

**Request for Proposal (RFP)**  
**For**  
**Empanelment of Agencies**  
**For Skill Development Trainings**

**No:01**

**Date: 04 March 2021**

**Issued by:-**



**Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI)**

(An Autonomous Institute of The Other Backward Class Bahujan Welfare Department, Govt. of Maharashtra)

Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar,  
Nagpur, Maharashtra 440020

Contact Numbers:

Email: [mahajyotingp@gmail.com](mailto:mahajyotingp@gmail.com) Website: [www.mahajyoti.org.in](http://www.mahajyoti.org.in) .

## Request for Proposal (RFP)

### For Empanelment of Agencies for Skill Development Trainings

Mahatma Jyotiba Phule Research and Training Institute (MAHAJYOTI), Nagpur is inviting Technical Proposals/ Bid to Empanel Agencies / Organizations/ Institutes located in Maharashtra (duly registered /established in India under relevant acts and rules) in the competitive bidding process (One bid- Technical Proposal/Bid) for providing Skill Development Training to the Target Group of Mahatma Jyotiba Phule Research and Training Institute (MAHAJYOTI), Nagpur.

Name of the Service	Tender Fees	Earnest Money Deposit (EMD)
Providing Skill Development Training to the Target Group of Mahatma Jyotiba Phule Research and Training Institute (MAHAJYOTI), Nagpur	Rs.5000/-	Rs.1,00,000/-

- a) The Bid Document are available on website <https://mahatenders.gov.in>
- b) The Advertisement is also available on MAHAJYOTI website <https://mahajyoti.org.in> for information only.
- c) The interested bidders will have to register and enrol on website <https://mahatenders.gov.in> to participate in the bid process.
- d) In case of any technical difficulties bidders should contact on 0120-4001002, 0120-4001005, 0120-06277787.
- e) The interested bidders will have to submit all required documents by online submission only.
- f) The tender fees of Rs.5,000/- is required to be deposited online through Credit/ Debit Card / Net banking.
- g) The EMD of Rs. 1,00,000/- is required to be deposited online through Credit/ Debit Card / Net banking.
- h) Interested Institutes / Bidders shall submit their bid on or before 12 March 2021 5.00PM
- i) Right to reject any or all the bids is reserved by Managing Director, MAHAJYOTI, Nagpur.

**Managing Director,  
MAHAJYOTI, Nagpur.**

## 1 Disclaimer

The information contained in this Request For Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Mahatma JyotibaPhule Research & Training Institute (hereinafter "**MAHAJYOTI**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer, it is an invitation by MAHAJYOTI to interested parties who apply for empanelment (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for empanelment with Mahatma JyotibaPhule Research & Training Institute for providing skill development training to Other Backward Class, Vimuktjati and NomaticTribes, Special Backward Class youths in Maharashtra as per notified norms.

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

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

The issue of this RFP does not imply that MAHAJYOTI is bound to empanel any Bidder(s) or select any Bidder(s) for any project. MAHAJYOTI reserves the right to reject all or any of the Bidders without assigning any reason whatsoever. This RFP doesn't encourage any new training infrastructure specially imparting training under MAHAJYOTI.

The Bidder(s) shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MAHAJYOTI or any other costs incurred in connection with or relating to its Bid.

## 2 Glossary

<b>Terms</b>	<b>Meaning</b>
Bidder	Entity which will respond to this RFP
Committee	Evaluation Committee which would evaluate the responses to this RFP
EMD	Earnest Money Deposit
Empaneled Vendor	Entity which has been empaneled with MAHAJYOTI as a result of this RFP
GoM	Government of Maharashtra
MAHAJYOTI	Mahatma JyotibaPhule Research & Training Institute, Nagpur
MIS	MAHAJYOTI Management Information System / MSSDS MIS Portal
MSSDS	Maharashtra State Skill Development Society, Mumbai
NOS	National Occupational Standard
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
OBC	Other Backward Class of Maharashtra
PBG	Performance Bank Guarantee
PQ	Pre-Qualification
QP	Qualification Packs
RFP	Request For Proposal
SBC	Special Backward Class of Maharashtra
SSC	Sector Skill Council
TP	Training Provider
VJNT	VimuktaJati and Nomadic Tribes of Maharashtra

## Contents

1	Disclaimer .....	3
2	Glossary.....	4
3	Invitation for Proposal .....	7
3.1	Important Dates / Information .....	8
3.2	Other Important Information Related to Bid.....	9
3.3	About MAHAJYOTI .....	10
3.4	Skill Development at MAHAJYOTI.....	11
3.5	About this RFP.....	12
4	Scope of Work for Empaneled Agencies.....	13
4.1	Classification of intending bidders.....	13
4.2	Scope of Work for bidders .....	16
5	Instructions to bidders.....	19
5.1	Purpose of RFP .....	19
5.2	Cost of the empanelment .....	19
5.3	Handling Fee .....	19
5.4	EarnestMoney Deposit .....	19
5.5	Transfer of RFP.....	20
5.6	Completeness of the RFP Response .....	20
5.7	Bidders Inquiries .....	20
5.8	Amendment of RFP.....	20
5.9	Empaneled Period.....	21
5.10	Language of Bids .....	21
5.11	Bid Submission Format .....	21
5.12	Disqualification .....	22
5.13	Bid Opening .....	22
5.14	Bid Evaluation Committee .....	23
5.15	Evaluation – Technical Bid (Envelope No. 1) .....	23
5.16	Mandatory Documents for bidders of Group-I.....	23
5.17	Technical Qualification Criteria for Group-I and Group- II .....	24
5.18	Evaluation and Selection of Biddersfor Empanelment.....	26
5.19	Technical Score (X).....	26
5.20	Award of contract: .....	26
6	Payments Terms .....	29
6.1	Payments Terms for empanelled bidders.....	29
7	Schedule.....	31

7.1	Schedule-A .....	31
7.2	Schedule-B .....	32
7.3	Schedule-C .....	33
8	Service Level Agreement with TSPs .....	35
9	General Conditions of Contracts for both bidders .....	38
9.1	Governing Law .....	38
9.2	Confidentiality.....	38
9.3	Legal Fees and Duties .....	38
9.4	Period of Validity of Bids.....	38
9.5	Change in Laws and Regulation .....	38
9.6	Fraud and Corruption .....	38
9.7	Force Majeure.....	39
9.8	Change orders and Contract Amendments .....	40
9.9	Right to accept and to reject any or all Proposals .....	40
9.10	Termination .....	40
9.11	Payment upon Termination.....	40
9.12	Applicable laws .....	40
9.13	General Terms of Proposal Submission.....	41
9.14	Failure to agree with the Terms & Conditions of the RFP .....	41
10	Guidelines for filling Response to RFP .....	43
10.1	Guidelines for Preparation of Technical Proposal [Envelope A] for bidders: .....	43
11	Formats to be shared by bidders.....	45

# Invitation for Proposal

### **3 Invitation for Proposal**

This RFP Document is being published by Mahatma JyotibaPhule Research & Training Institute, Nagpur (MAHAJYOTI) for inviting technical proposals / bids to empanel /Agencies / organizations/ firms / institutes / companies (duly registered / established in India under

relevant acts and rules) for providing skill development training to the OBC, VJNT and SBC youths of Maharashtra.

