

Request for Proposal (RFP)

for

Selection of Project Implementing Agency (PIA)

for

Training of Entrepreneurship & Skill Development Programmes (ESDPs) to 300 nos. of un-employed youth belonging to BC sections of society in various locations of Telangana in the courses of Web Developer and Graphic Designer



**National Institute for Micro, Small and Medium Enterprises (ni-msme)
Yousufguda, Hyderabad -500045.**

TENDER NOTICE

Request for Proposal (RFP) for Selection of Project Implementing Agency (PIA) for Training of Entrepreneurship & Skill Development Programmes (ESDPs) to 300 nos. of un-employed youth belonging to BC sections of society in various locations of Telangana in the courses of Web Developer and Graphic Designer

Issued by

**National Institute for Micro, Small and Medium Enterprises (ni-msme)
Yousufguda, Hyderabad -500045.
Phone no 040-23633202, 23633242
Email- dibchoudhury@nimsme.org**

RFP No : nimsme/rfp/0036

Date: 25-06-2022

1. National Institute for Micro, Small and Medium Enterprises (**ni-msme**) invites technical proposal from eligible Bidders to deliver the services as Project Implementing Agency [henceforth referred as Training Partner (TP)] for Training to 300 of un-employed youth belonging to BC sections of society in **various locations of Telangana** in the courses of Web Developer and Graphic Designer.

2. The Bidders viz. Participating Agencies must fulfil the following pre-requisites:

- i) The Bidder shall be a reputed Agency with a good track record of providing skill training to the students in various trades including the above mentioned trades for more than three consecutive years, but not prior to 2015-16.
- ii) The Bidder shall be registered firm since the last five years. The incorporation certificate should be furnished by the Bidder.
- iii) The Bidder shall be registered with GST and shall have ITCC.
- iv) The Bidder shall submit their audited copy of the financial statements and shall have a minimum turnover of 150 lakhs for the last three years (excluding Covid-19 period of 2020-21 and 2021-22).
- v) The Bidder should not have been blacklisted by Central Government / State Government / Public Sector Undertaking / statutory corporations / Autonomous bodies under State or Central Governments as on the date of RFP. The Bidders that are in litigation with the above mentioned institutions are not eligible for this RFP. An undertaking to this effect should be submitted by the bidder in the prescribed proforma.
- vi) Agencies viz. Bidders under Indian Partnership Act, 1932 or Registered Companies under Companies Act 1956/2013 or under Indian Societies Registration Act 1860, are only eligible to participate in this RFP. Government (Central & State) agencies may also apply if they fulfill above eligibility details.
- vii) Bidder may associate with other agencies as per the requirement of the client viz. **ni-msme**. The bidder may enter with partnership or lease agreements with other agencies for a specific part such as provision of infrastructure, digital platform services, laboratory requirements etc. The bidder shall produce the relevant support document in proof of above partnership or lease agreement. Each such associate agency will be evaluated as per the qualification / eligibility criteria set in this RFP to assess their competency. The client viz. **ni-msme** shall deal with the bidder only for the purpose of assignment.
- viii) **Bidder should be empaneled service provider with ni-msme in the last 2 years and engaged in execution of similar projects.**

Note: The bidders shall take a note of the above pre-requisites and shall submit the relevant support documents, failing which their bid will be treated as ineligible.

3. Interested bidders may download the complete Request for Proposal (RFP) document from the central public procurement portal (CPP Portal) website from **25-06-2022**. The eligible bidders may submit their online bids at e-tendering portal i.e. <https://eprocure.gov.in/eprocure/app>. **Only online bids shall be accepted.**
4. As the Bids are to be submitted online, the bidders are advised to obtain Digital Signature Certificate (DSC) from any suitable authorized agency.
5. The physical copy of the documents should reach “**Director General, ni-msme, Yousufguda, Hyderabad-500045**” by the stipulated time on the date of submission of documents.
6. Interested bidders may submit their proposals along with a non-refundable amount of **Rs. 2000/- (Rupees two thousand Only) as cost of RFP and an EMD of Rs 2,50,000/- (Rupees two lakh and fifty thousand only) as prescribed in the RFP document (refundable in respect of non-selected agencies)**. No proposals shall be accepted without the Bid cost and EMD. The proof of such payment shall be uploaded along with the Bid documents.

The Bid Cost and the EMD can be paid in the form of RTGS / NEFT/BC/DD.

