

Punjab Skill Development Mission

Invites

Request for Proposal

for

Hiring of Technical Support Agency for Project Management Support

RFP No

Dated:

Issued on: 23rd January 2019

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PART I

Section 1 - Letter of Invitation

RFP No

Project#: TSA (DDU-GKY)

Dated:

1. This is with reference to Request for Proposal (RFP) floated by Punjab Skill Development Mission, Chandigarh for hiring of Technical Support Agency under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY); we are herewith inviting proposals from the reputed agencies to provide consulting services. The detailed RFP is available at www.psdm.gov.in which can be downloaded.
2. The duration of the engagement will be for period of 3 (three) years with renewal each year on satisfactory performance reviewed by the client and continuation of the Scheme.
3. It is not permissible to transfer this RFP invitation to any other firm.
4. A firm will be selected under the least cost method (L-1) among the technically qualified bids and having scored the minimum qualifying marks as per details given in later part of this RFP.
5. Amendments / corrigendum, if any, would be posted on the PSDM website
6. The last date for submission of response to proposal is **15th February, 2019**.
7. The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission can be made by speed post or by dropping the full proposal in the tender box.
8. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Agency and Data Sheet
 - Section 3 - Technical Proposal- Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference

Incomplete Offers/ proposals or those received after specified time and date or not fulfilling the specified requirement will not be considered.

Yours Sincerely,

(-Sd-)

Sh. D.K.Tiwari, IAS

Member Secretary, PSDM

SCO No: 149-152, IInd Floor,

Sector 17C, Chandigarh 160017

**** Punjab Skill Development Mission reserves the right to reject all the proposals without giving any reasons in writing**

Section 2. Instructions to Agency

A. General Provisions

<p>1. Definitions</p>	<p>(a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Agency.</p> <p>(b) “Applicable Guidelines” means the policies of the Government of India/ Government of Punjab governing the selection and Contract award process as set forth in this RFP.</p> <p>(c) “Applicable Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.</p> <p>(d) “Client” means the implementing agency (PSDM) that signs the contract for the Services with the selected Agency.</p> <p>(e) “Agency” means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(f) “Contract” means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed in its Clause-1</p> <p>(g) “Data Sheet” means an integral part of the Instructions to Agency (ITA) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITA.</p> <p>(h) “Day” means a calendar day.</p> <p>(i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency and Agencies</p> <p>(j) “Government” means the government of the Client’s State.</p> <p>(k) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Agency’s proposal.</p> <p>(l) “ITA” means the Instructions to the Agency that provides the Agency with all information needed to prepare their Proposals.</p> <p>(m) “LOI” means the Letter of Invitation being sent by the Client to the shortlisted Agency</p> <p>(n) “Non-Key Expert(s)” means an individual professional provided by the Agency or its Agency and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(o) “Proposal” means the Technical Proposal and the Financial Proposal of the Agency in response to the RFP.</p>
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	<p>(p) "RFP" means the Request for Proposals to be prepared by the Client for the selection of the Agency</p> <p>(q) "Services" means the work to be performed by the Agency pursuant to the contract</p> <p>(r) "Scheme" means the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), a flagship program of the Ministry of Rural Development (MoRD), Government of India (GoI)</p> <p>(s) "TORs" (Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.</p>
<p>2. Introduction</p>	<p>2.1 PSDM intends to select an Agency, in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2 The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating if necessary and ultimately signing the Contract with the selected Agency.</p> <p>2.3 The Agency should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Agency's expense.</p> <p>2.4 The Client will timely provide, at no cost to the Agency, the inputs, relevant project data, and reports, limited to the bid document ("RFP"), required for the preparation of the Agency's Proposal as specified in the Data Sheet.</p>
<p>3. Conflict of Interest</p>	<p>3.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.</p> <p>3.2.1 Without limitation on the generality of the foregoing, the Agency shall not be hired under the circumstances set forth below:</p>
<p>a. Conflicting activities</p>	<p>(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: A firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the</p>

	consulting services for such preparation or implementation.
b. Conflicting assignments	(ii) Conflict among consulting assignments: The Agency (including its Experts and Agency) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Agency for the same or for another Client.
c. Conflicting relationships	(iii) Relationship with the Client's staff: The Agency (including its Experts and Agency) that has a close business or family relationship with a professional staff of the Client (or of implementing agency) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the Contract. (iv) Any other types of conflicting relationships as indicate in the datasheet needs to be brought into the notice of the Client.
4. Unfair Competitive Advantage	4.1 Fairness and transparency in the selection process require that the Agency or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all the shortlisted Agency together with this RFP all information that would in that respect give such Agency any unfair competitive advantage over competing Agency.
5. Corrupt and Fraudulent Practices	5.1 PSDM requires compliance with its policy in regard to corrupt and fraudulent/ prohibited practices as set forth by the Govt. of Punjab. 5.2 In further pursuance of this policy, Agency shall permit and shall cause its agents, Experts, Agency, sub-contractors, services providers, or suppliers to permit the client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the client.
6. Eligibility	6.1 It is the Agency's responsibility to ensure that its Experts, service providers, and/or their employees meet the eligibility requirements as established in the TOR
7. Qualification to the Bid	Bids shall be submitted by the bidders as sole bidder without any Consortium/Joint venture/sub-contracting or other similar arrangements Bids submitted under Consortium / Joint venture/sub contracting or other similar arrangements are liable for rejection.
8. Bid Document Cost	The bidder shall pay to the client a non-refundable sum of Rs.10,000/- (Rupees ten thousand only) plus GST at applicable rates towards the bid document cost. The bid document cost is to be paid by way of Bank draft/Bankers' cheque in favour of –Punjab Skill Development Mission drawn on a scheduled bank payable at Chandigarh. The bidders may down load the RFP document from PSDM website and submit the bid along with the bid document cost with technical proposal. Bids submitted without bid document cost as mentioned above shall not be

	considered and liable for rejection.
B. Preparation of Proposals	
9. General Considerations	In preparing the Proposal, the Agency is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
10. Cost of Preparation of Proposal	The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.
11. Language	The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency and the Client shall be written in the language(s) specified in the Data Sheet.
12. Documents Comprising the Proposal	<p>12.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>12.2 If specified in the Data Sheet, the Agency shall include a statement of an undertaking of the Agency to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).</p> <p>12.3 The Agency shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).</p>
13. Only One Proposal	The Agency shall submit only one Proposal in its own name. If the Agency submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This preclude Coordinator, or the Agency's staff from participating as Key Experts and Non-Key Experts in more than one Proposal.
14. Proposal Validity	<p>14.1 The Data Sheet indicates the period during which the Agency's Proposal must remain valid after the Proposal submission deadline.</p> <p>14.2 During this period, the Agency shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.</p> <p>14.3 If it is established that any Key Expert nominated in the Agency's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.</p>
a. Extension of Validity Period	<p>14.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Agency who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>14.5 If the Agency agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>14.6 The Agency has the right to refuse to extend the validity of</p>

	<p>its Proposal in which case such Proposal will not be further evaluated.</p>
<p>b. Substitution of Key Experts at Validity Extension</p>	<p>14.7 If any of the Key Experts become unavailable for the extended validity period, the Agency shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert.</p> <p>14.8 If the Agency fails to provide a replacement of Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p> <p>14.9 Except as the “Client” may otherwise agree, no changes shall be made in the personnel. If, for any reason beyond the reasonable control of the Agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the personnel, the Agency shall forthwith provide as a replacement a person of equivalent or better qualifications.</p> <p>14.10 If the “Client” (i) finds that any of the personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the personnel, then the Agency shall, at the “Client” written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the “client”.</p> <p>14.11 Any of the personnel provided as a replacement under clause (14.9) and (14.10) above, as well as any reimbursable expenditure (including expenditures due to the number of eligible dependents) the Agency may wish to claim as a result of such replacement, shall be subject to the prior written approval by the “Client”. Also the Agency shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement.</p>
<p>c. Sub-Contracting</p>	<p>14.12 The Agency shall not be entitled to sub-contract the Services.</p>
<p>15. Clarification and Amendment of RFP</p>	<p>15.1 The Agency may request a clarification of any part of the RFP during the period indicated in the Data Sheet not less than 7 days prior to the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client’s address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means, (including an explanation of the query but without identifying its source). Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>15.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means.</p> <p>15.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Agency reasonable time</p>