The complete bidding document is available on the website of Govt. of Maharashtra <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD. Bidders who wish to participate in this bidding process must follow the guidelines specified in this document.

1. Envelop selection procedure shall be adopted for Technical criteria.
2. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - III) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. In case of any difficulties to enroll or to obtain digital certificate, bidders should contact 0120-4001002, 0120-4001005, 012-06277787.
3. MAHAJYOTI will not be responsible for delay in submission due to any reason. For this bidders are requested to upload the complete bid proposal well in time so as to avoid issues like slow speed, heavy traffic or any other unforeseen problem.

Bidders are advised to study this RFP document carefully before submitting their proposals in response to the RFP notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.

### 3.1 Important Dates / Information

S N	Details	Date and Time	Venue / Website
--------	---------	---------------	-----------------



1	Circulation of RFP document and download of the document from website	4 March 2021 10:00 AM	<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
2	Last date of submission of Pre Bid Queries by email	7 March 2021 05:00 PM	Email: <a href="mailto:mahajyotingp@gmail.com">mahajyotingp@gmail.com</a>
3	Pre-Bid Meeting	8 March 2021 11.00 AM	<b>Mahatma Jyotiba Phule Research &amp; Training Institute (MAHAJYOTI)</b> Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar, Nagpur, Maharashtra 440020
4	Issue of Pre Bid Meeting Clarifications and Addendum	8 March 2021 05:00 PM	<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> <a href="http://www.mahajyoti.org.in">www.mahajyoti.org.in</a> > Notice Board section (Only Tender Notice)
5	Last date of Bid Submission	12 March 2021 05:00 PM	<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
7	Opening of Technical Bid	15 March 2021 11:01 AM	<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>

### 3.2 Other Important Information Related to Bid

SN	Information	Details
1	Project Name	RFP for Empanelment of Firms for skill development trainings in Maharashtra
2	RFP Reference Number or Tender Number	
3	RFP Issuance Date	4 March 2021
4	Earnest Money Deposit (EMD) – Online	Rs. 1,00,000/-
5	Tender Fee – online	Rs.
6	Bid Validity Period	120 Days One-Hundred-and-twenty days from the date of submission of Bid.
7	Last date for furnishing Performance Security to MAHAJYOTI (By successful bidder)	Within 10 days of award of Bid.
8	Performance Security value (Performance Bank Guarantee)	5% of contract value
9	Performance Bank Guarantee (PBG) validity period	<b>One Year</b>

10	Issuing Authority	Mahatma JyotibaPhule Research & Training Institute (MAHAJYOTI) (An Autonomous Institute of The Other Backward Class Bahujan Welfare Department, Govt. of Maharashtra)
11	Contact Person Details	Managing Director / Registrar of MAHAJYOTI Address: Dr. Babasaheb Ambedkar Samajik Nyay Bhavan, MA/15/1, S Ambazari Rd, Vasant Nagar, Nagpur, Maharashtra 440020 Contact Numbers :
12	Address of website where tender Notice and all associated information would be published	<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> www.mahajyoti.org.in> Notice Board section (Only Tender Notice)

### 3.3 About MAHAJYOTI

Mahatma JyotibaPhule Research & Training Institute (MAHAJYOTI), Nagpur is an An Autonomous Institute of The Other Backward Class Bahujan Welfare Department, Govt. of Maharashtra, working towards enhancing livelihood opportunities through skill development and other means of the Other Backward Class (OBC), VimkutaJati and Nomadic Tribes (VJNT) and Special Backward Class (SBC) youths of Maharashtra.

The Mahatma JyotibaPhule Research and Training Institute (Mahajyoti) was established on August 8, 2019 for the all-round sustainable development of the Other Backward Classes, Deprived Castes and Nomadic Tribes and Special Backward Classes.

It covers social, educational, economic development, research, employment orientation skills development, self-employment, rural development, agricultural development, personality development, competitiveness development, social cohesion and harmony among other backward classes, deprived castes and nomadic tribes and special backward classes in Maharashtra. It is committed to dedicate itself to the creation of a modern egalitarian society by implementing various initiatives in similar areas.

MAHAJYOTI has endeavoured for causes which support and encourage the following:

- Empowerment of marginalized and weaker sections of the society.
- Evaluation of various welfare measures and projects implemented by the Government for such disadvantaged sections of the society.
- Contribution to the field of Equality and Social Justice through policy recommendations, advice and training programs.

### **3.4 Skill Development at MAHAJYOTI**

MAHAJYOTI has embarked on an ambitious and noble mission of imparting skill training to socially disadvantaged and weaker sections and thereby enabling them to get job in various industries. MAHAJYOTI will give paramount importance to quality based skill training under its initiative to promote skill training for OBC, VJNT and SBC youth in Maharashtra.

#### **Objectives**

- To conduct skills development trainings especially for unemployed OBC, VJNT and SBC youths of Maharashtra
- To tie up with some of the most reputed training institutes in Maharashtra having state of the art training facilities, infrastructure, and excellent placement records.
- To understand the requirement of companies and accordingly provide the customized solution related to captive manpower requirements in Maharashtra.
- To explore the opportunities in industrial clusters or companies that provide customized and need based skill development trainings to OBC, VJNT and SBC youth of Maharashtra.
- To formulate location and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector.
- To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the most needy sections of the population.

Currently, MAHAJYOTI is supporting 12<sup>th</sup> Science based NEET/JEE course in education sector and Direct Recruitment services like Police etc. in potential high employment sectors.

### 3.5 About this RFP

Through this RFP, MAHAJYOTI seeks to empanel firms for undertaking skill development training programs for OBC, VJNT and SBC youth in Maharashtra. MAHAJYOTI Skill Development Training Program (SDTP) will try to bridge the gap between incremental manpower requirement by companies or industries in Maharashtra by identifying certain job roles which are high in demand.

The vision of the RFP implementation approach is to increase the capacity and capability of the scheme to deliver quality skill training and placement to the youth of OBC, VJNT and SBC of Maharashtra State and thus meet the growing demand for skilled human capital in various economic sectors.

The major steps involved in the selection of Training Providers in the project mode as per this RFP are summarized below:

1. MAHAJYOTI focuses on the inclusiveness of Training Providers in the form of employers, government and private institutions, small companies, start-ups, NGOs, and others which registered under Skill India portal for Accreditation and Affiliation but this process will be completed before signing MoU.
2. Along with this, the RFP puts emphasis on quality of Training and placement. Training organizations that wish to train candidates in aspirational districts as identified by NITI Aayog / underserved districts are encouraged to apply.
3. The organizations that have existing centers where the trainings may be conducted are encouraged to apply. MAHAJYOTI does not guarantee target allocation to any organization applying through this RFP.
4. Only eligible Institutions and organizations are invited to submit proposals for allocation of targets through this RFP. The applications will be accepted only during a fixed time period.
5. Each applicant organization can submit proposal for multiple centers. Each training center proposed by an applicant should contain the details of the sector for training along with job roles in which the applicant organization wishes to conduct trainings.
6. After the date of receiving applications is over, all applications will be evaluated as per the evaluation criteria.
7. Training Providers with strong credibility, financials and skilling experience have also been encouraged through weightages on sections of scoring matrix.
8. The proposals of the applicants would be evaluated on both quantitative and qualitative parameters, which have been detailed in this RFP.
9. Each proposed centre will be evaluated targets will be allocated to the applicant in accordance to the target allocation methodology decided based on the applications received and targets available.
10. Due Diligence will be taken up for the shortlisted applicant organizations for the target allocation.

