iii. Minimum 4 projects to maximum 6 projects – 6 marks iv. One additional mark for each project above six projects till ten projects. Total marks - 10</p>	<p>Copy of work order and completion certificate of each project is mandatory for getting marks for each project.</p> <p>Note: No ongoing studies/evaluation will be considered. Only those will be considered which is accompanied by valid work order and completion certificate.</p>
5.	<p>The average annual turnover of the applicant during the financial year (i) 2018 -19, (ii) 2017 – 18 and (iii) 2016 – 17</p> <p>i. Less than 01 Crore – 0 mark ii. More than 01 Crore but less than 1.25 Crore – 5 marks iii. More than 1.25 Crore but less than 1.50 Crore – 10 marks iv. More than 1.50 Crore – 15 marks</p>	<p>Certified copy by the CA of the format provided by JSDMS</p>
6.	<p>The average annual turnover from studies/evaluations of the applicant during the financial year (i) 2018 -19, (ii) 2017 – 18 and (iii) 2016 - 17</p> <p>v. Less than 25 lakhs – 0 mark vi. More than 25 lakhs but less than 50 lakh – 5 marks vii. More than 50 lakh but less than 75 lakh – 10 marks viii. More than 75 Lakh – 15 Lakh</p>	<p>Certified copy by the CA of the format provided by JSDMS</p>

7.	<p>Study Team Leader must have a PhD degree in economics/statistics/sociology/ social work studies and having completed three studies/evaluation of government schemes and have minimum 10 years of experience post completion of Ph.D. degree</p> <ol style="list-style-type: none"> i. 10 – 12 years of experience – 2 marks ii. 12 – 14 years of experience – 4 marks iii. 14 – 16 years of experience – 6 marks iv. 16 years and above – 10 marks <p>Total marks – 10</p>	<p>Self-certified academic certificates of the Team Leader and all experience certificates. No consulting assignment conducted individually will be considered in calculating experience.</p>
Part A Total Marks 80		
Part B – “Interview of the proposed team”		
8.	<p>Proposed team</p> <p>Team Size and minimum experience of team members</p> <ol style="list-style-type: none"> i. Team Leader – PhD in economics/statistics/sociology/ social work and minimum 10 years of experience ii. Senior Researcher (I) – M.A. in economics/statistics/sociology/social work with minimum 7 years of experience and had been part of two studies of government schemes. iii. Senior Researcher (II) – M.A. in economics/statistics/sociology/social work with minimum 7 years of experience and had been part of two studies of government schemes. iv. Researcher (I) - M.A. in economics/statistics/sociology/social work with minimum 5 years of experience and had been part of two studies of government schemes. v. Researcher (II) – M.A. in economics/statistics/sociology/social work with minimum 5 years of experience and had been part of two studies of government schemes. vi. Data Analyst - M.A. in economics/statistics/sociology/social work with minimum 5 years of experience and had been part of two studies of government schemes. vii. Data entry operator – Graduate with basic computer literacy. <p>Total marks – 20</p>	<p>Interview of study team before panel. To be interviewed:</p> <ol style="list-style-type: none"> (i) Team Leader - 1 (ii) Senior Researcher -2 (iii) Researcher – 2 <p>Note: It is mandatory to submit resume in prescribed format only, along with Self-certified academic certificates and all experience certificates of all team members. No consulting assignment conducted individually will be considered.</p>
Part B Total Marks - 20		
Grand Total (A+B) marks - 100		

3.3.5 Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria and score at least 70% in the above defined scoring mechanism would be considered technically qualified.

3.3.6 After the evaluation of Proposals under Part A, JSDMS would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for RFP as TSPs. JSDMS will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.

b. Financial Bid Evaluation

The bidders who will qualify the General cum Technical Bid criteria will be eligible for Financial Bid opening. Financial bid will be submitted by the bidder in prescribed format as mentioned below:

Sl No	Item Description	Unit	Quantity	Unit Cost	Amount
01	Total cost of the Assignment	Lumpsum	01	XXXXX	XXXXX
	GST				XXXXX
	Total Cost including GST				XXXXX

The financial bid has to be provided based on the format provided in the RFP.

Errors & Rectification: Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria and score at least 70% in the above defined scoring mechanism would be considered technically qualified.

The financial proposal of only those applicants will be opened who have obtained top three scores in the technical proposal. The final selection shall be based on Quality cum Cost Based Selection (QCBS) method.