	<p>to take an amendment into account in their Proposals.</p> <p>15.1.3 The Agency may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
16. Preparation of Proposals Specific Considerations	<p>16.1 While preparing the Proposal, the Agency must give particular attention to the following:</p> <p>16.1.1 The Client may indicate in the Data Sheet the estimated Key Expert's time input (expressed in person- month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Agency's own estimates for the same.</p> <p>16.1.2 If stated in the Data Sheet, the Agency shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p>
17. Technical Proposal Format and Content	<p>17.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>17.2 Agency shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.</p> <p>17.3 Depending on the nature of the assignment, the Agency is required to submit a Full Technical Proposal as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.</p>
18. Financial Proposal	<p>18.1 The Financial Proposal shall be prepared for one year (12 Months) using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses in INR as indicated in the Data Sheet.</p>
a. Price adjustment	<p>18.2 For this assignment with a duration exceeding 12 months, a price adjustment provision for inflation for remuneration rates applies if so stated in the Data Sheet.</p>
b. Taxes	<p>18.3 The Agency and its Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Client's country is provided in the Data Sheet.</p>
c. Currency of Proposal	<p>18.4 The Agency may express the price for its Services in the INR only</p>
d. Currency of Payment	<p>18.5 Payment under the Contract shall be made in INR only.</p>
C. Submission, Opening and Evaluation	
19. Submission, Sealing, and Marking of Proposals	<p>19.1 The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission can be made by speed post or by dropping the full proposal in the tender box as prescribed in Data Sheet.</p>

- 19.2 An authorized representative of the Agency shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
- 19.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- 19.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 19.5 An EMD, in the given format, shall be placed in a separate envelope clearly marked "EMD, Project Management Support to Punjab Skill Development Mission (PSDM)", reference number, name and address of the Agency. Unless the EMD is submitted, the Technical Proposal shall not be considered.
- 19.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "Technical Proposal, Project Management Support to Punjab Skill Development Mission (PSDM)", reference number, name and address of the Agency, and with a warning "Do Not Open until [insert the date and the time of the Technical Proposal submission deadline]."
- 19.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIALPROPOSAL" followed by the name of the assignment, reference number, name and address of the Agency, and with a warning "DONOTOPEN WITH THE TECHNICAL PROPOSAL."
- 19.8 The sealed envelopes containing the EMD, Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Agency's name and the address, and shall be clearly marked "DONOTOPENBEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]".
- 19.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 19.10 The Proposal must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.
- 19.11 Late submission of tender shall be out rightly rejected. The client shall not be responsible for any matter whatsoever including for postal delay or loss of any documents by accident, theft, natural

	calamities (act of God).
20. Confidentiality	<p>20.1 From the time the Proposals are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.</p> <p>20.2 Any attempt by Agency or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.</p> <p>20.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if an Agency wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
21. Opening of Technical Proposals	<p>21.1 The Client's evaluation committee shall conduct the opening of the EMD and Technical Proposals in the presence of the Agency authorized representatives who choose to attend (in person, or through authorised representatives). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with PSDM until they are opened in accordance with the ITA.</p> <p>21.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Agency; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>
22. Proposal Evaluation	<p>22.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>22.2 The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
23. Evaluation of Technical Proposals	<p>23.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>
24. Public Opening of Financial Proposals	<p>24.1 After the technical evaluation is completed, the Client shall notify those Agency whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Agency's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be</p>

	<p>returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Agency that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Agency sufficient time to make arrangements for attending the opening. The Agency's attendance at the opening of the Financial Proposals (in person, or through authorised representative if such option is indicated in the Data Sheet) is optional and is at the Agency's choice.</p> <p>24.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Agency whose proposals have passed the minimum technical score and who choose to attend. At the opening, the names of the Agencies, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p>
25. Correction of Errors	25.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
a. Time-Based Contracts	25.2 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
b. Lump-sum Contracts	25.3 If a Lump-Sum contract form is included in the RFP, the Agency is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITA below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.
26. Taxes	26.1 The Client's evaluation of the Agency's Financial Proposal shall exclude GST on the price quoted by the Agency in accordance with the instructions in The Data Sheet.
27. Evaluation of the Bids	27.1 Mentioned in the Data Sheet. The technically qualified bids scoring the minimum qualification score as in the Data Sheet shall be ranked on the basis of least cost offered. The technically qualified
a. Least cost Based	

Selection	Agency, having scored the minimum qualifying score and offering the least cost bid will be invited for negotiations if necessary as decided by the client
D. Negotiations and Award	
28. Negotiations	<p>28.1 The negotiations if required will be held at the date and place as intimated by the client with the Agency's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Agency.</p> <p>28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Agency's authorized representative.</p> <p>28.3 Within 15 days from the date of Letter of Invitation (LoI) from the Client, the successful Bidder shall furnish a Performance Guarantee of an amount equal to 5% of its Financial Proposal for the first year (excluding GST) from the date of commencement of services by way of Bank Guarantee valid for one year with an additional claim period of 2 months issued by one of the Nationalized Banks operable and executable at Chandigarh for the due performance of the Assignment in the format at Annexure</p>
a. Availability of Key Experts	<p>28.4 Experts included in the proposal are a pre-requisite for considering award of the contract, if selected or if applicable a replacement as per terms of the ITA. Failure to confirm the key experts' availability may result in rejection of the Agency's proposal and client proceeding with to negotiate with next ranked Agency. Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if solely due to circumstances outside the reasonable control of and not foreseeable by the Agency, including but not limited to death or medical incapacity. In such case, the Agency shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate. In case there is any change in the proposed key experts, a penalty of 30% on the proposed cost of the respective Expert will be imposed by PSDM.</p>
b. Technical Negotiation	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs) the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
c. Payment in Terms	<p>28.6 Payments shall be released as per the conditions stated in the datasheet</p>
29. Conclusion of Negotiation	<p>The negotiations are concluded with a finalization of draft Contract as Negotiation per terms of the RFP which then shall be initiated by the Client and the Agency's authorized representative. If the Agency fails to execute the agreement within 7 (seven) days, of communication by the Client, the Client shall inform the Agency in writing of all pending issues and disagreements and provide a final opportunity to the Agency to respond. If disagreement persists, the Client shall terminate the negotiations informing the Agency of the</p>

	<p>reasons for doing so. EMD submitted by the Agency shall be forfeited and the Client will proceed to invite the next-ranked Agency to negotiate a Contract. Once the Client proceeds with negotiations with the next-ranked Agency, the Client shall not reopen the earlier negotiations.</p>
30. Award of Contract	<p>30.1 After completing the negotiations the Client and the Agency shall sign the Contract; publish the award information as per the instructions in the Data Sheet. The Agency is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
31. Indemnity and Liability	<p>Liabilities of the Client and the Agency under the contract are as described in the Data Sheet</p>
32. Termination	<p>Subject to other provisions of this RFP, in the event of failure or default to provide the services for Project Management Support, to furnish the deliverables to PSDM in accordance with this RFP, without prejudice to any other rights which the client may have under terms of this RFP, the client is entitled to terminate the contract with the Agency by issuing the termination notice to the Agency; provided that before issuing such termination notice grant 15 (fifteen) days to the Agency to make a representation, and may after the expiry of such 15 (fifteen) days, whether or not it is in receipt of such representation, issue the termination notice</p>