11. Post Approval by competent authority, the successful applicant organizations will be intimated and may be invited for signing of aMoU/contract/indemnity bond.
12. Post the allocation of targets, the applicant organizations can start training in proposed centers only after successful inspection and issuance of Work order of each training centre by competent authority.
13. The performance of the applicant organizations allocated targets would be monitored for quality aspect of Training, placement and other factors as per GoM guidelines.
14. MAHAJYOTI does not allow franchising/Sub contracting of any part of training in any form by bidders
15. SOP guidelines to be referred for more clarification in case of any ambiguity.
16. Submission of proposal and paying of proposal processing fees under RFP mode doesn't guarantee allocation of target. This RFP doesn't encourage creation of any new training infrastructure specifically for imparting training. Any applicant organization that is not qualifying the eligibility criteria will be disqualified at any stage during evaluation or due diligence without any refund of money, whatsoever. MAHAJYOTI shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.
17. Applicants are requested to submit their proposal in standard format given in this RFP document and upload the same after signing and stamping from authorized signatory.

#### **4 Scope of Work for Empaneled Agencies**

##### **4.1 Classification of intending bidders**

This RFP invites bids from Bidders classified as follows:

##### **A) Experienced Training Providers : (Group-I Category)**

Any Experienced Training provider, Not-for-profit organization, For-Profit organization who have experience of skill development training implementation under PMKVY/ DDU-

GKY/MSSDS/ any government organisation scheme under central/state component and TP's should be registered on Skill India portal or apply for affiliation with the same.

- Philanthropic organizations, any registered Not-for-profit organization under Indian Societies Registration Act, Indian Trust Act, Indian Companies Act 1956/2013 (Section 25) (other than proprietorships, partnerships)
- Any registered For-Profit organization under Indian Societies Registration Act, Indian Trust Act, Indian Companies Act 1956/2013, Limited Liability Partnership Act 2008 and proprietorships, partnerships.

For TPs applying under this route should fulfil one of the two conditions below as per the type of the organisation:

1. For profit organizations applying under this route should have minimum average annual turnover more than 30 Lakhs in latest 3 consecutive financial year since FY 2017-18 till FY 2019-20 (The turnover should be supported with CA certificate specifying annual and average turnover, audited financial statement along with audit report and submitted ITR for the relevant Financial Years).
2. Not for profit organizations applying under this route should have minimum average gross receipts received in latest 3 consecutive financial year FY 2017-18 till FY 2019-20 should be more than 20 Lakhs. (The gross receipts should be supported with CA certificate specifying annual and average gross receipts, audited financial statement along with audit report and submitted ITR for the relevant Financial Years).

In case the ITR has not been filed for the submitted/claimed financial year, the financial statements for the particular financial year will not be considered for eligibility & evaluation. It is mandatory to submit ITR for the Financial year for which average turnover has been claimed by the applicant.

In case organization existence is less than 3 years then average turnover shall be considered basis number of years of existence of the organisation.

### **B) Employer led model: (Group-II Category)**

The employer led model is envisaged to impart training which are placement linked and directly addresses the industry need. Proposals are invited in these categories either by employers directly or by an consortium between employer with new/existing well performing training provider. For a proposal to qualify under these categories, minimum 50% of the proposed number of candidates to be trained and certified are to be absorbed directly by the employer. The declaration for same shall be provided by the employer.

The contractual employees employed by employers will not be considered for evaluating the employee strength of the employer. However, contractor /manpower organizations are encouraged to apply for the RFP as an 'employer' under Employer led model.

Following two conditions are required to be fulfilled by the “employer” in both the below mentioned categories:

1. Minimum average turnover of INR 1 crores during latest 3 consecutive financial year since FY 2017-18 till FY 2019-20. (The turnover should be supported with CA certificate specifying annual and average turnover, audited financial statement along with audit report and submitted ITR for the relevant Financial Years). Refer Format Section for CA certificate.
2. Minimum employee strength of 250 employees as on 31st March 2021 (CA certificate specifying employee strength as on 31st March 2021 along with ESI/PF return and employee TDS return submitted by the employer for Quarter ending March 2020).

In case the ITR has not been filed for the submitted financial year, the financial statements for the particular financial year will not be considered for eligibility & evaluation. It is mandatory to submit ITR for the Financial year for which average turnover has been claimed by the applicant.

In case organization existence is less than 3 years then average turnover shall be considered basis number of years of existence of the Organisation.

The organizations applying to this RFP will be considered as an employer only if they commit to employ minimum 50% of the trained candidates post training.

**a. Employer as Training Provider**

The Employer can apply to this RFP directly to conduct trainings and the employer should registered on Skill India Portal.

**b. Employer in consortium with performing TP:**

A consortium between any (‘employer’) organizations with Training Provider (as defined in clause A of section 4.1). In case organization existence is less than 3 years then average turnover shall be considered basis number of years of existence of the organisation.

The lead partner in the consortium will be consider as the Training provider and will be liable for all the responsibility. Detailed qualification criteria have been outlined in the subsequent sections of this RFP. The conditions for training provider in consortium will be applicable as defined in clause (A) of section 4.1.

**Condition for proposals through all the routes:**

The training provider/employer must provide details regarding past association with National skill development corporation (NSDC)/ Maharashtra State Skill Development Society (MSSDS)/ Sector Skill Council (SSC)/ any other government organisation in any capacity. The training provider should submit the same documents as submitted to NSDC/MSSDS/SSC at the time of earlier association.

**4.2 Additional Eligibility conditions applicable to all categories:**

S No.	Parameters/Criterion
1.	An applicant organizations should be eligible to work in a region and not be blacklisted by any donor agency/ State Government/ Central Government/competent authority
2.	An entity or any Training center of the Entity should not be blacklisted for any project implemented by NSDC/MSDE/MSSDS/any State Government/ Central Government/competent authority

**4.2 Scope of Work for bidders**

The empaneled agencies would be required to carry out the following activities within stipulated timelines which shall be decided by Managing Director, MAHAJYOTI.

The following is the broad scope of work for Empaneled TPs if they are sanctioned work under MAHAJYOTI skill development training initiative. Detailed scope of work shall be incorporated into the Agreement signed between MAHAJYOTI and the Empaneled TP prior to execution of work.

**I. Mobilization of Trainees**

- a) Prior to initiation of training, ground-level mobilization must be done by Empaneled TPs at their own cost.
- b) Mobilization should be accompanied by counselling wherein Empaneled TSPs are expected to provide trainee with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping trainee and their families make informed choices.
- c) Registration of trainees must be linked to their Aadhaar identity, which the Empaneled TPs are expected to facilitate before trainee registration.
- d) TP has to upload the information of registered trainee’ information on MAHAJYOTI / MSSDS Portal.

**II. Training**

- a) TP has to create a batch of maximum 30 trainees for Non Technical Courses and Maximum 20 trainees for Technical Courses for conduction of skill development training.
- b) TP has to develop the course curriculum as per the NSQF guidelines or industry standard and submit the class schedule to MAHAJYOTI and take MAHAJYOTI approval for the same and accordingly conduct the classes, deviation to which leads to lower grading to the TSP.
- c) TP should submit the progress report to MAHAJYOTI during the training session fortnightly.
- d) Attendance must be collected only through Aadhar linked biometric attendance system (Precision/PB ABAS 300/ESSL-X990/Visiontek-G11/Bio enable or equivalent as per Govt. guidelines)and submit the same to MAHAJYOTI on monthly basis.



