

UNION TERRITORY OF GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER POONCH

EXPRESSION OF INTEREST

The Cluster Tribal Model Village **Khari Karmara & Gulpur Block Poonch**, under SCA to TSP Department, Govt. of Jammu & Kashmir UT, intends to empanel Skill Training Institutes with adequate professional expertise, infrastructure facilities and prior experiences in the UT of J&K for implementing its "Placement Linked Skill Training Programme" under SCA to TSP.

For this purpose, District Social Welfare Officer Social Welfare Department now invites eligible entities from Registered NSDC training partner to indicate their interest in providing the above service.

Empanelment of entities shall be made Trade-wise for respective sectors and shall be applicable for a period of one year and the training as per National Skills Qualifications Framework (NSQF) norms subject to the submission of valid NSDC registration as per guidelines during the period (Jan. 2021 to Jan 2022) commencing from date of submission of bidding document. The bidder shall be a single entity or consortium.

Interest bidders may refer to official website of District Dev. Commissioner Poonch, i.e. www.poonch.nic.in for details including eligibility criteria, selection process, documents for submission and terms of reference on the said assignment. The proposals complete in every respect may be delivered to the undersigned by Post/Courier/Rgd. Post on or before **04.02.2021** in a sealed envelope clearly mentioning on the top of it "**REQUEST FOR PROPOSAL FOR EMPANELLMENT OF TRAINING INTITUTE FOR PLACEMENT LINKED SKILLED TRAINING PROGRAMME UNDER SCA To TSP OF THE DISTRICT POONCH.**"

1	Date of Issue of RFP	19.01.2021
2	Last date and time for receipt of RFP	By or before 04.02.2021.
3	Date and time of opening of 1.Technical Proposal 2.Financial Proposal	(Technical Bid). 06.02.2021 (Financial Bid). 06.02.2021

The bidders are requested to collect the RFP Document from the office of Member Secretary District Social Welfare Officer Poonch, Mohalla Sheeshmahal Ward No 13 Poonch 185101, against the non-refundable Demand Draft of **Rs.1000/- (One Thousand only)** in Indian currency, favoring "Member Secretary District Social Welfare Officer Poonch drawn from any Nationalized Bank payable at Poonch.

The Member Secretary, DSWO reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reason thereof.


(Shakeel Ahmed) KAS

District Social Welfare Officer &
Member Secretary SCA to TSP under Skill Dev.

No. DSWO/P/2020-21/495-503

Dated:19/01/2021

In case of queries and clarification on the above, please contact:

Member Secretary

District Social Welfare Officer, Poonch Mohalla Sheeshmahal Ward No 13 Poonch.

Mobile No. 9797502444,9596957998 E-mail: poonchdswo@gmail.com

**REQUEST FOR PROPOSAL
EMPANELMENT OF TRAINING INSTITUTES FOR PLACEMENT LINKED SKILL TRAINING
PROGRAMME UNDER SCA to TSP**

DISTRICT SOCIAL WELFARE OFFICER POONCH

BIDDERS DATA SHEET

S.No	Particulars	Details
1	Name of the Client inviting RFP	Member Secretary, District Social Welfare Officer Poonch Govt. of Jammu & Kashmir
2	Name of the Assignment	EMPANELMENT OF TRAINING INSTITUTES FOR PLACEMENT LINKED SKILL DEVELOPMENT PROGRAMME UNDER SCA TO TSP.
3	Date of Issue of RFP	19.01.2021
4	Last date and time for receipt of RFP	By or before 04.02.2021.
5	Date and time of opening of 1.Technical Proposal 2.Financial Proposal	(Technical Bid). 06.02.2021 (Financial Bid). 06.02.2021
6	Cost of RFP Document	Rs. 1000/- (One Thousand Only) in INR, shape of non- refundable Demand Draft favouring "Member Secretary DSWO" drawn from any Nationalized Bank payable at Poonch.
7	Earnest Money Deposit (EMD)	Refundable demand draft of Rs. 20000/- (Rupees Twenty Thousand only) in Indian currency drawn from any of the Nationalized Bank in favour of "Member Secretary DSWO" payable at Poonch.(shall be attached with the proposal.
8	Name of the Contact Officer	District Social Welfare Officer / Member Secretary SCA to TSP under Skill Dev. Programme Phone: 01965-221061, 9797502444 Email:poonchdswo@gmail.com.
9	Address for Submission of Proposal	District Social Welfare Officer Poonch R/o Ward No 13 Mohalla Sheeshmahal Tehsil Haveli District Poonch 185101.