E. Data Sheet

A. General	
SN / Clause Ref	Reference
1	Punjab, India
2.1	<p>Name of the Client: Punjab Skill Development Mission (PSDM)</p> <p>Method of selection: Least cost basis among the technically qualified bids attaining the minimum qualifying marks as per details in the Data Sheet</p> <p>This tenure of the contract will be for period of 3 (three) years with renewal each year on satisfactory performance reviewed by the client and continuation of the Scheme.</p>
	<p>Address from where the RFP Documents can be obtained: Punjab Skill Development Mission, SCO No:149-152, IInd Floor, Sector 17C, Chandigarh-160017 www.psdm.gov.in</p>
	<p>Issue of RFP Documents: On any working day from 23rd January onwards between 10 am to 5 pm and website: www.psdm.gov.in</p>
2.2	<p>EMD and Financial Proposal to be submitted together with Technical Proposal: Yes, in 3 (three) separate envelopes as mentioned in the Datasheet.</p> <p>The name of the assignment is: Project Management Support to Punjab Skill Development Mission (PSDM)</p> <p>Bidder participating in the bidding process must furnish an earnest money deposit (EMD) of INR 5 (five) lakhs by way of a Bank Draft or Banker's Cheque in the name of Punjab Skill Development Mission payable at Chandigarh drawn on a scheduled bank in the format provided in the Annexure. EMD instrument is to be submitted separately in sealed envelope with the description "EMD for Hiring of Technical Support Agency for Project Management Support to Punjab Skill Development Mission (PSDM)". Technical proposal of the bidder shall not be opened in absence of EMD as mentioned under the clause.</p> <p>The EMD of bidders shall be refunded soon after final acceptance of bid and award of contract.</p> <p>The EMD taken from the bidder shall be forfeited in the following cases:-</p>

	<p>a) When the bidder withdraws his bid proposal after opening of bids.</p> <p>b) If the bidder alters or modifies or revokes its bid partly or fully during the bid validity period on any extension thereof.</p> <p>c) If any of the claims, confirmations, statements, declarations of the bid is found to be incorrect or inconsistent, or in any case of misrepresentation of facts.</p> <p>d) When the bidder does not execute the agreement after placement of order within the specified time.</p> <p>e) In case the Technical Bid contains any information on the Financial Proposal of the bidder.</p> <p>f) When the bidder submits a conditional or qualified bid.</p> <p>g) If a bidder submits more than one bid.</p> <p>h) When the bidder does not furnish the Performance Guarantee in the form of Bank Guarantee after the work order is placed within the stipulated period.</p> <p>i) If the bidder alters or modified bid during the bid validity period after bid opening or any extended period thereof</p> <p>j) If the bidder engages in a corrupt practice, fraudulent practice, coercive practice, restrictive practice, collusive bidding or bid rigging.</p> <p>k) The EMD of those bidders whose technical proposals are found to be unresponsive or whose technical proposal do not qualify as per the qualification requirements as set out in the Data Sheet shall be returned within a period of 15(fifteen) days from the date of announcement of the list of Technically Qualified Bidders.</p> <p>l) The EMD of all the bidders shall be refunded within 15(fifteen) days from the date of annulment in case the tender process is annulled by the Client.</p> <p>m) The EMD of the technically acceptable bidders other than the selected bidder for award of the contract shall be refunded soon after finalisation and award of contract</p>
<p>2.3</p>	<p>A pre-proposal conference will be held: Yes Date of pre-proposal conference: 6th February, 2019 Time: 2:00 pm onward Address: PSDM, SCO No:149-152, IIInd Floor, Sector 17C, Chandigarh E-mail: vaishalibhateja.psdm@gmail.com Contact person: Ms. Vaishali Bhateja Contact No: 7087681545</p>
<p>2.4</p>	<p>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: As per Terms of Reference (ToR)</p>

B. Preparation of Proposals	
1.1	<p>This RFP has been issued in the ENGLISH language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.</p>
1.2	<p>The Proposal shall comprise the following:</p> <p><u>Envelope-1: 1st Inner Envelope with EMD(Cover-A)</u> With the description “EMD for Hiring of Agency for Project Management Support to Punjab Skill Development Mission (PSDM)” on the envelope</p> <p><u>Envelope-2: FULL TECHNICAL PROPSOSAL</u> <u>2nd Inner Envelope with the Technical Proposal (Cover-B)</u> With the description “Technical Bid for Hiring of Agency for Project Management Support to Punjab Skill Development Mission (PSDM)” on the envelope</p> <p>(1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6</p> <p><u>AND</u></p> <p>Envelope-3</p> <p><u>3rd Inner Envelope with the Financial Proposal (Cover-C)</u> With the description “Financial Proposal for Hiring of Agency for Project Management Support to Punjab Skill Development Mission (PSDM)” on the envelope</p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3</p>
1.3	Statement of Undertaking is required: Yes
1.4	Participation of Sub-Agencies, Key Experts and Non-Key Experts in more than one Proposal is permissible: No

1.4	Proposals must remain valid for 90 days calendar days after the proposal submission deadline.
1.5	<p>a) The Bidder has to be a single entity and all Key Experts should be in the payroll of the Bidder.</p> <p>b) All responsibility towards the scope of work and deliverables of these positions shall be on the Bidder.</p> <p>c) The Key Experts/ Experts of the Agency shall take responsibility to process the files/proposals and place before the competent authority of the client as may be required by the client with their comment/views if any.</p>
1.6	<p>Clarifications may be requested no later than 7 days prior to the submission Deadline</p> <p>The contact information for requesting clarifications is: Address: PSDM, SCO No:149-152, IIInd Floor, Sector 17C, Chandigarh-160017 E-mail: vaishalibhateja.psdm@gmail.com</p>
1.7	<p>Time cost of the Key Experts to be provided in the Financial Proposal</p> <p>All TA/DA shall be additional and will be reimbursed to Agency as per the Guidelines of PSDM / Govt. of Punjab. Office facility shall be provided by PSDM.</p>
1.8	A price adjustment provision applies to remuneration rates: The accepted quote (rate on which Bidder is awarded the Project) will be valid for a period of 12 months from the commencement date and will be escalated by 10% for every 12 months during the Contract Period.
1.9	The Financial Proposal should be quoted in INR
C. Submission, Opening and Evaluation	
1.1	The Agencies shall not have the option of submitting their Proposals electronically. The submission shall be done by sending by speed post or dropping the full proposal consisting of three envelopes in the tender box of the Client
1.2	<p>The Agency must submit the full proposal consisting of three envelopes. All envelopes should be properly marked and sealed:</p> <p>(a) EMD</p> <p>(b) Technical Proposal: one (1) original and one (1) soft copy in pdf format in the form of CD;</p> <p>(c) Financial Proposal: one (1) original.</p> <p>The financial proposal should be submitted in the formats mentioned in the RFP for One year only; submission of financial proposal in any other format will be rejected.</p>

1.3	<p>The Proposals must be submitted no later than: Date: 15th February 2019 ; Time: 4 pm Proposal submission address is: Member Secretary, PSDM SCO No:149-152, IInd Floor, Sector 17C, Chandigarh Tel (91-0172-2720152)</p>													
1.4	<p>Time, Place and date for opening of the EMD and Technical Proposal Cover-A & Cover-B On 18th February 2019, 2:00 pm onwards in the conference hall of PSDM</p>													
1.5	<p>Technical presentation by the Bidder The exact date will be intimated to the successful bidders through official email / letter and web hosted in the website of PSDM. www.psdm.gov.in</p>													
1.6	<p>Opening of Financial Proposal The exact date will be intimated to the successful bidders through official email / letter and web hosted in the web site of PSDM. www.psdm.gov.in</p>													
1.7	<p>An online option of the opening of the Technical Proposals is offered: No</p> <p>The technical proposal opening shall take place at: Conference Hall of PSDM, SCO No: 149-152, IInd Floor, Sector 17C, Chandigarh-160017</p>													
1.8	<p>Criteria, sub-criteria, and point system for the eligibility and evaluation of the Technical Proposals:</p> <p>Eligibility Criteria</p> <table border="1" data-bbox="370 1304 1393 1923"> <thead> <tr> <th data-bbox="370 1304 451 1381">Sl No</th> <th data-bbox="451 1304 1117 1381">Minimum Qualifying Criteria</th> <th data-bbox="1117 1304 1393 1381">Documents Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1381 451 1696">1.</td> <td data-bbox="451 1381 1117 1696">The Bidder must be incorporated & registered in India, under India Companies Act, 1956/Societies Registration Act or Societies Registration Act Trust Act/any other Act in India Should be in operations in India for a minimum 10 years as on 31.03.2018</td> <td data-bbox="1117 1381 1393 1696">Certificate of Incorporation/ Registration under the relevant statute</td> </tr> <tr> <td data-bbox="370 1696 451 1885">2.</td> <td data-bbox="451 1696 1117 1885">The Bidder should have a have an annual average turnover of INR 50 Crores turnover from Indian operations in business consulting services in previous three financial years (FY 2015-16& 2016-17, 2017-18)</td> <td data-bbox="1117 1696 1393 1885">Audited Financial Statements for the 3years</td> </tr> <tr> <td data-bbox="370 1885 451 1923">3.</td> <td data-bbox="451 1885 1117 1923">The Bidder should have an average positive net</td> <td data-bbox="1117 1885 1393 1923">Audited Financial</td> </tr> </tbody> </table>		Sl No	Minimum Qualifying Criteria	Documents Required	1.	The Bidder must be incorporated & registered in India, under India Companies Act, 1956/Societies Registration Act or Societies Registration Act Trust Act/any other Act in India Should be in operations in India for a minimum 10 years as on 31.03.2018	Certificate of Incorporation/ Registration under the relevant statute	2.	The Bidder should have a have an annual average turnover of INR 50 Crores turnover from Indian operations in business consulting services in previous three financial years (FY 2015-16& 2016-17, 2017-18)	Audited Financial Statements for the 3years	3.	The Bidder should have an average positive net	Audited Financial
Sl No	Minimum Qualifying Criteria	Documents Required												
1.	The Bidder must be incorporated & registered in India, under India Companies Act, 1956/Societies Registration Act or Societies Registration Act Trust Act/any other Act in India Should be in operations in India for a minimum 10 years as on 31.03.2018	Certificate of Incorporation/ Registration under the relevant statute												
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3.	The Bidder should have an average positive net	Audited Financial												