- e) TP should not only concentrate on class room based training but also arrange for practical oriented training as well.

**III. Assessments & Certification**

- a) TP must conduct the independent assessment of trainee after completion of training by a recognized third-party agency after taking approval from MAHAJYOTI.
- b) TP should also conduct regular internal assessment in the form of quizzes, assignments and tests to develop the learning habit among trainee.

**IV. Placement**

- a) At least 3 placement opportunities to all the eligible trainees and ensure placement of all candidates.

**V. Post Placement Tracking**

- a) Maintain the record of all placed trainee who successfully placed after completion of training for a period of not less than 3 months and provide relevant information to MAHAJYOTI in the prescribed format like salary details (As per minimum wages act) career plan, employer's feedback etc.

**VI. Others**

- a) Submission of all the requisite documents as decided by MAHAJYOTI unfailingly (online MIS platform of MAHAJYOTI/MSSDS Portal/offline).
- b) The Empaneled TPs shall be responsible for all aspects of the training including center readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- c) Adequate practical and on the job training/internship must be incorporated into the training module where necessary.
- d) Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils established under the National Skill Development Corporation (NSDC) available on Skill India Portal or must be approved by the industry where trainees supposed to get employment.
- e) Persons deployed as trainers by the Empanelled TPs must be competent instructors in possession of requisite Qualification, Certifications, knowledge, skills and experience in their domain.

# **Instruction to Bidders**

## 5 Instructions to bidders

### 5.1 Purpose of RFP

The objective of this RFP is to empanel with the firms/ organizations which are functioning in the domain of skill development training. The expected key benefits of this empanelment are as follows:

1. To provide skill development training to the OBC, VJNT and SBC youths in Maharashtra State.
2. To assist in creating an enabling environment to attract the needy and most desired trainee by providing employment based skill development training program.
3. To increase the employability of the youth and empower them to take part in the economic growth of Maharashtra and India and thereby reduce unemployment, under-employment, poverty and socio-economic inequality.

### 5.2 Cost of the empanelment

1. The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. MAHAJYOTI will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.
2. The stamp duty (of Rs.500/-) payable for the contract shall be borne by the Bidder. The Empaneled Agency shall enter into a contract agreement with MAHAJYOTI within 15 days from the date of issuance of letter of intent. All legal charges and incidental expenses in this respect shall be borne and paid by the empaneled bidder.

### 5.3 Handling Fee

The bidder has to pay a fee of **Rs 5000/- online** at the time of submission of Bid.

### 5.4 Earnest Money Deposit

The bidders are requested to deposit the EMD of Rs. 1,00,000/- through Credit Card / Debit Card / RTGS / NEFT/ Internet banking. The computer generated receipt of the same shall be attached with the technical proposal.

- a) The EMD shall be denominated in Indian Rupees only.
- b) No interest will be payable to the bidder on the amount of the EMD.
- c) Bids submitted without adequate EMD will be liable for rejection.
- d) Unsuccessful bidder's EMD shall be returned after completion of Bid process
- e) EMD of Successful bidder will be returned after the award of contract and submission of the performance bank guarantee within specified time and in accordance with the format given in the bid.
- f) EMD shall be non-transferable.
- g) The EMD may be forfeited:
  - i. If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
  - ii. If successful bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.

- iii. If during the bid process, a bidder indulges in deliberate act that would jeopardise or unnecessarily delay the process of bid evaluation and finalisation. The decision of the MAHAJYOTI regarding forfeiture of the Bid Security shall be final and binding upon bidders.

### **5.5 Transfer of RFP**

The bid / RFP Document is not transferable to any other bidder. The bidder who purchases the document and submits shall be the same.

### **5.6 Completeness of the RFP Response**

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information specified in the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of proposal.

### **5.7 Bidders Inquiries**

1. Bidders requiring any clarification on the RFP may notify MAHAJYOTI in writing or by letter and/or e-mail. Queries should be sent in before the last date for submission of Pre-Bid Queries, in specified format. MAHAJYOTI shall post queries and responses thereto on its website without identifying the source of queries. All queries and clarifications are to be raised in the format as given in Form VIII.
2. MAHAJYOTI shall endeavour to respond to the queries within the period specified therein through letter/e-mail. However, MAHAJYOTI reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring MAHAJYOTI to respond to any question or to provide any clarification.
3. MAHAJYOTI may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by MAHAJYOTI shall be deemed to be part of the RFP. Verbal clarifications and information given by MAHAJYOTI or its employees or representatives shall not in any way or manner be binding on MAHAJYOTI.

### **5.8 Amendment of RFP**

1. At any time prior to the deadline for submission of Proposals, MAHAJYOTI may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addendum.
2. Any addendum issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.
3. Any Addendum thus issued will be uploaded on the website without identifying the source of queries.
4. In order to afford the Bidders a reasonable time for taking an Addendum into account,

or for any other reason, MAHAJYOTI may, at its own discretion, extend the timelines mentioned in RFP, having due regard for the time required by the Bidders to address such amendment.

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

### 5.9 Empaneled Period

1. The empanelment through this RFP shall remain in force /valid for a period of **Two (2) years however, the MAHAJYOTI reserves the right to accept /amend / delete empaneled list based on time to time reviews of the performance of empaneled agencies.**
2. The tenure of the empanelment shall be for a **period of two (2) years** from the date of empanelment, with the empanelment status being renewed every two years on the basis of:
  - a) The TP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by MAHAJYOTI from time to time; and
  - b) The performance of the TP under the MAHAJYOTI skill development program post empanelment process. Various factors as provided in Schedule C may be considered for the performance review.
  - c) At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to MAHAJYOTI as requested.
3. MAHAJYOTI may also float RFP / RFPs for augmenting the list of empanelment agencies.
4. Empanelment with MAHAJYOTI does not guarantee any form of income / award of work / retainer fees.

### 5.10 Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English/Hindi/Marathi, translation of the same in English/Marathi language is to be duly attested by the bidder and submitted.

### 5.11 Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request For Proposal. Bids with deviation from this format are liable for rejection.

### Technical Proposal/Bid

**The proposal shall include following documents:**

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

SN	Description	Reference	Applicability
1	Cover Letter with the Bid	Form-I	Group-I and Group-II
2	Affidavit on not being blacklisted	Form-II	Group-I and Group-II
3	Mandatory Documents for bidders	Form-III	Group-I and Group-II
4	Technical Capability Statement for bidders	Form-IV	Group-I and Group-II
5	Board Resolution for Proposal Submission	Form-V	Group-I and Group-II
6	Authorization for Signing of Bid	Form-VI	Group-I and Group-II
7	Pre-Bid Queries (if any)	Form-VII	Group-I and Group-II
8	Financial Capacity	Form- VIII	Group-I and Group-II

The bidder should ensure that all the required documents, as mentioned in this RFP/ bidding document, are submitted along with the bid and in the prescribed format only. Non submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid proposal submitted by the bidder.