- i) The BC/ DD shall be paid in favour of **National Institute for Micro, Small and Medium Enterprises (ni-msme), Yousufguda, Hyderabad**” on any schedule bank payable at Hyderabad.
- ii) The details of Account for payment through NEFT/RTGS is given below :
 - a) Saving Bank Account No : 30760656383
 - b) Bank: State Bank of India
 - c) Branch: Balkampet Branch
 - d) IFSC Code : SBIN0003607
7. Proposal received without cost of RFP document & EMD/ Bid security deposit is ineligible.
8. The last date for submitting the online bids is **up to 5.30 pm on 06.07.2022**.
9. The bids are required to upload & submit their e-bid for the above proposal online on CPPP <https://eprocure.gov.in/eprocure/app>. The bidders are advised to obtain Digital Signature Certificate (DSC) from any suitable authorized agency.
10. The successful bidder shall have sign a contract with the **ni-msme**. The contract period will be for a period of one year, which can be further extended for one additional year on the basis of performance and requirement.
11. All amendments, time extension, clarifications, corrigendum etc., will be uploaded on the central public procurement portal and **ni-msme** website only and will not be published in newspapers. The bidders shall regularly visit the website to keep themselves updated.
12. The RFP conditions are governed by GFR 2017 provisions as applicable and amended from time to time.

Key Dates:

S. No.	Details	Tentative Dates
1.	Issuance of RFP	25.06.2022 at 1300 hours
2.	Last date for receiving queries	27.06.2022 at 1100 hours
3.	Last date for submission of Proposals (Proposal Due Date)	06.07.2022 at 1730 hours
4.	Opening of Technical Proposal (Pre-qualification)	08.07.2022 at 1100 hours
5.	Declaration of List of Selected Bidder	13.07.2022 at 1100 hours
6.	Signing of Contract	Within seven days from the declaration of successful bidder
7.	On boarding of Training partner	Within seven days from signing of the contract.

NOTE: Bidders can raise their queries on the terms and conditions of the RFP on or before the due date mentioned above by mailing at dibchoudhury@nimsme.org with a copy to ar@nimsme.org or can call at 040-23633242 /23633260. Any request for clarification must be sent in writing, including by standard electronic means, to the above mail and the address. The **ni-msme** will respond by standard electronic / self means within the period specified in the RFP, and will email the response (including an explanation of the query, without identifying the source of inquiry) to all bidders who have formally indicated that they intend to submit their proposal.

13. **ni-msme** reserves the right to shortlist any or all of the bidders (Institutions / Organizations / NGOs), or reject any or all applicants, without assigning any reason whatsoever.
14. **ni-msme** reserves the right to postpone or cancel the Request for Proposal and subsequent procurement process at its sole discretion at any stage and without assigning any reason before award of contract.
15. Bids received after the due date and time will be treated as late submission and will not be considered for evaluation.

Director General
ni-msme,
Yousufguda, Hyderabad-500045,
Telangana.

Request for Proposal (RFP) for Selection of Project Implementing Agency (PIA) for Training of Entrepreneurship & Skill Development Programmes (ESDPs) to 300 nos. of un-employed youth belonging to BC sections of society in various districts/locations of Telangana in the courses of Web Developer and Graphic Designer

A. Back ground and Objective

ni-msme is aligned for imparting skill training to the aspiring candidates to the extent of 300 numbers **unemployed youth belonging to BC sections of society in various locations of Telangana in the courses of Web Developer and Graphic Designer** in order to enhance their domain knowledge, promoting their employability skills to enhance their prospects of employment in the sector and to prepare them for entrepreneur roles in the respective sectors.

The above objective is proposed to achieve through providing skill training to only 300 BC candidates as mentioned below:

S/N	Sector	Title of the Trade	Duration	No. of trainees	Trainees per batch
1	ESDPs	Web Developer	3 months	150	30
2		Graphic Designer	3 months	150	30

B. Project Methodology:

The above objective is proposed to be achieved through the below methodology viz. Target group & Skill programme.

- 1) Target Group:** A target of minimum 70% wage employment or self-employment to be generated by the end of the project.

Youth in the age group of 18–35 looking for up skilling opportunities with following qualifications for the all the above courses under this project:

- i) Age : Between 18 to 35 years
- ii) Gender : Both Male & Female
- iii) Education : From 10th Pass upto Graduate
- iv) Category : BC

Separate batches will be formed for each course of above training programs. Batch size shall be maximum of 30 students in compliance to NSQF Norms.

The training curriculum shall include domain skills in the sector along with employability skills. The Training Partner shall organize at least 3 Sessions by Industry Experts (from outside the institution and with at least 3-5 years of experience in the above training programmes) per batch on a relevant topic along with insights on the nature of work, remuneration, growth prospects, challenges and best practices etc.