	worth (as defined under section 2(57) of the Companies Act 2013) of not less than INR 25 Crores in the previous three financial years (FY 2015-16 & 2016-17, 2017-18)	Statements and certificate from the statutory auditor
4.	The bidder should have helped in setting up Program Management Systems in at least 4 (four) large scale projects of minimum INR 10 crore each of Contract Value in the past three years for International/National/ State level in Govt./Corporate Sector programmes	Work Order / Contract and relevant documents
5.	The Bidder must have on its pay roll consulting staff of at least 300 technically qualified personnel in the area of consulting services for Program / Project Management, HR management, Financial Management, Capacity Building, IT and MIS, procurement, Communication, Documentation, Monitoring and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31st March 2018.	Declaration from Authorised Signatory (Partner/Director)
6.	The Bidder firm should not have been blacklisted/ debarred by any State or Central Government department/ Agency or PSU in India.	Declaration from Authorised Signatory
7.	The existing Training Partners of PSDM and Ministry of Rural Development are not eligible.	Declaration from authorised Signatory

The technical proposals of the bidders who are found eligible as per the above Qualifying Criteria will be evaluated and awarded score on the following basis.

Qualification and Experience(70 marks)

	Bidder's Qualification & Experience	Marks
1	The Bidder having an annual average turnover of INR 10 Crores (over and above the INR50 Crore mentioned above) from Indian operations in business consulting services in the previous three financial years (FY 2015-16 & 2016-17, 2017-18)	For every INR10 Crore = 3(three) marks each Maximum 15 marks
2	Experience of Project Management in Government Projects in India with Central/ State Government Department /Agency or Donor funded project in India for which it should have executed / under execution advisory projects in excess of INR 10 Crores each as contract value, as a Lead Bidder as	1 project = 3 (three) marks Maximum 15 marks

	part of a contract (including extension contract if any) in the last 5 years	
3	Experience of working in skill development projects with value >= INR 2 Cr each, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India	1 project = 4 (four) marks Maximum 20 marks
4	Experience of managing large scale programs in Punjab with a value of more than INR 2 Cr each.	1 project = 2(two) marks Maximum 10 marks
5	Project experience in implementation of DDU-GKY program as a Technical Support Agency(TSA) with any Central/State Government with annual contract value of minimum INR 1(one) Crore and completed at least 1 year as TSA	1 project = 2(two) marks Maximum 10 marks
<p><i>Note: Work Order / Completion Certificate and Terms of Reference justifying the requirements, should be submitted for each of the assignments for the above evaluation criteria.. No scores will be allotted in absence of the required supporting documents mentioned above.</i></p> <p>II. Approach and Methodology 10 marks)</p> <p>III. Technical Presentation20 marks</p> <p>(Overall Approach, Adequacy, Work plan, Innovation, Value addition)</p> <p style="text-align: right;">Total points 100</p> <p>The minimum technical score (St) required for cut-off is: 80</p> <p>Financial Bid of only those Bidders will be opened who score a minimum of 80 marks</p>		
1.9	Time, Place and date for opening of the Financial Proposal (Cover- C) To be informed later	
1.10	<p>For the purpose of the evaluation, the Client will exclude only GST. All other taxes are deemed to be included in the financial proposal. The Agency to furnish copies of GST registration certificate and PAN along with Technical proposal. All payments shall be made in INR. Conditions of Release of Payments to the Agency as per terms of the MoU and compliance of the Deliverables as per the RFP and ToR.</p> <p><u>Release of Installments</u></p> <ol style="list-style-type: none"> 1. Signing of the contract-15% 2. Completion of 1st Quarter and Successful Delivery of assignments: 20% 3. Completion of 2nd Quarter and Successful Delivery of assignments: 20% 4. Completion of 3rd Quarter and Successful Delivery of assignments: 20% 5. Completion of 4th Quarter and Successful Delivery of assignments: 25% 	
1.11	The mode of selection will be on least cost basis among the technically qualified bids attaining the minimum qualifying marks as per details in this Data Sheet Only those bids with a technical score of >=80 shall be considered for financial	

	evaluation.
	D. Negotiations and Award
1.1	<p>Expected date and address for contract negotiations and signing : Date: Exact date will be intimated through official letter Address: PSDM, SCO No: 149-152, IIInd Floor, Sector 17C, Chandigarh-160017</p>
1.2	<p><u>Performance Guarantee</u></p> <p>a) Within 15 days from the date of Letter of Invitation (LoI) from the Client, the successful Bidder shall furnish a Performance Guarantee of an amount equal to 5% of its Financial Proposal for the first year (excluding GST) from the date of commencement of services by way of Bank Guarantee valid for one year with an additional claim period of 2 months issued by one of the Nationalized Banks operable and executable at Chandigarh for the due performance of the Assignment in the format at Annexure.</p> <p>b) The Bank Guarantee is to be furnished for each year of renewal as per terms of this RFP</p> <p>c) In the event of failure or default by the Agency to provide the services for Project Management Support, to furnish the deliverables to PSDM in accordance with terms of this RFP, without prejudice to any other rights which the client may have under terms of this RFP, the client is entitled to invoke the Performance Guarantee submitted by the Agency.</p> <p>d) If the bidder fails to commence the work as per the time line mentioned in the RFP at the agreed price, the client shall invoke the Performance Guarantee submitted.</p> <p>e) The client shall, without prejudice to its other rights and remedies hereunder, in law or equity, have unqualified right to encash and appropriate the Performance Guarantee in the event of failure or default of the Agency to comply with the obligations hereunder.</p>
1.3	<p>Expected date for the commencement of the Services: within 15 days of signing of contact</p>
1.4	<p>Limitation of Liability - In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including loss of profits). Either party shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under the Contract except for those liabilities specified in the Agreement between PSDM and the Agency.</p> <p>Indemnification: The Agency shall indemnify the Client in full for any failure in performance on account of its default or non-fulfilment of its obligations and the same is performed by the client or any other agency engaged by the Client. In such case all the costs and expenses incurred by the client are recoverable from the Agency.</p>

Section 3. Technical Proposal – Standard Forms

{Notes to Agency shown in brackets { } throughout Section 3 provide guidance to the Agency to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

FORM	DESCRIPTION
TECH-1	Technical Proposal Submission Form.
Power of Attorney Copy of GST Regn. Certificate PAN Regn Copy	No pre-set format/form.
TECH-2	Agency's Organization and Experience.
TECH-2A	A. Agency's Organization
TECH-2B	B. Agency's Experience
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.
TECH-3A	A. On the Terms of Reference
TECH-3B	B. On the Counterpart Staff and Facilities
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
TECH-5	Work Schedule and Planning for Deliverables
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Agency who signs the Proposal.