Note:- Bidders are requested to obtain the RFP Document from the office of District Social Welfare Officer Poonch against the non-refundable demand draft of Rs.1000/= (One Thousand Only) in Indian currency, favouring "Member Secretary DSWO" drawn from any Nationalized Bank payable at Poonch.



BACK GROUND INFORMATION AND OBJECTIVE OF THE ASSIGNMENT

1. Project Background:

Tribal Sub-Plan (SCA to TSP)-It is a Central Earmarked Scheme. Family Oriented Income Generating Scheme (FOIGS) is implemented to cover the BPL ST(P) families of the state under the scheme inputs like Power Tiller, Tractor, Financial Grants of Rs.25,000/- to individual beneficiaries are provided for their income generation as well as for self employment. This scheme implemented to create self employment among the Tribal people with an aim to eradicate poverty. Fund under this scheme is provided by the Govt. of India as 100% grant-in-aid, as special central assistance to SC.

For its effective implementation, G.o.I has suggested Skill Development, a component under SCA to TSP to be aligned with goals of National Skill Development Policy by:

- Creating opportunity for all to acquire skills.
- Developing high-quality skilled work force / entrepreneur relevant to emerging market.
- Institution based skill development includes ITCs/ Vocational /Private Training Institutes / Polytechnics/ Professional Colleges etc registered with Government of India/State.
- Formal / Informal apprenticeship and other type of training by enterprises.

2. Objective of the Assignment:

The main objective of the training programme is to provide training to the urban poor in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can set up self-employment ventures or secure salaried employment with enhanced remuneration through the trades proposed.

3. Target Group under Skill Development (SCA to TSP):

ST Population preferably school drop outs above age of 18 years including women beneficiaries. In addition Special provision of 3% should be made for the physical challenged person.

4. Illustrative Trade List:-

The training preferable be imparted to the ST Population in a variety of services, business and manufacturing activities as well as in local skills and local craft so that they can set-up self employment ventures or secured salaried employment.

The trades are classified as:-

S. No	SSC	NSDC Approved Job role
1	Apparel Madeups & Home Furnishing	Self Employed Tailor
2	Construction	Assistant Electrician
3	Logistics	Documentation Assistant
4	Plumbing	Plumber General

The above list is illustrative rather than exhaustive. Bidders should develop all the training materials and training kits in **English/Hindi/Urdu Languages**.



5. Location of the Training Programme:

An Institute will be allowed to conduct training in a trade, taking participants from different Areas (5 Kms radius from village). The empanelment of the training institute shall be done on Trade wise and shall be valid for a period of One year. The tentative list of area wise are submitted below:-

S.No	Name of District	Name of Block	Name of Cluster Tribal Model Village	Total Project Cost	Funds released 2020-21 (Rs in Lacs)
1	Poonch	Poonch	Khari Karmara and Gulpur.	65.615	26.25

S.No	Deliverables	Percentage of Payment
1	After commencement of training and issue of certification in support of the same, from the designated officer of the District Social Welfare Officer Poonch	10 % of the contract value
2	On successful completion of 2/3rd of the training duration and issue of certification in support of the same, from the designated officer of the of the District Social Welfare Officer Poonch	30% of the balance contract value
3	On successful completion of respective batches of the training , submission of all relevant reports and issue of certification in support of the same, from the designated officer of the of the District Social Welfare Officer Poonch	40% of the balance contract value
4	After 50% placement of the trainees of the respective trade in the suitable organization and completion of 3 months of engagement. Submission of all relevant reports and issue of certification in support of the same, from the designated officer of the of the District Social Welfare Officer Poonch along-with self certified undertaking or salary certificate from the concerned beneficiary.	20 % of the balance contract value

Review of the performance of the Training Institution:

The performance of the training institute / organization and trainees will be reviewed in phase manner by the officials from the DSWO and concerned Committee Members. Intermittent monitoring of the assignment will also be done by a third party independent consultant engaged by DSWO during the progressive stage of the assignment. Furnishing of false information and manipulation of certification will liable to disqualification of Institution from the empanelment list , forfeiture of Performance Bank Guarantee and black listed in the Social Welfare Department for a period of 5 years.