The final selection of Applicant entity shall be Quality & Cost Best Selection (QCBS) where, the total score shall be calculated by weighting the technical and financial scores in the ratio 75:25. The Applicant entity achieving the highest combined technical and financial score will be invited for negotiations.

Please note that failure or refusal on part of the selected vendor to accept the offer the services at the price committed shall result in forfeiture of the EMD. JSDMS reserves the right to reject any or all proposals.

3.4 Contacts during Proposal Evaluation

- 3.4.1 Proposals shall be deemed to be under consideration immediately after they are opened and until such time JSDMS makes official intimation of award/rejection to the Bidders. While the Proposals are under consideration, Bidders and/or their representatives or other interested parties are advised to refrain from contacting, by any means, JSDMS and/or their employees/representatives on matters related to the Proposals under consideration.

4 FRAUD AND CORRUPT PRACTICES

- 4.1.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the RFP Process and during the subsistence of the Agreement.

- 4.1.2 Notwithstanding anything to the contrary contained herein, or in the Agreement, JSDMS shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the RFP Process.
- 4.1.3 In such an event, JSDMS shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to JSDMS hereunder or otherwise.
- 4.1.4 For the purposes of Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:
- a) **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the RFP Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of JSDMS who is or has been associated in any manner, directly or indirectly with the RFP Process or award of work or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of JSDMS, shall be deemed to constitute influencing the actions of a person connected with the RFP Process); or (ii) engaging in any manner whatsoever, whether during or after the RFP Process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of JSDMS in relation to any matter concerning the project;
 - b) **"fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the RFP Process;
 - c) **"coercive practice"** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the RFP Process;
 - d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by JSDMS with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the RFP Process; or (ii) having a Conflict of Interest; and
 - e) **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the RFP Process.

5 PRE-BID MEETING

- 5.1.1 Pre-Bid Meeting of the Bidders shall be held at the JSDMS office in Ranchi at 4:00 PM IST on the date as mentioned in the Clause 1.5.4. A maximum of two representatives of each Bidder shall be allowed to participate on production of Authority letter from the Bidder.
- 5.1.2 During the course of Pre-Bid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of JSDMS. JSDMS shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive RFP Process.

6. MISCELLANEOUS

- 6.1 The RFP Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Ranchi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the RFP Process.
- 6.2 In case of a legal dispute the jurisdiction for its settlement will be that of a Court of Law having Jurisdiction at Ranchi.
- 6.3 The dispute can also be resolved through the Alternate Dispute Redressal (ADR) by means of Arbitration, Mediation and Conciliation.
- 6.4 JSDMS, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - 6.4.1 suspend and/or cancel the RFP Process and/or amend and/or supplement the RFP Process or modify the dates or other terms and conditions relating thereto;
 - 6.4.2 consult with any Bidder in order to receive clarification or further information;
 - 6.4.3 retain any information and/or evidence submitted to JSDMS by, on behalf of, and/or in relation to any Bidder; and/or
 - 6.4.4 Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

It shall be deemed that by submitting the Proposal, the Bidder agrees and releases JSDMS, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

7. APPENDICES

APPENDIX – I Format – Covering Letter

To,
Mission Director

**Jharkhand Skill Development Mission Society,
2nd Floor, Administrative Building, JUT Campus, Namkum, Ranchi**

Dear Sir,

Subject: Request for Proposal (RFP) for selection of agency to conduct mid-term evaluation of skill development programs being implemented in Jharkhand

This is in response to the RFP issued by the Jharkhand Skill Development Mission Society (Ref No.) dated We (*Name of the Bidder*) are keen to get selected for the project and hereby express our interest

Please find enclosed one Original and one True Copy of our Proposal. We have also attached the requisite Processing Fee of Rs. 5,000/- in the form of Demand Draft No. dated drawn on and Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft No. dated drawn on

We hereby confirm that:

1. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by JSDMS and in any subsequent communication sent by JSDMS. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from JSDMS.
2. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that JSDMS will be relying on the information provided in the RFP and the documents accompanying and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.
3. We acknowledge the right of JSDMS to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

4. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
5. This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
6. We understand that any work sanctioned in pursuance to the bidding process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Authorized Signatory on the organisation's letterhead with his/her signature and seal.