Form TECH-1
TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Member Secretary,
Punjab Skill Development Mission,
SCO No: 149-152, IIInd Floor, Sector 17C,
Chandigarh-160017

Dear Sir,

We, the undersigned, offer to provide the consulting services for Project Management Support to Punjab Skill Development Mission (PSDM) in accordance with your RFP vide no xxxx dated xxxxxx. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- b. Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.
- c. We have no conflict of interest as stated in the RFP
- d. We meet the eligibility requirements as stated in RFP & TOR
- e. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- f. Except as stated in the ITA & Data Sheet, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITA may lead to the termination of Contract negotiations.
- g. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet.

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

We remain,
Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Form TECH-2(FOR FULL TECHNICAL PROPOSAL ONLY)**AGENCY'S ORGANIZATION AND EXPERIENCE**

Form TECH-2: a brief description of the Agency's organization and an outline of the recent experience of the Agency that is most relevant to the assignment. For each assignment, the outline should indicate the names of the Agency's Key Experts and Sub-Agencies who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a consortium, the amount paid to the Agency), and the Agency's role/involvement.

A - Agency's Organization

1. Provide here a brief description of the background and organization of your company.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Agency's Experience**COMPLIANCE SHEET FORMAT FOR ELIGIBILITY**

(ALL SUPPORTING DOCUMENTS REQUIRED AS PER CLAUSE 22 OF DATA SHEET)

Sl N O	Minimum Qualifying Criteria	Documents Required	Compliance (Yes/No)	Evidence attached on Page Number
1	The Bidder must be incorporated & registered in India, under India Companies Act, 1956/Societies Registration Act or Societies Registration Act/Trust Act/any other Act in India Should be in operations in India for a minimum 10 years as on 31.03.2017	Certificate of Incorporation/ Registration under the relevant statute		
2	The Bidder should have a have an annual average turnover of INR 50 Crores turnover from Indian operations in business consulting services in previous three financial years (FY 2014-15, 2015-16& 2016-17)	Audited Financial Statements for the 3years		
3	The Bidder should have an average positive net worth (as defined under section 2(57) of the Companies Act 2013)of not less than INR 25	Audited Financial Statements and		

	Crores in the previous three financial years (FY 2014-15, 2015-16& 2016-17)	certificate from the statutory auditor		
4	The bidder should have helped in setting up Program Management Systems in at least (four) large scale projects of minimum INR 10 crore each of Contract Value in the past three years for International/National/ State level in Govt./Corporate Sector programmes	Work Order / Contract and relevant documents		
5	The Bidder must have on its pay roll consulting staff of at least 300 technically qualified personnel in the area of consulting services for Management Program / Project , HR management , Financial Management, Capacity Building, IT and MIS, procurement, Communication, Documentation, Monitoring and who possess relevant degrees/credentials with prior experience in providing the above consultancy services as on 31st March 2017.	Declaration from Authorised Signatory (Partner/Director)		
6	The Bidder firm should not have been blacklisted/ debarred by any State or Central Government department / Agency or PSU in India.	Declaration from Authorised Signatory		
7	The existing Training Partners of PSDM and Ministry of Rural Development are not eligible.	Declaration from authorised Signatory		

1. List only previous similar assignments.

2. List only those assignments for which the Agency was legally contracted by the Client as a company or was one of the consortium partners. Assignments completed by the Agency's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency, or that of the Agency's partners or sub-Agency, but can be claimed by the Experts themselves in their CVs. The Agency should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

COMPLIANCE SHEET FOR EVALUATION**(ALL SUPPORTING DOCUMENTS TO BE ATTACHED AS PER CLAUSE 22 of DATA SHEET)**

	Bidder's Qualification & Experience	Marks	Compliance (Yes/No)	Evidence attached on Page No.
1	The Bidder having an annual average turnover of INR 10 Crores (over and above the INR50 Crore mentioned above) from Indian operations in business consulting services in the previous three financial years (FY 2014-15, 2015-16 & 2016-17)	For every INR10 Crore = 3(three) marks each Maximum 15 marks		
2	Experience of Project Management in Government Projects in India with Central/ State Government Department /Agency or Donor funded project in India for which it should have executed / under execution advisory projects in excess of INR 10 Crores each as contract value, as a Lead Bidder as part of a contract (including extension contract if any) in the last 5 years	1 project = 3 (three) marks Maximum 15 marks		
3	Experience of working in skill development projects with value >= INR 2 Cr each, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India	1 project = 4 (four) marks Maximum 20 marks		
4	Experience of managing large scale programs in Punjab with a value of more than INR 2 Cr each.	1 project = 2(two) marks Maximum 10 marks		
5	Project experience in implementation of DDU-GKY program as a Technical Support Agency(TSA) with any Central/State Government with annual contract value of minimum INR 1(one) Crore and completed at least 1 year as TSA	1 project = 2(two) marks Maximum 10 marks		

FORMAT FOR FURNISHING AGENCY’S EXPERIENCE

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in INR)/ Amount paid to the Agency	Role on the Assignment
{e.g., Jan.2014–Apr.2015}	{e.g., “technical support agency of”: Implementation of DDU-GKY..... ;}	{e.g., Ministry of, country}	INR.....	Define role {e.g., Lead partner in a consortium if any }
{e.g., Jan-May 2014}	{e.g., “Support to sub-national government..... ” : drafted secondary level regulations on..... }	{e.g., municipality of....., country}	INR.....	{e.g., sole Agency}

Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output, the approach for mobilizing the proposed experts named in the bid and recruitment of experts for vacant positions as per the matrix provided in the TOR, the approach for engaging as knowledge partner and solution of MIS as data solution Please do not repeat/copy the TORs in here.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, including mobilizing of proposed experts named in the bid and recruitment of experts for vacant positions (apart from the name in the bid and other positions which needs to be filled), the content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts-clearly reflecting the experts committed right from the start date and those that will be recruited by target dates specified above in section (a) and (b)}

Form TECH-5 (FTP)

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1:}													
	1) xxxxxxxx													
	2) xxxxxxxx													
	3) xxxxxxxx													
	4) xxxxxxxx													
	5) xxxxxxxxxxxxxx													
	6) xxxxxxxxxxxxxxxxxxxx													
D-2	{e.g., Deliverable #2:.....}													
N														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart.

FORM TECH-6

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, Mobilization, Coordination and Counseling Expert }
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

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

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

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

Membership in Professional Associations and Publications:

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

Adequacy for the Assignment:

<p>Detailed Tasks Assigned on Agency's Team of Experts:</p>	<p>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</p>
<p>{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}</p>	

Experts' contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert	Signature
Date	

{day/month/year}

Name of authorized	Signature
Date	
Representative of the Agency (the same who signs the Proposal)	

Section 4. Financial Proposal - Standard Forms

{Notes to Agency shown in brackets { } provide guidance to the Agency to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Member Secretary,
Punjab Skill Development Mission,
SCO No:149-152, IIInd Floor, Sector 17C, Chandigarh-160017

Dear Sir,

We, the undersigned, offer to provide the consulting services as TSA for **Project Management Support to Punjab Skill Development Mission (PSDM)** in accordance with your RFP XXXXX dated XXXXXX and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, *excluding of GST in accordance with the ITA & Data Sheet*. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address

E-mail:

FORM FIN-2 SUMMARY OF COSTS

NB: Evaluation shall be made excluding Tax

Cost of the Financial Proposal	
Remuneration including project management cost as indicated in FIN 3	
B- GST	
<u>Gross Total (A+B)</u>	

FORM FIN-3 BREAKDOWN OF REMUNERATION (IN INR ONLY)

SN	Expert	Number of Resources	Offered monthly remuneration per person	Total cost for the agency per annum
1	Associate Project Consultant Finance	2		
2	Program Expert Appraisal and Monitoring	1		
3	Program Expert Training Centre Monitoring and Quality Assurance	2		
4	Program Expert Placement and Post Placement Tracking	1		

Notes:

1. The expert rates quoted should be inclusive of all project management fee etc. and exclusive of GST.

Section 5. Terms of Reference

Technical Support Agency Under Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) in Punjab

1. Background

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), is a flagship program of the Ministry of Rural Development (MoRD), Government of India (GoI). The program is aimed at alleviation of rural poverty through career promoting skills and placements through its unique focus under the National Rural Livelihood Mission (NRLM). The key focus area of DDU-GKY are the poor rural youth; the priority it gives to disadvantaged groups such as the SC/ST/women and minorities and its attention to market-led training programs to ensure employability and its emphasis on partnership based skilling and placement delivery. Punjab Skill Development Mission, Chandigarh, Government of Punjab is a State level nodal unit for implementation of DDU-GKY.