Non-compliance on this front shall lead to deduction in payment.

C) Role of Training Partner (TP)

- i) For the execution of this project, the Training Partner will be a Project Implementing Agency with prior experience in implementation of placement aligned skill trainings in the

above courses located in Telangana with requisite training infrastructure.

- ii) TP shall be selected for the implementation of this project based on the score obtained by them under an evaluation criteria stated in this RFP, which includes the past experience, availability of infrastructure, quality and number of human resources etc.
- iii) The TP shall be allocated a target of procurement of **minimum 300 candidates**.
- iv) The TP shall execute the training programme with the existing established infrastructure of the institution **ni-msme**. Further, TP is to facilitate and provide the additional infrastructure needed as per the exigencies of the different trades such as **digital platforms, laboratories, computers with required softwares etc.**, as per the terms and conditions of this RFP.

INSTRUCTION TO THE BIDDERS:

Please note that while all the information and data regarding this RFP is to the best of the Client's knowledge, accurate within the considerations of scoping the proposed RFP / Tender, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Agency to check the validity of data included in this document.

- i) Interested bidders are invited to submit the technical and financial proposals.
- ii) Interested bidders may submit their RFP with all the necessary documents in English as specified in formats provided in the RFP under Bid Submission Formats. The response submitted to this RFP and all correspondence shall be in English and shall confirm to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the Authorized Person signing the RFP.
- iii) **ni-msme** reserves the right to withdraw this RFP, without assigning any reasons for the same, if **ni-msme** determines that such action is in the best interest of the organization and Government of Telangana/India.
- iv) **ni-msme** undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
- v) The RFP submitted should be concise and contain only relevant information as required under this document.
- vi) All amendments, time extension, clarifications, corrigendum etc., will be uploaded on the central public procurement portal and **ni-msme** website only and will not be published in newspapers. The bidders shall regularly visit the website to keep themselves updated.
- vii) At any time prior to deadline for submission of RFP, **ni-msme** may modify the terms and conditions of the RFP document. The amended document shall be notified through website and such amendments shall be binding on the Bidders. There may be an extension in the last date of submission of RFP in case of necessity.
- viii) Bidders are advised to study all instructions, forms, the eligibility criteria and evaluation criteria and other information in the RFP documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- ix) At the time of applying for the RFP, the bidder should have in place necessary infrastructure for undertaking the training programme or shall produce the proof that they

have the partnership or in lease agreement with the infrastructure facilitator.

- x) The response to this RFP should be complete in all respects. Failure to furnish all information required by RFP along with relevant documents, bid cost and EMD/ Bid security will be at bidder's risk and may result in rejection of its submission.
- xi) The bidder can only submit one proposal. If a bidder submits or participates in more than one proposal, such proposals shall be disqualified.
- xii) The Institutions / Organizations shall be paid as per common cost norms notified Govt. of Telangana/India from time to time based on actual performance.
- xiii) The Agency shall bear all costs associated with the preparation and submission of its proposal. **ni-msme** shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- xiv) All material submitted by bidder shall become the property of **ni-msme**.
- xv) The hard copy of Technical Proposal submitted shall be same as that uploaded online. However, on any discrepancy, uploaded Technical proposal shall be evaluated.
- xvi) **ni-msme** may at its sole discretion and at any time during the evaluation of RFP, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements as mentioned below:
 - a) Submitted an RFP that is not accompanied by required documentation.
 - b) Use of modified formats for submission.
 - c) Failed to provide timely clarification related thereto, when sought.
 - d) Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.
 - e) Been in litigation with any Government agencies/institutions in India
 - f) Bid cost and EMD are not attached with the proposal.

Note: If any of the bidder is found to be submitting misleading or false representations in the forms, statements, and attached documents, during the stage of RFP or in the stage of Technical Proposal and in subsequent stages but prior to signing of the agreement, their EMD will be forfeited and the claim of the bidder for refund of the same will not be entertained.

Selection criteria for the Training Partner:

The selection of Training Partner will be done through **Single stage single envelop method** in which the bidders will be shortlisted based on their satisfactory meeting of the minimum eligibility criteria. Technical proposal shall be assessed based on an Evaluation Criteria, based on past experience, strength of key trainers, Infrastructure facilities and post-employment support etc. The bid which has highest score in the Evaluation criteria, subject to a score of not less than 70% of the total marks will be considered as successful bid.