### 5.12 Disqualification

The Proposal is liable to be disqualified in the following cases or in case the Bidder fails to meet the bidding requirements as indicated in this RFP:

1. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.
2. Proposal is received incomplete.
3. Proposal is not accompanied by all the requisite documents.
4. If the Bidder provides quotation only for a part of the Project.
5. Bidder tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
6. Prior to evaluation of Proposals, MAHAJYOTI shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
  - it is received by the Proposal Due Date including any extension thereof;
  - it is accompanied by the Processing Fee;
  - it does not contain any condition or qualification; and
  - It is not non-responsive in terms hereof.
7. MAHAJYOTI reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by MAHAJYOTI in respect of such Bid.

### 5.13 Bid Opening

1. Envelope No. 1 containing the Technical Bid /Proposal shall be opened online in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the RFP.

### 5.14 Bid Evaluation Committee

The Bid Evaluation Committee constituted by the Managing Director of MAHAJYOTI will shortlist the institutes and will recommend to the Managing Director of MAHAJYOTI for selection. The Selection Committee constituted by Managing Director of MAHAJYOTI reserves the right to reject any or all tenders without assigning any reason. The Bid Evaluation Committee shall evaluate the Technical bid (Envelope NO. 1) and submit its recommendation to Competent Authority whose decision shall be final and binding upon the bidders.

### 5.15 Evaluation – Technical Bid (Envelope No. 1)

The evaluation of the Technical Bid will be carried out in the following manner:

1. The Bidders' technical bid will be evaluated as per the requirements and evaluation criteria as spelt out in the RFP. The Bidders are required to submit all required documentation in support of the evaluation criteria.
2. At any time during the Bid evaluation process, the Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
3. The Committee reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the Technical evaluation process.

If at any time during the evaluation process MAHAJYOTI requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

### 5.16 Mandatory Documents for bidders of Group-I

MAHAJYOTI shall verify whether the Bidder meets the specified qualification criteria to decide eligibility.

SN	Qualification Criteria	Supporting document
1	The Bidder must be a legal entity in the form of Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Association / Educational Institution	Copy of Certificate of Incorporation / Registration Certificate
2	Registration under Skill India Portal	Registration certificate or In process Registration Document under Skill India Portal
3	The Bidder should have been operational and working exposure of skill development in India from the last 3years from date of issue of RFP	MoU/ Contract Copy and Work order for Skill development training only.
4	The bidder should be affiliated to any state or central recognized skill development	Valid Memorandum of Understanding/ Certificate of

	training initiative such as PMKVY-3/DDU-GKY/MSSDS/ and so on.	affiliation
5	An eligible Bidder must not have been blacklisted by any State Government/ Central Government / Donor Agency.	Self-Declaration signed by authorized signatory.

### 5.17 Technical Qualification Criteria for Group-I and Group- II

SN	Evaluation Criteria	Max. Marks	Score	Supporting document
<b>A.</b>	<b>ORGANIZATIONAL COMPETENCE</b>	<b>10</b>		
1	Number of years of operation of the bidder from the date of issue of this RFP	10	<ul style="list-style-type: none"> <li>Operational between 1-3 years = 3 marks</li> <li>Operational between 4-6 years = 7 marks</li> <li>More than 6 years= 10 marks</li> </ul>	Certificate of Incorporation
<b>B</b>	<b>PAST EXPERIENCE</b>	<b>35</b>		
2	The Bidder should have experience of working with Central / State clients in the field of skill development	20	<ul style="list-style-type: none"> <li>Credentials &lt;2 clients = 10marks</li> <li>Credentials from 3 to 6 clients = 15 marks</li> <li>Credentials &gt; 6 clients = 20 marks</li> </ul>	Work orders / Completion certificates from the relevant program
3	The Bidder should have received repeat work orders from the any government skilling program for any three consecutive years.	15	<ul style="list-style-type: none"> <li>Yes = 15 marks</li> <li>No = 0</li> </ul>	Work orders / Completion certificates from the relevant program
<b>C</b>	<b>TRAINING CAPABILITIES</b>	<b>25</b>		
4	The Bidder should have experience of having successfully completed the skill development training for the specified number of trainees during the last three (3) years as on issue to this RFP under any Government-sponsored	15	<ul style="list-style-type: none"> <li>500 to 1000 = 8 marks</li> <li>1001 to 5000= 10 marks</li> <li>5001 and more = 15 marks</li> </ul>	Copy of Work Order(s)/Completion Certificate(s) and specifying therein the number of trainees trained by the TP.



SN	Evaluation Criteria	Max. Marks	Score	Supporting document
	programs, across all sectors			
6	Experience of Skill development training in Maharashtra	5	<ul style="list-style-type: none"> <li>No =0</li> <li>Yes = 5</li> </ul>	Work order mentioned location from Maharashtra or certificate of completion
D	<b>PLACEMENT CAPABILITIES</b>	<b>35</b>		
6	The Bidder should have experience of having successfully placed for the specified number of trainees during the last three (3) years as on issue to this RFP across all sectors	15	For Group I Category <ul style="list-style-type: none"> <li>100 to 500 = 5 marks</li> <li>501 to 1500= 8 marks</li> <li>1501 to 2500 = 12 marks</li> <li>Above 2500 trainees = 15 marks</li> </ul>	Copy of Work Order(s)/Completion Certificate(s) and specifying therein the number of trainees placed by the TP.
			For Group II Category <ul style="list-style-type: none"> <li>50 to 100 = 5 marks</li> <li>101 to 300= 8 marks</li> <li>301 to 400 = 12 marks</li> <li>Above 401 trainees = 15 marks</li> </ul>	Completion Certificate(s) and specifying therein the number of trainees placed own payroll, PF / ESIC and other valid Proof under skill development Scheme.
8	The Bidder should have Industry Tie-up, MoUs with the Industry for placement	20	For Group I Category <ul style="list-style-type: none"> <li>No. of Employer MoUs for placements &gt; 5 = 10 marks</li> <li>No. of Employer MoUs for placements &gt; 9 = 15 marks</li> <li>No. of Employer MoUs for placements &gt; 15= 20 marks</li> </ul>	Valid Memorandum of Understanding specifically addressed to the bidder

SN	Evaluation Criteria	Max. Marks	Score	Supporting document
			For Group II Category Capacity of Employer <ul style="list-style-type: none"> <li>• Capacity to place &gt; 200 = 10 marks</li> <li>• Capacity to place &gt; 300 = 15 marks</li> <li>• Capacity to place &gt; 500 = 20 marks</li> </ul>	CA Certificate
	<b>Total</b>	<b>100</b>		

### 5.18 Evaluation and Selection of Bidders for Empanelment

1. Bidders who will provide mandatory documents are eligible for Technical Evaluation.
2. Bidders who able to technical score more than 50 marks is eligible for empanelment.
3. Bidders shall be empaneled on the basis of their overall scores.
4. Overall score is a calculated as follows:

### 5.19 Technical Score (X)

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows for each sector.

$$\text{[\"Technical\" Score of Bidder for the Project (X)]} = 100 \times \frac{\text{[Marks secured by the respective Bidder]}}{\text{Highest Marks received by the Bidder}}$$