DDU-GKY follows a three-tier implementation architecture with the DDU-GKY National Unit (DDU-GKY-NU), MoRD as the apex unit setting policy, providing technical facilitation to states, providing major part of funding to the program, monitoring & evaluation as well as undertaking coordination with key stakeholders in the sector, nationally and internationally; the DDU-GKY State Skill Missions (Primarily under State Project Management Unit of Dept. Of RD) as the state level nodal implementation support agency and implementation undertaken in partnership with Project Implementation Agencies (PIAs) – in general private sector agencies, NGOs, government and semi-government agencies with experience in skilling and placement) that serve as the skill imparting and placement partners under the program. NIRD&PR is the Central Technical Support Agency (CTSA) for DDUGKY in the State of Punjab.

1.1 The key stakeholders of DDU-GKY are:

Rural youth from poor families in the age group of 18 to 35 years (upper age limit is 45 years in case of Particularly Vulnerable Tribal Groups, widows, freed bonded labour etc.) are at the centre of the program objectives. The other stakeholders are:

- o Families, communities and peer group of rural youth.
- o Ministry of Rural Development, GoI as the funding and sponsor agency of DDU-GKY o Panchayati Raj Department, Government of Punjab
- o State Project Management Unit.
- o Line Departments involved in skilling.
- o Local government bodies at District Level, Block Level and Gram Panchayat level.
- o PIAs who are the skilling and placement implementation partners.

- o Corporate entities in public and private sector who could be both PIAs for captive skilling and placement as well as potential employers of the rural youth.
- o The companies where candidates are placed.
- o Migration Center and Alumni Support Centers.
- o National Skill Development Agency as the apex policy and coordinating agency on skills
- o National Skill Development Corporation and other Ministries of GOI as peers in the skill sector.
- o Sector Skill Councils and National Council for Vocational Technical Educations with whom DDU-GKY aligns for its curriculum and certification of trainees, trainers and other assessment.
- o Common Service Centres, e-choupals, NGOs, Media and other agencies / channels that provide outreach for IEC and branding.

Special Projects under DDU-GKY:

1.2 Organizational Structure of Punjab Skill Development Mission:

Secretary Technical | Education and Industrial Training Cum Mission Director, Punjab Skill Development Mission, Govt. of Punjab would be leading this programme in the State, supported by, General Manager, Punjab Skill Development Mission, Project Coordinator (Program), Project Coordinator (Health), Deputy General Manager (Finance), State Mission Managers, and support staff, will monitor and evaluate the programme at state level. At districts/block level, District level authorities DC, ADC (Development) and District level staff of PSDM will be evaluating the programme, whereas entire implementation support right from State to Village level will be done by TSA.

2. Objectives

PSDM had been implementing the skills programme of MoRD as an Annual Action plan state. The Guidelines of the DDUGKY project is available online at www.ddugky.gov.in PSDM has partnered with Project Implementation Agencies (PIAs) and has been supporting these PIAs in candidate mobilization, counselling, skills training, placement and post placement tracking. The State has attained Annual Action Plan status and has been mandated to train 15000 candidates within 3 years starting from 2016 to 2019. The state has to monitor the projects on its own and a Technical Support Agency (TSA) would handhold the state in strengthening the implementation process. Therefore, there is a requirement for the state to engage a Technical Support Agency as per the DDUGKY Guidelines to technically support the execution of the project. PSDM has been implementing DDU-GKY programme since 2016 and has already trained 6441 and appointed around 3221 candidates under the purview of the programme.

3. Key Tasks and Responsibilities

The expected deliverables of the consultancy services will be to provide high quality services to PSDM along with well-established office at state, district and block level through deployment of qualified manpower. The manpower will be deployed as agreed in the agreement. This dedicated team of experts / professionals would be appointed by the Agency for carrying out the assignment. The 'Agency' shall provide technical assistance to PSDM for overall program management of skill development initiatives of PSDM in the state and enabling effective implementation of DDU-GKY in each district / block level.

The following summary of scope of work has been envisaged under the assignment:

- a) **Management Agency's Annual Plan of Operation:** The Agency's annual operational plan for Punjab Skill Development Mission would be structured on a quarterly basis and cost estimates will be prepared jointly with Punjab Skill Development Mission and approved by State Government or the designated authority of PSDM.
- b) **Project Appraisal:** The agency will be required to provide support to DDU-GKY implementation unit within Punjab Skill Development Mission through all the stages of project appraisal as per requirement specified by MoRD in DDU-GKY website (<http://ddugky.gov.in>).
- c) **Due Diligences:** The agency will facilitate due diligence of DDUGKY mentioned in the SOP of DDU-GKY.

- d) **Financial management support services:** The Agency will provide back-end support to PSDM to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure.
- e) **Reporting:** Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates
- f) **Innovation:** The Agency is required to bring efficiency in the system through innovative models.
- g) **Process engineering and internal control system:** The agency will provide technical support to establish internal control system for running skill development programs of PSDM
- h) **Industry tie up:** The agency is expected to facilitate the industry tie ups to increase the placement percentage to 70% of the Trained Candidate under DDU-GKY Programme.

Detailed activities of the work to be performed by the Agency.

3.1 Sector Assessment:

- a) Define employability in terms of the market expectation in the skills areas. Design innovative ways of measuring the employability of skill seekers.
- b) Sectors Assessment of Punjab and nearby areas for wage employment and self-employment opportunities.
- c) Propose plan for encouraging more potential PIAs and companies, Champion employers & Captive Employers and training centers to come under the fold of DDU-GKY; furthermore develop strategies of convergence and systematic evolution of getting institutions/ infrastructure of the state for skill enhancement
- d) Innovations and co-creations in skill development along with mapping the best practices across states and recommending its implementations through dissemination workshops etc.
- e) Other policy support as required from time to time as instructed by PSDM.

3.2 Industry Linkages-Placement Retention:

- a) It will be the responsibility of the TSA to coordinate with the PIA & PSDM for various activities, including placement, industry linkages and tracking.
- b) Support industry connects /advocacy programs for enabling the placement and their participation in skill development theme.
- c) Sector/ Cluster development using the skill gap reports through various agencies/ institutions and self-assessment etc.
- d) Support for placement and retention of the trained youth with career progression.
- e) TSA shall map the jobs in industries and other companies to facilitate the placement.
- f) Any other activities as defined by PSDM for TSA

3.3 Monitoring & Evaluation:

- a) Development of Comprehensive framework for Monitoring & Evaluation of Projects: The 'Agency' will be assisting overall program management of skilling initiatives of PSDM and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project.
- b) Monitoring of PIAs work to ensure timelines adhered as per guidelines and suggest mechanisms for effective delivery of the selections within the agreed timelines of the TSA
- c) Conduct evaluation /appraisal methods for due diligence techniques as per the SOP of DDU-GKY programme.
- d) Take periodic monitoring as per DDU-GKY norms and requirements.
- e) Assist in on-line monitoring and audit of the progress and outcomes of the projects being executed through DDU-GKY funds
- f) Review the reporting systems and reports/alerts generated.
- g) TSA shall conduct by monthly inspection of each training centre; verify the information given by the PIA on online MIS system. TSA has to assess the quality of training centre, Training delivery, Training Centres Structure and analyze the training standards whether it as per the approved DDUGKY guidelines/ SOP. The inspection report of each centre should be submitted to PSDM in the prescribed formats as described in SOP of DDU-GKY and suggest necessary action.
- i) TSA shall constantly monitor the training centers get the compliance of the inspection and work for quality of the trainings.
- j) To assist the PSDM in PIAs reviews and report formats (for all the stakeholders with defined periodicity) PIAs & generate reports in prescribed formats as and when required.
- k) Ensure effective implementation of M&E Plan/framework
- l) Maintain a strategic overview of issues relating to impact assessment, evaluation and learning, monitoring trends in the external environment;
- m) Design appropriate tracking surveys to capture programs outcome in terms of enhanced employability and improvement in the employment prospects. Also, design the surveys in such a manner that the indicators listed in the design and monitoring framework, results framework, and disbursement-linked indicators can be tracked.
- n) Collect and analyze the survey data. Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency shall also support in the Development of tracking process of placed candidates

3.4 Financial Management Services:

- a) The Agency will provide back-end support to PSDM to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The 'Agency' has to in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure. TSA has to check Accounts of PIAs periodically confirming expenditure as per norms, TSA has to project budget for forth coming financial year by assessing the financial expenditure

RFP for Selection of Technical Support Agency under DDUGKY, PSDM for current financial year. TSA has to auditing the PIAs expenditure and project a different project cost within DDU-GKY and report PSDM periodically.