SECTION: 2 INSTRUCTION TO THE BIDDER

1. Eligibility Criteria for the Bidders:

The interested entities / consortium to submit the proposal for the purpose of empanelment for the "**Placement Linked Skill Development Programme**" shall be registered Training Partner of NSDC.

The eligible entities should meet the following requirements:

- A good infrastructure with sufficient manpower must be available for importing the training.
- Institutions should have completed 5 years of existence in the business as on ending January 2021.
- Preference will be given to the bidders having (students trained more than 8000 above) till date in the field of "**Placement Linked Training**".
- Skilled Development Program" for any Central / State Govt. / EAD Projects. (Documentary evidence in support of the same should be submitted along with the technical proposal).
- At least 50% Placement linked skill development shall be provided in remunerative under the applied trade.
- Institutions should have an annual financial turnover **Rs. 1.50 crore** in each of the last three consecutive financial years (2017-18, 2018-19, 2019-20).

2. Requisite Documents to be submitted along with the Proposal:

- The interested bidders have to furnish the self attested copies of requisite documents and other statutory instruments along with their technical proposal:
- The covering letter on bidder's letter head requesting to participate in the selection process.
- Cost towards RFP Document and Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Registration
- Copy of PAN Card
- Copy of Service Tax Registration Certificate
- Company Profile as per the prescribed format
- Documentary evidence regarding engagement letter or letters from the clients served in similar assignments.
- Authorization Letter in favour of the person signing the proposal documents on behalf of the bidder / consortium. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the bidder.

Failure to submit any one of the documents as mentioned above list along with the technical proposal, leads to out rightly rejection of the proposal.

3. Cost of RFP Document :

Interested bidders are requested to furnish, as part of Technical Proposal, the required cost towards RFP Document amounting to **Rs. 1000/- (One Thousand Only)** in shape of Demand Draft from any nationalized bank in favour of "Member Secretary DSWO

Poonch" payable at Poonch. Proposals submitted without cost towards RFP document is out rightly rejected.

4. Earnest Money Deposit (EMD)/ CDR:

a) The bidder shall furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 20,000/- (Twenty Thousand Only)**. The EMD shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of "Member Secretary DSWO." payable at Poonch. The EMD of unsuccessful bidder shall be refunded within 30 days after finalization of empanelment list by DSWO. EMD of the successful bidders will be refunded on request after the completion of empanelment period of one year without any interest. The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder withdraws its proposal during the selection process.
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or false information in support of its qualification.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety) days** from the date of opening of the technical proposal. DSWO reserves rights to reject a proposal valid for a shorter period as non-responsive. The Member Secretary DSWO will make the best efforts to finalization of the selection process within this period.

6. Submission of Proposals:

The proposal should be as per the prescribed format as given in the RFP Document. Bidders shall submit their proposals through Registered Post / Speed Post/ Courier at the office address on or before the last date and time for receipt of proposals mentioned in document control sheet. DSWO will not be responsible for any delay / postal delay in receiving of the proposal. The technical proposal must be submitted in a sealed envelope (with marking in bold letter) along with the information required as per the formats given in the RFP Document. The envelope should boldly mark as **"TECHNICAL PROPOSAL** should include the required information and documents duly signed in each page by the authorized representative of the bidder. The envelopes containing "Technical Proposal" should put inside a separately sealed envelope marking on it **"EMPANLMENT OF TRAINING INSTITUTE FOR PLACEMENT LINKED SKILLED DEVELOPMENT PROGRAMME UNDER SCA to TSP", "NAME OF THE LOCATION APPLIED FOR:**

The bidders are requested to submit separate application complete in all respect if applied more than two trades.

7. Selection Process:

The selection for the empanelment would be done by a competent committee formed by District Dev. Commissioner Poonch. The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.