The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

### 5.20 Award of contract:

1. Based on the evaluation, MAHAJYOTI shall award the contract to the eligible bidder who has the highest composite score. MAHAJYOTI will notify in writing that the successful bidder's proposal has been accepted. Upon the successful bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful bidder is unable to furnish the Performance Bank Guarantee and execute contract within 21 days, MAHAJYOTI shall forfeit the Earnest Money deposit.
2. Prior to sanction of work, there may be further consultations with empaneled TPs. The performance of Empaneled TPs shall be assessed bi-annually at the time of

empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

3. Final discretion regarding the empanelment will be taken by MAHAJYOTI only.

# PAYMENT TERMS

## 6 Payments Terms

### 6.1 Payments Terms for empanelled bidders

In case of sanction of work post-empanelment, payment shall be guided by the training costs approved at the time of empanelment. The funds shall be released as per the following schedule:

<b>Installment</b>	<b>Payment Schedule</b>	<b>Criteria</b>	<b>Amount to be released</b>
First	Within 7 days from start of the batch.	Submission of candidate's application, selection and joining data and successful validation of candidate	30% amount of the total eligible project cost per batch
Second	On completion of the training	Submission of mid-term feedback forms, candidate dropout details etc. Submission of the copies of the certificate and final result of the trainees	30% amount of the total eligible project cost per batch
Third	After successful 75% placement	Submission of placement data in MAHAJYOTI's prescribed format, along with copy of offer letter and acceptance letter from the employer	20% amount of the total eligible project cost per batch
Fourth	Post placement tracking for 6 months	Submission of post placement tracking reports	20% amount of the total eligible project cost per batch

# Schedules

## 7 Schedule

### 7.1 Schedule-A

Courses identified by MAHAJYOTI as Follows:

<b>Sr.No.</b>	<b>Sector</b>	<b>Name of Course</b>
1	Aerospace and Aviation	Airline Security Executive
2	Aerospace and Aviation	Airline Cabin Crew
3	Aerospace and Aviation	Airline Customer Service Executive
	Aerospace and Aviation	Airline Cargo Assistant
4	Aerospace and Aviation	Technical Services Engineer
5	Automotive	WELDING TECHNICIAN LEVEL 3
6	Automotive	CNC OPERATOR / MACHINING TECHNICIAN L3
7	BFSI	Goods & Services Tax (GST) Accounts Assistant
8	Capital Goods	CNC OPERATOR - VERTICAL MACHINING CENTRE
9	Capital Goods	Fitter Fabrication
10	Electronics	FIELD TECHNICIAN - COMPUTING AND PERIPHERALS
11	Electronics	FIELD TECHNICIAN - NETWORKING AND STORAGE
12	Electronics	Security System Installation Technician
13	Electronics	EMS Technician
14	Healthcare	ANAESTHESIA TECHNICIAN
15	Healthcare	GENERAL DUTY ASSISTANT
16	Healthcare	Emergency Medical Technician-Basic
17	Healthcare	Home Health Aide
18	Healthcare	X- ray Technician
19	IT-ITeS	CRM DOMESTIC VOICE
20	IT-ITeS	WEB DEVELOPER
21	IT-ITeS	UI Developer
22	IT-ITeS	Application Maintaince Engineer
23	IT-ITeS	Technical Support engineer
24	Logistic	INVENTORY CLERK
25	Logistic	WAREHOUSE SUPERVISOR
26	Tourism and Hospitality	FOOD AND BEVERAGE SERVICE-STEWARD
27	Tourism and Hospitality	COMMIS CHEF
28	Tourism and Hospitality	F&B Service Trainee
29	Tourism and Hospitality	Tour Manager
30	Tourism and Hospitality	Facility Management Executive
31	Telecom	OPTICAL FIBER TECHNICIAN
32	Retail	Retail Sales Associate
33	Retail	Retail Cashier
34	Infrastructure Equipment	Backhoe Loader Operator
35	Infrastructure Equipment	Tyre Mounted Crane Operator
36	Infrastructure Equipment	Crusher Operator
37	Mining	Explosive Van Operator
38	Mining	Haulage Operator
39	Mining	Compressor Operator
40	Mining	Jack Hammer Operator

41	Mining	Mining-Buldozer Operator
42	Mining	Mining Loader Operator
43	Mining	Mining Machnic / Fitter

It has been observed that students from the weaker sections of the society face difficulty in conversing in English and also require substantial grooming on presentation and soft skills. Apart from technical skills, it is pertinent for the students targeting corporate jobs to have a positive outlook along with enhanced confidence during selection drives by corporates.

Indicative outline of Soft skill curriculum:

Module-1	Spoken English
Module-2	Business Communication
Module-3	Personality Development
Module-4	Industry relevant training
Module-5	Detailed Interview Preparation

## 7.2 Schedule-B

List of finalized sectors as per the cost category prescribed in the Common Norms Notification 5<sup>th</sup> Amendment issued by the Ministry of Skill Development and Entrepreneurship on 01 January 2021:

<b>Cost for Category I</b>
<b>Rs.49.00 per hour per trainee</b>

<b>Cost for Category II</b>
<b>Rs. 42.00 per hour per trainee</b>

<b>Cost for Category III</b>
<b>Rs. 35.00 per hour per trainee</b>



### 7.3 Schedule-C

**The performance of Empaneled TPs shall be assessed annually at the time of empanelment renewal on following parameters (Indicative):**

- a) Achievement of targets: In terms of beneficiary numbers; against assigned and completed successful training.
- b) Achievement of outcomes: Proportion of trainees successfully certified; Proportion of trainees facilitated with wage.
- c) Quality of training: Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed & Trainees Enrolled; Trainees Certified & Trainees Assessed; Feedback from Monitoring agency/team.
- d) Quality of placement: Trainee job-retention record; Average salary of placed trainees, International placements.

# **Service Level Agreement**

## 8 Service Level Agreement with TSPs

The empaneled bidders have to follow the following terms and conditions under Service Level Agreements (SLAs):

SN	Parameters	Milestone / Key performance indicator	Target / Timeline	Penalty
1	Pre- Training	Training Center creation in MIS system or /and Submission of required documents	Within 30 days of the issuance of Work Order from MAHAJYOTI.	INR 150 for each day from 30 <sup>th</sup> day onwards till 45 <sup>th</sup> days. After that show cause letter will be issued to TP.
2	Training	Attendance report through Biometric System	Within 7 days of the subsequent month (for each month)	INR 100 each day from 7 <sup>th</sup> day onwards till 15 <sup>th</sup> days. After that show cause letter will be issued to TP.
3	Training	Cancellation of classes not more than once and with prior permission from MAHAJYOTI.	At least 48hr prior notice	INR 1000 per incident.
4	Training	Submission of training session plan and class schedule to MAHAJYOTI.	Within 5 days from the date of batch start date	INR 200 each day from 5 <sup>th</sup> day onwards till 15 <sup>th</sup> day. After that show cause letter will be issued to TP.
5	Post Training	TP to share the placement data of trainee in the requisite format.	Every fortnight after the batch end date.	INR 1000 each fortnightly. After that show cause letter will be issued to TP.

<b>SN</b>	<b>Parameters</b>	<b>Milestone / Key performance indicator</b>	<b>Target / Timeline</b>	<b>Penalty</b>
6	Post Training	Certification to be awarded to trainee	Within 1 month of Batch end date.	INR 1500 each month. After that show cause letter will be issued to TP.
7	Post Training	TP to share the final placement data with MAHAJYOTI	Within 3 months of Batch end data	INR 2000 each month after 3 months. After that show cause letter will be issued to TP.