3.5 Annual Plan of Operations of the Agency and Fund Management

- a) The Agency will develop its annual operation plan and quarterly plans, with the budget, in accordance with the Annual Action Plan.

3.6 Other Support Activities:

- a) The TSA will formulate ICT framework for PSDM -DDU-GKY division and will design an integrated ICT framework systems.
- b) Functional inputs to IT systems ,Call Centre and other ICT tools and applications including labour management information systems
- c) Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies
- d) Day to day program administration support in conducting meeting, workshops, events, support DDU-GKY for EC meeting agendas, follow on minutes.
- e) Preparation of documents, status reports, white papers.
- f) Provide executive support, administrative support and other office support from time to time.

4. KEY DELIVERABLES

The following shall be the key deliverables and outputs. The agency shall submit monthly / quarterly reports on the following areas.

Deliverables	PIA Project Appraisal TSA is supposed to do PIA Project Appraisal if needed, as and when required by PSDM
Outputs	a) Conduct assessment & appraisal of proposal by PIA as per the appraisal toolkit defined by DDU-GKY
Timelines	As and when required
Deliverables	Empanelment of PIAs and Industry Linkage & Placement Retention: a) The Technical Support Agency is required to identify and draw all potential partners/ stakeholders across the domains of skill development eco-system such as training, delivery, curriculum, employment and technology. Support for the placement retention of the placed youth.
Outputs	a. Submit the detail report upon the issues and challenges in facing in the placement. And suggest the measures for retention of the youth. And also to PIAs for the same.

- RFP for Selection of Technical Support Agency under DDUGKY, PSDM
- b. Empanelment of PIAs, Potential Partners and Institutions
- c. Linkage with Industries for Placements and incorporate for DDUGKY.

Timelines Continuous

Deliverables **Financial management support services:**

Agency will provide backend support to PSDM to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, etc. The Agency will provide technical support in release of project sanctions, financial scrutiny for release of installments, in preparing statements of expenditures (SoE), utilisation of certificates, compiling and preparing consolidated progress reports for the program related expenditure, monitoring utilisation of the funds released to the PIAs, implementing the financial management protocols as specified in the guidelines / SOP of DDU- GKY, to get the accounts of the Skill Division audited by the external auditors.

Outputs

- a. Accounting system for tracking expenditure by activity heads; and
- b. Periodic progress and analytical reports for submission to PSDM
- c. Integration of Financial disbursement schedule
- d. Preparation of alerts to PIAs for any deviations observed in financial management protocols prescribed in guidelines / SOP.
- e. Preparing and vetting of project sanctions, financial scrutiny for release of instalments

Timelines Continuous

Deliverables

Support in preparation of the ERP system for implementation, hosting, training and support & maintenance -

- 1) The agency will support the ERP Implementation Agency in developing and implementing DDU-GKY processes
- 2) The functional requirements shall include:
 - Integrated workflow based system that end to end partner monitoring
 - a) and performance in terms of targets, funds, attendance, placement percentage, youth perceptions etc.
 - b) Reporting & Dashboard capability to monitor the performance of the partner organization against the Stated Key Performance Indicators.
 - c) Easy to use and intuitive user interface
 - d) Ability to search and retrieve documents, apply versions and archive Documents

Outputs	RFP for Selection of Technical Support Agency under DDUGKY, PSDM a) Detailed Project Plan including timeline and team member profiles b) High Level and Low Level Design documents c) Support in prototype and demonstration d) Support in test cases and results
	e) Support in User Acceptance Testing f) Support in Training Plan and Training g) Change Management reports
Timelines	Continuous
Deliverables	Annual Plan of Operations of the Agency and Fund Management: The Agency will develop its annual operation plan and quarterly plans, with the budget, in accordance with the Annual Action Plan.
Outputs	a) The Agency creates the support team for PSDM b) The Agency's annual operation plan with quarterly activity and cost estimates will be prepared jointly with PSDM and approved by appropriate authority. c) The Agency will prepare quarterly progress report of the expenditure along with cost estimates analysis (variance analysis, etc.)
Timelines	Continuous
Deliverables	Other Support Activities: The TSA will formulate ICT framework for PSDM DDU-GKY Division and will Design an integrated ICT framework and design systems.
Outputs	a) Functional inputs to IT systems, Call Centre and other ICT tools and applications including labour management information systems b) Mapping of the functional requirements from time to time and propose for the integration with other ministries/departments/ institutions/agencies c) Day to day program administration support in conducting meeting, workshops, events, support DDU-GKY for EC meeting agendas, follow on minutes. d) Preparation of documents, status reports, white papers. e) Provide executive support, administrative support and other office support from time to time.
Timelines	Continuous
Deliverables	Performing role of a TSA
Outputs	a) Facilitate in designing the model training centers strategy b) Benchmarking of the proposed curricula and duration of each level of the programme in various sectors. c) Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary. d) TSA will help the Skill Development Cell to focus on new emerging occupations/ employment avenues.
Timelines	Continuous
Others	a) Process engineering and internal control system: The agency will provide

Deliverables

technical support to establish internal control system for running skill development programs of PSDM

- b) **Industry tie up:** Placement agencies and industries tied up in advance for domestic placement which will be at least 70% of the numbers of trained candidates

5. Team Required for the assignment

To ensure quality, the selected agency will put in place a full time high calibre team for management support in the areas of HR administration for manpower deployed by them, office management, logistics management, financial management and procurement management. Brief information on the qualification requirements and the key responsibilities of the team members is provided below.

Experts and Coordinators of the TSA will process the files/ proposals and place before the appropriate authority with suitable comments.

Sr.No.	Position	Area of Expertise	Qualification & professional Experience	Key Responsibilities	No. Of Position
Key- Positions					
1	Associate Project Consultant Finance	Fund Management	Minimum Qualification:- MBA- Finance/CA/ICWA/CS Inter with minimum experience of 5 years and having prior experience of working in the Government sector. Candidate having prior experience of working in skill development programmes will be preferred.	1. Stream lining all financial protocols related to the release of various instalments at the state level. 2. Overseas, coordination and provide consultancy.	2
2	Programme Expert- Appraisal & monitoring	Evaluation , Due diligence of Proposals,	Minimum Qualification:- MBA/ PGDM/ MSW / Post graduate in RuralDevelopment/ Management or equivalent qualification (2 years full time) from reputed institute or university. Minimum 3 years experience in the implementation of large	Anchoring empanelment of new PIAS. Project and Desk appraisal of the proposals submitted by the interested PIA in the State of Punjab. Address and resolve all queries of the interested PIAs	1