8. Evaluation of the Proposals:

A single stage evaluation of the proposals will be done by the selection committee as the following parameters mentioned below:-

A)	Criteria of evaluation of technical proposal (Institutional)	Maximum Marks
1	Availability of adequate infrastructure and support system to carry out the assignment.	30
2	Experience Details: Experience & organizational details with documentary proof specifying the details of the training design and curriculum, trainings imparted previously.	20
3	An Institute will be allowed to conduct training in a trade, taking participants from different Areas (5 Kms radius from village).	10
	1. Within village. (10 marks)	
	2. 01-02 Kms. (05 marks)	
	3. 02-05 Kms. (02 marks)	
4	Placement: Mix 50% trainees placed under difference trades in FY 2017-18, 2018-19 & 2019-20).	20
Sub Total (A)		80
B)	Criteria of evaluation of technical proposal (Trade Specific)	Maximum Marks
1	NSDC trained beneficiaries in the last three year (2017-18, 2018-19 & 2019-20) (Trade-wise).	20
Sub Total (B)		20
Grand Total (A&B)		100

The bidders, whose proposal will secured above the minimum qualifying technical score of **70 Marks** during the technical evaluation stage, will be eligible for empanelment by DSWO. It is instructed to the bidders to furnish the required information as per the prescribed format as mentioned in the RFP. Any deviation to the above instruction, results in out rightly rejection of the proposal.

Financial Bid.

The financial bid of the institute will be considered only after qualifying the technical Evaluation stage.

9. Finalization of the Empanelment List:

DSWO will notify all the successful bidders in writing after finalization of the empanelment list. The successful bidders have to submit an acknowledgement to DSWO within 07 days from the date of receipt of the communication. The Empanelment list will be valid for a period of One year from the date of notification. DSWO shall enter into a Memorandum of Understanding (MOU) with the Empanelled Placement cum Training Partners. The Empanelled Placement cum Training Partners shall provide the training and

placement services in accordance with the standards, norms, terms and conditions stipulated in the MOU. The empanelled bidders have to furnish a (10% of total project cost) Performance Bank Guarantee (PBG) to DSWO as intimated at the time of MOU. The member Secretary, DSWO reserves the rights to disqualify any of the entity from the list if the performance of the same is found to be unsatisfactory during the period of empanelment. It is the responsibility of the bidders to seek for any clarification from the client prior to submission of their proposal. During any stage of the selection process, manipulation of information, submission of wrong information will leads to out rightly rejection of the proposal and the bidder will be black listed for a period of five years in the Social Welfare Deptt.

A handwritten signature or mark in blue ink, consisting of a stylized 'V' shape above a horizontal line.

SECTION: 3
TECHNICAL PROPOSAL (INSTITUTIONAL)
FORM -1

Technical Proposal Submission Form (On the letter head of the organization/ Firm)
[Location, _____Date___/___/2021]

[Name of Bidder with Complete Address of Communication]

To:

The Member Secretary,
District Social Welfare Officer,
Poonch.

Subject: PROPOSAL FOR EMPANELMENT OF TRAINING INSTITUTE FOR
PLACEMENT LINKED SKILL DEVELOPMENT PROGRAM UNDER SCA TO
TSP- TECHNICAL PROPOSAL

Dear Sir,

I/We the undersigned, offer to provide the services in respect to your Request for Proposal. I/We are hereby submitting our Proposal which includes this Technical Proposal sealed under a separate envelope. Our proposal is valid for acceptance for 90 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the selection process.

I/We hereby declare that our company has not been debarred / black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company authorized me to make this declaration and signatory authority on behalf of the organization.

I remain,

Yours sincerely,

Authorized Signatory [*Signature with Date and Seal*]:

Name and Title of the Signatory: _____

Name of the organization with complete address: _____



FORM -2

General Information of the Organization / Institute (On the letterhead of the Organization/ Firm)

1. Name of the Organization / Institute:
2. Nature of the Organization / Institute:
3. Incorporated as _____ in year _____ at _____ (State Sole Proprietor, Partnership, Private Limited or Limited firm, Registered Society) (*furnish the copy of the Certificate of Registration/Incorporation*)
4. Registered Office Address:
5. Branch Office Address within the State of J&K (if any):
6. Name of the Head of the Institute / Organization:
7. Designation:
8. Telephone /Mobile Number:
9. Address of Communication:
10. FAX and E-Mail:
11. Income Tax Registration No. (PAN): (Furnish copy of the same)
12. Service Tax Registration Number: (Furnish Copy of the same) Authorized Signatory [*In full and initials*]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

(Company / Organization Seal)



FORM -3
Detail Profile of the Organization
(On the letterhead of the Organization/ Firm)
[Please provide the brief profile of the Organization / Institution]

Authorized Signatory [*In full and initials*]: _____
 With Seal

FORM -4

Details of Organization / Institution's Past Experience in Imparting Similar Placement Linked Training Programs