# **General Conditions of Contracts**

## **9 General Conditions of Contracts for both bidders**

### **9.1 Governing Law**

The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Nagpur shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

### **9.2 Confidentiality**

- a) Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising MAHAJYOTI in relation to, or matters arising out of, or concerning the Empanelment Process.
- b) MAHAJYOTI will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. MAHAJYOTI may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or MAHAJYOTI.

### **9.3 Legal Fees and Duties**

The successful bidder shall be entirely responsible for stamp duties, license fees, and other such levies imposed regarding Bid and process before and after bid.

### **9.4 Period of Validity of Bids**

Bids shall remain valid for a period of 180 days after the bid submission deadline date prescribed by MAHAJYOTI. A bid valid for a shorter period shall be rejected by MAHAJYOTI as non-responsive. In exceptional circumstances, prior to the expiration of the bid validity period, MAHAJYOTI may request Bidders to extend the period of validity of their Bids.

### **9.5 Change in Laws and Regulation**

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the successful Bidder has thereby been affected in the performance of any of its obligations under the Contract.

### **9.6 Fraud and Corruption**

MAHAJYOTI requires that Bidder must observe the highest standards of ethics during the execution of the contract. In pursuance of this policy, MAHAJYOTI defines, for the purpose of this provision, the terms set forth as follows:

- 1 "Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- 2 “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- 3 “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- 4 “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- 5 “Obstructive practice” is
  - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a MAHAJYOTI investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
  - Acts intended to materially impede the exercise of MAHAJYOTI’s inspection and audit rights.

If it is noticed that the Bidder has indulged into Corrupt / Fraudulent / Collusive / Coercive / Obstructive practices,

- a. It will be a sufficient ground for MAHAJYOTI to terminate the contract and initiate black-listing of the bidder.
- b. It will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract; and

### **9.7 Force Majeure**

The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful bidder. Such events may include, but not be limited to, acts of MAHAJYOTI in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful Bidder shall promptly notify MAHAJYOTI in writing of such condition and the cause thereof. Unless otherwise directed by MAHAJYOTI in writing, the successful Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **9.8 Change orders and Contract Amendments**

MAHAJYOTI may at any time order the successful bidder to make changes within the general scope of the Contract, in any one or more of the following:

1. The place of service delivery.
2. The related services to be provided by the successful bidder.

If any such change causes an increase or decrease in the cost of, or the time required for, the successful bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the successful bidder for adjustment under this Clause must be asserted within 45 days from the date of the successful bidder's receipt of MAHAJYOTI's change order.

### **9.9 Right to accept and to reject any or all Proposals**

- 1 Notwithstanding anything contained in this RFP, MAHAJYOTI reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.
- 3 In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by MAHAJYOTI to the Bidder, without MAHAJYOTI being liable in any manner whatsoever to the Bidder.

### **9.10 Termination**

MAHAJYOTI, at its discretion, can terminate the empanelment of an TP earlier than the expiry of Two (2) year period in the event of failure of TP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the TP.

### **9.11 Payment upon Termination**

MAHAJYOTI may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the MAHAJYOTI.

### **9.12 Applicable laws**

- 1 The Contract shall be interpreted in accordance with the laws prevalent in India
- 2 Compliance with all applicable laws: The Bidder shall undertake to observe, adhere to, abide by, comply with and notify the Department about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their



employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Department and its employees/ officers/ staff/ personnel/representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

- 3 Compliance in obtaining approvals/ permissions/ licenses: The Bidder shall promptly and timely obtain all such consents, permissions, approvals etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Department and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Department will give notice of any such claim or demand of liability within reasonable time to the bidder.
- 4 All legal disputes are subject to the jurisdiction of Civil Courts Nagpur only.

### **9.13 General Terms of Proposal Submission**

- 1 Each Bidder must submit a single proposal.
- 2 MAHAJYOTI shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by MAHAJYOTI pursuant to this RFP as amended/clarified from time to time by MAHAJYOTI.
- 3 Bidders shall not have a conflict of interest ("Conflict of Interest") that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 4 Any misrepresentation shall lead to disqualification of the Bidder.
- 5 MAHAJYOTI will not return any proposal or any information provided along therewith. MAHAJYOTI reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of MAHAJYOTI to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of MAHAJYOTI thereunder.

### **9.14 Failure to agree with the Terms & Conditions of the RFP**

Failure of the bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of empanelment

# **Guidelines for filling Response to RFP**

## 10 Guidelines for filling Response to RFP

### 10.1 Guidelines for Preparation of Technical Proposal [Envelope A] for bidders:

The Bidder shall submit the proposal in the formats specified in this RFP.

1. Copy of Certificate of Incorporation / Registration Certificate
2. Certificate of affiliation from SSC/NSDC/MSSDS/DDU-GKY
3. Covering Letter (Form-I)
4. Self-declaration of not being blacklisted (Form-II)
5. Pre-qualification criteria (Form-III-A)

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

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

SN	Description	Reference	Applicability
1	Cover Letter with the Bid	Form-I	Group-I and Group- II
2	Affidavit on not being blacklisted	Form-II	Group-I and Group- II
3	Mandatory Documents for bidders	Form-III	Group-I and Group- II
4	Technical Capability Statement	Form-IV	Group-I and Group- II
5	Board Resolution for Proposal Submission	Form-V	Group-I and Group- II
6	Authorization for Signing of Bid	Form-VI	Group-I and Group- II
7	Pre-Bid Queries (if any)	Form-VII	Group-I and Group- II
8	Financial capability	Form-VIII	Group-I and Group- II

# Formats

## 11 Formats to be shared by bidders

### Form - I

#### Format - Covering Letter

To,  
Managing Director,  
Mahatma JyotibaPhule Research & Training Institute (MAHAJYOTI)  
Dr.BabasahebAmbedkarSamajikNyayBhavan,  
MA/15/1, S Ambazari Rd, Vasant Nagar,  
Nagpur, Maharashtra 440020

Dear Sir,

**Subject: Proposal for empanelment of Training Providers to impart skill development training to OBC, VJNT and SBC youths in Maharashtra**

This is in response to the RFP issued by the MAHAJYOTI (Ref No. ....) dated ..... for the empanelment of Training Providers to impart skill development training to OBC, VJNT and SBC youths in Maharashtra.

We ..... (*Name of the Bidder*) are keen to get empanelled with MAHAJYOTI as Training Provider under Group ..... category and hereby express our interest in being considered for the same.

We hereby confirm that:

- a) The RFP is being submitted by ..... which is the "Bidder" in accordance with the conditions stipulated in the RFP.
- b) We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by MAHAJYOTI and in any subsequent communication sent by MAHAJYOTI. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from MAHAJYOTI.
- c) The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that MAHAJYOTI will be relying on the information provided in the RFP and the documents accompanying such RFP for Selection of Bidders for empanelment of Training Providers to impart skill development training in Maharashtra, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such

information misleading; and all documents accompanying such RFP are true copies of their respective originals.