APPENDIX – II
Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper of minimum Rs. 10/-by Company Secretary/Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

AFFIDAVIT

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

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

APPENDIX – III

Format – Bidder’s Details

*(To be provided by Company Secretary or Authorized Signatory on Letterhead
with his/her dated signature and company seal)*

For Single Entity

S. No.	Description	Details	Document at page no
1.	Name of Legal Entity		
2.	Status / Constitution of the Bidder		
3.	Name of Registering Authority		
4.	Registration Number		
5.	Date of Registration		
6.	Place of Registration		
7.	PAN Card Number		
7.	Name of the Contact Person for Bid information		
8.	Address of the contact person		
9.	Email id of Contact Person		
10.	Mobile number of contact person		
11.	Official Email Id of the Organization		

For consortium

S. No.	Description	Details	Document at page no
1.	Name of Legal Entity (Lead bidder) (include consortium member also)		
2.	Status / Constitution of the Bidder (include consortium member also)		
3.	Name of Registering Authority (include consortium member also)		
4.	Registration Number (include consortium member also)		
5.	Date of Registration(include consortium member also)		
6.	Place of Registration(include consortium member also)		
7.	PAN Card Number(include consortium member also)		

	member also)		
7.	Name of the Contact Person for Bid information from lead bidder (include consortium member/s as second contact)		
8.	Address of the contact person (include consortium member/s as second contact)		
9.	Email id of Contact Person (include consortium member/s as second contact)		
10.	Mobile number of contact person (include consortium member/s as second contact)		
11.	Official Email Id of the Organization (include consortium member/s)		

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.

APPENDIX – IV

Format – Financial Capability Statement

(Duly signed by the Authorized Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/We hereby submit that.....
(Name of Bidder), having registered office at, has
annual turnover, and annual turnover from studies, in past three consecutive financial years
(2016-17, 2017-18, 2018-19), as follows:

S. No.	Financial Year	Total Turnover (INR in Lakh)	Turnover from Studies/Evaluations
1.	2016-17		
2.	2017-18		
3.	2018-19		
TOTAL			
AVERAGE			

Signature and Seal of Chartered Accountant

Note:

1. Bidder is required to submit the audited financial statements for the past three financial years
2. Bidders who have not been in existence for three financial years may provide details pertaining to the duration of their existence.
3. All supporting documents should be duly certified by a Chartered Accountant.

APPENDIX – V (A)

Format – Technical Capability Statement (All India experience including Jharkhand)

Experience details:

Criteria	No.	Title of study	Work Order Issuing Ministry/Department	Value of Work Order in INR	Year of award (date) dd/mm/yy	Year of Completion (date) dd/mm/yy	Work order (Page No)		Completion Certificate (Page No)	
							From	To	From	To
The applicant has completed central government projects specifically on studies/evaluation of schemes of central government. i. Minimum three projects – 5 marks ii. One additional marks for each project above five projects till ten projects. Total marks - 10	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									

Signature and Seal of Chartered Accountant

Note:

- The certificate should sign by the same Chartered Accountant Firm, who has audited previous financial year books of accounts.
- Note: without copies work order and completion certificate the numbers claimed will not be accepted

APPENDIX – V (B)

Format – Technical Capability Statement (All India experience including Jharkhand)

Experience details:

Criteria	No.	Title of study	Work Order Issuing Department of other state	Value of Work Order in INR	Year of award (date) dd/mm/yy	Year of Completion (date) dd/mm/yy	Work order (Page No)		Completion Certificate (Page No)	
							From	To	From	To
The applicant has completed state government projects specifically on studies of schemes/evaluation of state government other than Jharkhand. i. Less than three projects – 0 marks ii. Minimum three projects – 3 mark iii. Minimum 4 projects to maximum 6 projects – 6 marks iv. One additional marks for each project above six projects till ten projects. Total marks - 10	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									

Signature and Seal of Chartered Accountant

Note:

- The certificate should sign by the same Chartered Accountant Firm, who has audited previous financial year books of accounts.
- Note: without copies work order and completion certificate the numbers claimed will not be accepted

APPENDIX – V (C)

Format – Technical Capability Statement (All India experience including Jharkhand)

Experience details:

Criteria	No.	Title of study	Work Order Issuing Department of Jharkhand government	Value of Work Order in INR	Year of award (date) dd/mm/yy	Year of Completion (date) dd/mm/yy	Work order (Page No)		Completion Certificate (Page No)	
							From	To	From	To
The applicant has completed Jharkhand government projects specifically on studies/evaluation of schemes of Jharkhand government.	1									
	2									
	3									
	4									
	5									
	6									
i. Less than two projects – 0 marks	7									
ii. Minimum two projects – 3 mark	8									
	9									
iii. Minimum 3 projects to maximum 6 projects – 6 marks	10									
iv. One additional marks for each project above six projects till ten projects.										
Total marks - 10										