			<p>sized / internationally funded skill development projects.</p>	<p>for submission of the proposals in line with the guidelines of the DDUGKY Project.</p> <p>Issuance of Operational Alerts to the PIAs based on the delay and initiation of activities required in case of a default on part of the PIA</p> <p>Provide technical inputs to the District level staff of PSDM in order to ensure that Training Centres are being run as per SOP by Concurrent monitoring..</p> <p>Identification of capacity gaps in the PIA and District staff of PSDM and undertaking suitable capacity building workshops to address the same.</p> <p>Ensure verification of LOIs submitted by the PIA to establish authenticity</p>	
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3	Programme Expert - Training Centre Monitoring and Quality Assurance	Due Diligence and Inspection of Training Centres.	Minimum Qualification:- MBA/ PGDM/ MSW / Post graduate in Rural Development/ Management or equivalent qualification (2 years full time) from reputed institute or university. Minimum 01 years of experience required working with Govt. Semi Govt./donor agencies/Other Rural Development Projects.	<ol style="list-style-type: none"> 1. Conduct Project Execution readiness assessment- (PERA) of the selected PIAs. 2. Undertake Due Diligence of training Centres as per the norms of the DDUGKY Scheme. 3. Undertake routine inspections of the training centres as per SOP and flag issues related to the quality to the State Office. 4. Identify existing capacity gaps for the District staff of PSDM/ PIA- Q and operations team and take capacity building measures. 	1
4	Program expert (placement and post placement Tracking)	Placement and tracking of candidates trained under DDUGKY	Minimum Qualification:- MBA/ PGDM/ MSW / Post graduate in Rural Development/ Management or equivalent qualification (2 years full time) from reputed institute or university. Minimum 01 years of experience of skill development and placement tracking preferably in Govt. Semi Govt./donor agencies/ top PIAs of the country.	<ol style="list-style-type: none"> 1. Liasion with prospective employers to assist the PIA's for placement of trained candidates 2. Oversee the periodic Rozgaar Melas being conducted at block/district/state level. 3. Prepare a comprehensive database of the jobs available in various 	1

				govt. departments. 4. Design post placement tracking mechanism of the candidates	
5	SPMU Skill Operation	Planning Management Monitoring and Reporting	Minimum Qualification:- MBA/PGDM/PGDRDM/ PG in any discipline. Minimum Total Working Experience of 5 Years out of which 2 Year Experience in any State Skill Mission/NSDC or equivalent Central or state government agencies. Preferably in DDU-GKY Project.	1. The SPMU shall be responsible for supporting PSDM for devising solutions for planning, Management, Monitoring and Reporting for skill development schemes. 2. Establish Strategies and processes for regular review and up-gradation of courses so that they stay relevant as per market demand. 3. Suggest various financial and PPP models that can be implemented by PSDM to decrease the dependency on the State exchequer including viability gap funding. 4. Training Partners collaboration: Engaging with industry, Government Institutions, Private Training Providers, and various Councils	1

				<p>for conducting trainings activities.</p> <p>5. Understand challenges with each of skill development schemes in terms of mobilization, training quality, assessment, employment orientation, availability of trainers, response of employers & youth aspiration etc.</p> <p>6. Monitoring of progress of roll- out of various skill development centres.</p>	
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LEAVE POLICY

The objective of this policy is to ensure that experts are able to balance the work and professional life without compromising work continuity and discipline.

1. The expert should generally be stationed in Chandigarh however, depending upon requirement they may be deputed to districts for field visits, etc. The experts have to follow the working hours and working days of Govt. of Punjab.
2. Experts shall get prior approval of Member Secretary, PSDM before leaving Head Quarter.
3. Leave entitlement and computation will be effective from date of start of project.
4. An expert can avail maximum 12 leaves per year on pro-rata basis.
5. Leave can't be claimed as experts' right. Except in case of emergencies, all leave will be granted subject to organization's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by the Member Secretary, PSDM

FORMAT FOR BANK GUARANTEE

BG should be obtained from Nationalized/ Scheduled Commercial Bank

DATE:

BANK GUARANTEE

Name of Bank:

To

The Punjab Skill Development Mission,
Chandigarh

Dear Sir,

Guarantee No.....
Amount of Guarantee Rs...../- (Rupees.....) only.
Guarantee cover from.....to.....
Guarantee remain full force.....
Last date for lodgment of claim:..... (Two months from Date of Expiry)

This Deed of guarantee executed by (Bank Name).....
constituted under the Banking companies **(Acquisition & Transfer of Undertaking)** Act
..... having its registered office at and amongst
other places, a branch at (herein after referred to as the bank) in favour
of the Punjab Skill Development Mission, **Chandigarh** (hereinafter referred to
as PSDM, the beneficiary.) for an amount not exceeding Rs.-/-

(Rupee

s

.....) only at the request of **M/s**.....
..... (hereafter referred to as the Technical Support Agency).

This guarantee is issued subject to the condition that the liability of the bank under this
guarantee is limited to maximum of Rs.-/- (Rupees
.....) only and the guarantee shall remain in full force from
..... to (date of expiry) with further claim period
of two months and cannot be invoked otherwise than by written demand or claim under this guarantee
served on the bank at our branch at Chandigarh on
or before (last date of lodgment of claim) by the PSDM,
Chandigarh in writing.

For (Bank) Seal

Branch Manager

SUBJECT TO AS AFORESAID Branch(Main guarantee matter
may be typed hereafter)

BG No:.....

Date.....

Amount.....

Valid period from..... to

Claim period up to

BANK GUARANTEE

The Punjab Skill Development Mission, Chandigarh (hereinafter called as the PSDM) has agreed to accept from M/sat
PO PS
District....., State (hereinafter called as Technical Support Agency) a bank guarantee for Rs..... (Rupees only for the period from to with a further claim period of two months & last date of lodgment of claim within towards Performance Guarantee in connection with Work Order/ Contract/ PO/ Tender no. & date.

We (Bank) branch, do hereby undertake to indemnify and keep indemnified "PSDM" to the extent of Rs. (Rupees only) for the period from to .. with the last date of lodgment of claim within

We (Bank) branch, further agree that if a demand is made by the PSDM, have no right to decline to cash the same for any reason whatsoever. The fact that there is a dispute between the said Technical Support Agency and the PSDM is no ground for us to decline to honour invocation the Bank Guarantee and such invocation is a sufficient reason for the PSDM to enforce the bank guarantee unconditionally without any reference to the said Technical Support Agency, within 48 hours excluding holidays.

We (Name of the Bank & Branch) branch, further agree that a mere demand by the PSDM is sufficient for us (Bank Name),..... Branch at Chandigarh, to pay the amount covered by the bank guarantee without reference to the said Technical Support Agency and any protest by the said Technical Support Agency cannot be valid ground for us, Bank Branch, to decline payment to the PSDM.

We the bank, undertake to pay to the PSDM any money so demanded notwithstanding any dispute or disputes raised by the said Technical Support Agency in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal.

If notice of demand is served on the Bank and for this purpose it shall be deemed sufficient if such notice is served on our branch at, Chandigarh, by the PSDM before the last date of lodgment of claim under this guarantee, then notwithstanding anything to the contrary herein contained, the liability of the Bank under this guarantee shall be enforceable as due to us.

BG No.....
Date.....
Amount.....
Valid period from..... to
Claim period upto

We the bank further agree that the PSDM shall have fullest liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the agreement/ work order/ contract/ order etc. or to extend time of performance by the said Technical Support Agency from time or to postpone for any time or from time to time any of the powers

exercisable by the PSDM against the said Technical Support Agency and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said Technical Support Agency or for any forbearance, act or omission on the part of the PSDM or any indulgence by the PSDM to the said Technical Support Agency.

We (Name of the Bank & specify branch name)
..... branch, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the PSDM in writing.

Notwithstanding anything contained herein above:

1. All claims under this guarantee must be presented to (name of the bank) (Branch), Chandigarh (Punjab).
2. Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees) only.
3. This guarantee will not get discharged due to change in the constitution in the bank or the said Technical Support Agency.
4. This bank guarantee shall remain valid upto (date of expiry) with additional claim period of two months and claim under this guarantee can be served on or before (last date of lodgment of claim).
5. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if PSDM serves a written claim of demand on the bank at our Branch at Chandigarh on or before (last date of lodgment of claim).
6. We declare that this Bank Guarantee is not tainted with fraud and is furnished in the written request of the Technical Support Agency.

Signature:

Name:

Address:

For & on behalf of

(Seal)

Signed and delivered this on.....

End of the Document