Table -1 Similar Assignment Details for the last three years:

Name of the training programme along with trades/ sectors in which training was imparted	Name of the Central /State Govt. organization for whom Training was conducted	Year and duration of the training program	No of trainees Trained	Brief Scope of Work after getting Training

Use additional Sheet if required without changing the Content

Table -2 Placement details of the trainees for last three years:

Year	Trade / Sector in which training imparted	No. of trainees trained	No of trainees placed on job	Name and Address of Organization in which Recruitment / Placement of trainees has been made on Completion of training.	Average Salary Per Month
2017-18					
2018-19					
2019-20					

Use additional Sheet if required without changing the Content

The organization / institute must attach the documents, i.e. work order / contracts from the clients in support of the information provided above.

Authorized Signatory [*In full and initials*]: _____
 With Seal



FORM -5
SUMMARY OF CVS OF PROPOSED KEY PROFESSIONAL AND SUPPORT
STAFF FOR THE ASSIGNMENT

S/No	Name of Key Professional	Area of Expertise	Position Assigned	Employment Status with the Institution (Full Time / Part Time)	Highest Educational Qualification	No of Years of experience	No of years of experience in similar assignment
KEY PROFESSIONALS							
1							
2							
3							
4							
5							
SUPPORT STAFF							
1							
2							
3							
4							
5							
6							



Authorized Signatory [*In full initials and Seal*]: _____
Name of the Organization: _____

FORM -6
Financial Turnover of the Organization / Institute

S.No	Year	Turn Over in INR
1	2017-18	
2	2018-19	
3	2019-20	

Authorized Signatory [*In full initials and Seal*]: _____
Name of the Organization: _____

IMPORTANT INFORMATION TO THE BIDDERS Skill Training:

- a. The duration of training shall be determined as per the duration laid down in the SSC guidelines in the concerned trade. However, training duration less than 200 hours in any trade shall not be permissible.
- b. The tools and equipments shall be in terms of the tools and equipments prescribed under the SSC guidelines.
- c. The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.
- d. Trainees should have a minimum attendance of 70% both for training and assessment purposes.

The base cost for different sectors are as follows:-

1. Rs. 46.70 per hour of training for trades / sectors listed in Category I
2. Rs. 40.00 per hour of training for trades / sectors listed in Category II
3. Rs. 33.40 per hour of training for trades / sectors listed in Category III



FORM-8: COVER-2 FINANCIAL BID

FORMAT FOR FINANCIAL BID

Member Secretary,
District Social Welfare Officer,
Poonch

Date:-

Sub:- Emplenement for Training Partners for 'Placement Linked Programme under SCA to TSP in Poonch District.

1. We have gone through the EOI Documents and annexure thereto and I/We agree to abide by all the terms and condition mentioned therein.
2. We, the undersigned offer to provide the Training Services for the above mentioned assignment in accordance with the terms and conditions contained in the EOI Document supplied to us and quote our Course-wise Training Fee for courses in below:-

S.No	Course	Training Fee (in Rs)	Training Fee (Rs. In Words)	Cost Break-up (please attach sheet)

.....(add more rows if required)

3. The training fee quoted by us for above course, including uniform cost (if applicable for the course), Training equipment, training material, toolkit, stipend Exposure Visit, all the training centre costs including but not limited to rent, electricity, water, maintenance etc. This amount is including is inclusive of all applicable taxes and duties and other contingency expenses concerning the training and placement programme.
4. This proposal and all other details furnished by us shall constitute a part of offer. We understand that you are not bound to accept the lowest or any bid you receive and final selection of Bidders for Enplanement for a particular Sector & Course. We understand and agree that DSWO is not bound to select a Bidder and reserves the right to reject all or any of the Bids without assigning any reason whatsoever. We shall be willing to negotiate the above quotes if required by DSWO.
5. We agree that our offer shall remain valid for a period of empanelment from the last date prescribed for submission of proposal.
We agree to bind by this offer if we are the selected bidder.

For and on behalf of :

Signature

Name Designation with Seal

(Authorized Representative and Signatory of the Bidder)

*** Note:- Financial BID Form-9 Cover- 2 shall be submitted in a separate envelope favouring Member Secretary DSWO Poonch. The Financial bid shall be opened only in case of firms who qualify in technical bid.**