- d) We acknowledge the right of MAHAJYOTI to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- e) We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
- f) This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- g) We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
- h) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

*The Covering Letter is to be submitted by Company Secretary / Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.*

**Form - II**

**Affidavit for not being blacklisted**

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

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

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

**Form – III****Format – Group-I Bidder’s Details for Pre-qualification**

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

**Company Profile of the Bidder:**

SN	Information	Details
1	Name of responding bidder:	
2	Address of responding bidder:	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4	Telephone number of contact person:	
5	Mobile number of contact person:	
6	E-mail address of contact person:	
7	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc.)	
8	Company Registration Certificate ( Enclosed Certificate) number and issue date	

**Eligibility as per Qualification Criteria for group-I bidder:**

SN	Criteria Clause	Supporting Document/s	Page No.	Compliance (Y/N)
1	Bidder must be a legal entity	Certificate of Incorporation / Registration		
2	Bidder should have been operational since last 3 years			
3	Skill India Portal Registration	Skill India Portal Registration certificate or in process proof.		
4	Affiliation to SSC and/or NSDC*/DDU-GKY or state or Centrally recognized skill development initiatives	Affiliation Certificate with date of validity for each sector where Bidder seeks to get empanelled		
5	Bidder should not be blacklisted	Self-Declaration signed by authorized signatory		

*\* The entity holding SSC/NSDC affiliation must be the same as the entity applying as “Bidder” in response to this RFP who shall be the implementing agency for any work that may be sanctioned.*



**Form-IV****Format - Technical Capability Statement for Group-I**

<b>Eligibility Parameter</b>	<b>Value</b>			<b>Supporting Document</b>	<b>Page No.</b>
Number of years of operation	<b>Parameter</b>	<b>Marks</b>	<b>Tick <math>\checkmark</math></b>	Certificate of Incorporation	
	1-3 years	3			
	4-6 years	7			
	> 6 years	10			
Experience of Bidder	<b>Parameter</b>	<b>Marks</b>	<b>Tick <math>\checkmark</math></b>	Check Form IVA for the template	
	>2Projects	10			
	3-6projects	15			
	>6 projects	20			
Bidder has received repeat Work Orders	<b>Parameter</b>	<b>Marks</b>	<b>Tick <math>\checkmark</math></b>	Check Form IVB for the template	
	No	0			
	Yes	15			
Trainees trained in last three years	<b>Parameter</b>	<b>Marks</b>	<b>Tick <math>\checkmark</math></b>	Check Form IVD for the template	
	500- 1,000	8			
	1001 - 5000	12			
	5001 and More	15			
Skill training experience in Maharashtra	<b>Parameter</b>	<b>Marks</b>	<b>Tick <math>\checkmark</math></b>		
	No	0			
	Yes	5			
Trainees placed in last three years	<b>Parameter</b>	<b>Marks</b>	<b>Tick <math>\checkmark</math></b>	Declaration on Bidder's letter head.	
	100 -500	5			
	501 - 1500	8			
	1501-2500	12			
	>2500	15			
Agreement with Industries for placement	<b>Parameter</b>	<b>Marks</b>	<b>Tick <math>\checkmark</math></b>	Valid agreements/MoUs specifically addressed to the Bidder	
	>5MoUs	5			
	> 9 MoUs	10			
	> 15 MoUs	15			

**Form-IVA**

Experience of the bidder in working with various State/Central departments in implementing skill development programs

Name of the Project	Project Funding Dept.	Cost of the Project	Date of commencement as per contract	No. of trainees trained	Placement %age	Designation & Contact number of officer to whom reference may be given

**Form-IVB**

Experience of the bidder in receiving repeat Work Orders or renewal/extension of MoUs with any of the State/Central departments in implementing skill development programs.

Name of the Project	Project Funding Dept.	MoU/Work Order date for first year	Milestones achieved		Supporting Document attached on page no.	MoU/Work Order date for second year	Supporting Document attached on page no.
			Trained	Placed			

**Form-IVC**

Experience of the bidder for Training and Placement in past 3 Financial Years

SN	Name of the Project	Sectors	Course Name	No. of trained trainee*	Proof for each row items attached on page no.	Total No. of trainee placed after skill training**	Proof for each row items attached on page no.	Average salary range of placed trainee
1	<Project X>	<Sector A>	Course 1					
2	<Project X>	<Sector A>	Course 2					
3	<Project X>	<Sector B>	Course 3					
4	<Project Y>	<Sector B>	Course 4					
.								
10								

- Note 1: Data may be provided for financial years 2016-17, 2017-2018 & 2018-2019 **OR** financial years 2016-17, 2017-2018 & 2018-2019
- Note 2: Bidders are requested to furnish information in an organized manner as per the format mentioned above and guidelines mentioned below

- Note 3: *The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided, if required.*
- 1. *Supporting evidence must be provided as below: For “**No. of Trainee Trained**”, the following is required: Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions*

**And**

*Self-attested copies of any of the following:*

- *Work Order for each programme accompanied by Certificate of Completion / Proof of Final Payment from Government bodies indicating the number of trainee trained in the sector; or*
- *Printouts of verifiable information from Government MIS systems showing number of trainee trained.*

**Form - V**

**Format - Board Resolution for Proposal Submission**

*(To be furnished by the Bidder)*

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF \_\_\_\_\_ <Name of Organisation> AT THEIR MEETING HELD ON \_\_\_\_\_ <Date> AT \_\_\_\_\_ <Time> AT \_\_\_\_\_ <Address>**

**“Resolved that** the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request For Proposal for ‘*Empanelment of Training Agencies to Impart Skill Development Training in Maharashtra*’ by MAHAJYOTI”

Signed on behalf of:

\_\_\_\_\_

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

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature of:

\_\_\_\_\_

Name: \_\_\_\_\_

Designation: Company Secretary

**Form - VI**

**Format - Authorization**

*(On Company Letterhead)*

TO WHOMSOEVER IT MAY CONCERN

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

Signed on behalf of \_\_\_\_\_

(Signature)

(Name, Title and Address)

**Form - VII**

**Format -Pre-Bid Queries**

Name of the Prospective Bidder / Agency:

Contact Person:

Designation:

Address:

Telephone No.:

Email:

SN	Reference Page No. in the RFP	Clause No.	Observation / Clarification sought	Suggestion by the Prospective Bidder / Agency

Note:

Pre-Bid queries from Prospective Bidders will be accepted in this format only.

**Form – VIII**

*(On the letterhead of the Statutory Auditor)*

**To,  
Managing Director,  
Mahatma Jyotiba Phule Research & Training Institute (MAHAJYOTI)  
Dr.Babasaheb Ambedkar Samajik Nyay Bhavan,  
MA/15/1, S Ambazari Rd, Vasant Nagar,  
Nagpur, Maharashtra 440020**

It is certified that the following information is correct as per the audited financial statements of the .....

(Mention Applicant Organizations legal entity name and registered office address):

<b>Financial Year</b>	<b>Annual Turnover / Gross Receipts</b>	<b>Date of ITR filing</b>	<b>ITR Acknowledgement Number</b>	<b>Net worth</b>	<b>Donations/Grants from Multilateral Organizations or Listed Companies (in case of Not for Profit Organizations only)</b>

We understand that we are solely responsible for the captive employment of atleast 50% candidates trained from the Target Allocated under this RFP.

Signature and Stamp of the Statutory Auditor with

Membership Number Unique Document

Identification Number for the Certificate

Date: DD/MM/YYYY

-----END of Document-----