Signature and Seal of Chartered Accountant

Note:

- The certificate should sign by the same Chartered Accountant Firm, who has audited previous financial year books of accounts.
- Note: without copies work order and completion certificate the numbers claimed will not be accepted

APPENDIX – V (D)

Format – Technical Capability Statement (All India experience including Jharkhand)

Experience details:

Criteria	No.	Title of study	Issuing Bilateral agency	Value of Work Order in INR	Year of award (date) dd/mm/yy	Year of Completion (date) dd/mm/yy	Work order (Page No)		Completion Certificate (Page No)	
							From	To	From	To
The applicant has completed bilateral agencies assignment specifically on studies of schemes/projects/programs.	1									
	2									
	3									
	4									
i. Less than three projects – 0 marks	5									
ii. Minimum three projects – 3 mark	6									
iii. Minimum 4 projects to maximum 6 projects – 6 marks	7									
iv. One additional marks for each project above six projects till ten projects.	8									
	9									
Total marks - 10	10									

Signature and Seal of Chartered Accountant

Note:

- The certificate should sign by the same Chartered Accountant Firm, who has audited previous financial year books of accounts.
- Note: without copies work order and completion certificate the numbers claimed will not be accepted

APPENDIX – VI

Format – Board Resolution for Proposal Submission

(To be furnished by the Bidder)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF _____ <Name of Organization> AT THEIR MEETING HELD ON _____ <Date> AT _____ <Time> AT _____ <Address>

“Resolved that the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request for Proposal for ‘*RFP of Training Service Providers to Impart Skill Development Training in Jharkhand*’ ”

Signed on behalf of:

(Signature of Authorized Representative(s) of the Board)

Name: _____ Designation: _____

Signature of:

Name: _____

Designation: Company Secretary

APPENDIX – VII
Format – Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./Ms. _____
son/daughter/wife of _____ and presently residing at
_____, who is presently
employed with us and/or holding the position of _____, for doing in our name
and signing on our behalf all such acts, deeds and things as are required in connection with
submission of our bid for “RFP of Training Service Providers to impart Skill Development
Training in Jharkhand” including but not limited to signing and submission of all applications,
bids and other documents, participating in Bidders' conferences and providing information /
responses to Jharkhand Skill Development Mission Society (JSDMS), representing us in all
matters before JSDMS or concerned Authority, signing and execution of all contracts including
the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with
the Authority in all matters in connection with or relating to or arising out of our bid for the said
Project and/or upon award thereof to us and/or till the entering into of the Agreement with
JSDMS.

Signed on behalf of _____

(Signature)
(Name, Title and Address)

APPENDIX – VIII
CV Format – Professional (Duly Signed)
CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF



1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. Membership of Professional Associations: _____

7. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. Countries of Work Experience: [*List countries where staff has worked in the last ten years*]: _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--

--	--

13. Total number of experience in days (Excluding the days in which the resource was not in employment)

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

Note: The resume must be accompanied by copies all academic document and experience certificates working in different orgaizations

Appendix – VIII

BoQ Format

Given below is the indicative format for the price quote, this needs to be filled up only in the BoQ Excel Format. Please don't fill the format as in the space given below. This is an indicative BoQ. Bidders are advised to submit their proposal accordingly. Rates quoted here should be valid for the next six months from the date of opening of bids.

Sl No	Item Description	Unit	Quantity	Unit Cost	Amount
01	Total cost of the Assignment	Lumpsum	01	XXXXX	XXXXX
	GST				XXXXX
	Total Cost including GST				XXXXX

Signature and Seal of Competent authority

Appendix – XI

Format for Calculating Experience of Team Leader and Team Members

<p>Photograph of the candidate:</p>

Sr. No.	Details	To be filled by the applicant
i.	Name of the position	
ii.	Name of the candidate	
iii.	Father/ Mother Name of the candidate	
iv.	Date of birth of the candidate	
v.	Gender of the candidate	
vi.	Communication address of the candidate	
vii.	Identity proof of the candidate	

Experience of the candidate post completion of Phd./ 2 year full time Master’s Degree or 2 year full time relevant post graduate diploma.

Sr. No.	Name of the position	Name of the organization	Start date with organization	End date with organization	Total No. of days. (All the days from start date to end date)	Copy of the experience certificate placed at page number

Signature and Seal of Chartered Accountant