The Technical proposal evaluation shall be done for the bids which consist of following documents:

- i) RFP document fee of **Rs 2000.00 (Rupees two thousand only)**
- ii) Earnest Money Deposit / Bid Security of **Rs 2,50,000/- (Rupees two lakhs and fifty thousand only)**
- iii) Certificate of Registration / Incorporation with appropriate authority.

- iv) ITCC of last three years
- v) Certificate of Registration with GST
- vi) Audited copy of financials
- vii) Undertaking by the bidder on their Non- black listing in prescribed format.
- viii) Certificate issued by the appropriate authority for imparting skill training programs conforming to at least one of the following in the last three years:
 - a) *One single project under which skill training of not less than 1000 candidates is imparted*
 - b) *Two projects in each of which skill training of not less than 600 candidates is imparted*
 - c) *Three projects in each of which skill training of not less than 200 candidates is imparted.*

Bidders satisfying the above conditions will be considered for Technical Proposal. The bidder has to submit the relevant documents for consideration in the evaluation criteria for Technical Proposal. The below documents shall be uploaded and submitted in hard copy to be perused for Evaluation criteria:

Documents for Technical Proposal:

- i) Original DD/ BC of EMD and Bid cost of RFP shall also be submitted physically as per schedule, while uploading the scanned copy on the CPP portal.
- ii) The Previous projects undertaken and completed successfully by the bidder in the past five years (Copies of Certificate/ Work orders/ MoU's from the clients).
- iii) The number of Master trainers / trainers under the projects for imparting the skill training in the last five years duly supported by their letter of appointments for a period of not less than three months along with the salary certificates .
- iv) The proposed infrastructure facilities available with the agency viz. classrooms, laboratories, Computers with required softwares etc. The bidder if already is having a partnership with any of such facilitators the partnership deeds / lease deeds shall be submitted. The **ni-msme** authorities will undertake inspection of such facilities to assess their suitability, compatibility and competency. The bidders shall arrange for such inspection at their own cost to the assessing committee, in case of need.
- v) The placement proof in respect of the candidates trained under the projects in the last five years, duly supported by the letter of appointments / self-employment for a period of not less than two months.

Evaluation Criteria:

Evaluation Criteria		Max. marks	Marks Obtained	Details
A	Technical Experience of Bidder: (Only those projects will be evaluated, for which at least one year of implementation from the date of signing of the contract has already been completed. Each project should have trained at least 300 trainees)- Above 300 students – 15 Marks 200-300 students- 7.5 marks 150-199 students – 5 marks			Skill Training programs conducted in the above training programs either jointly or individually, Proof of each project is to be enclosed
	2018-19	15		
	2019-20	15		
	2020-21	15		
	2021-22	15		
B	Evaluation of qualification and experience of key experts/ trainers. More than 10 trainers- 20 marks 5 to 10 trainers – 15 marks Below 5 trainers- 10 marks			CV / Resume of trainers shall be enclosed.
	2018-19	20		
	2019-20	20		
	2020-21	20		
	2021-22	20		
C	Infrastructure Commitment by the bidder Commitment for Training Infrastructure (Classroom size) per Training Center for training of candidates under this package:-			Photographs along with description of infrastructure to be provided. Physical verification of the committed infrastructure shall be undertaken by ni-msme)
	Class rooms	20		
	Laboratories / work shops	20		
	Equipment's / tools	10		
D.	Support Service/ Post Training Placement Number of trained and certified candidates placed by the organization in the skill training during the last 3 years at a monthly CTC of more than INR 12,000/- . > 1000 placements – 15 Marks			

	700-1000 placements- 10 Marks 500-700 placements- -5 Marks			
	2018-19	15		
	2019-20	15		
	2020-21	15		
	2021-22`	15		
	Total of A+B+C+D	250		

The above scoring criteria is indicative but not exhaustive. The bid evaluation committee's decision on the award of marks based on perusal of the documents submitted and personal inspections of the infrastructure facilities is final and is binding upon all the short listed bidders. The bidder who scores the maximum marks on the basis of above evaluation will be declared as the successful bidder.

The Evaluation committee will have their rights to visit any of Infrastructure facilities viz. Classrooms, Workshops, Laboratories etc. and bidders has to arrange for the inspection of the same at their own cost and shall not be allowed to claim for reimbursement in the event of their bid found to successful or unsuccessful.

Bid Submission:

- a) Bidders are expected to carefully review the terms and references attached in the RFP before preparation of their proposals and submission.
- b) The Agency shall submit Proposals using the appropriate submission sheets provided in prescribed proforma annexed with this RFP. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.
- c) For online submission, the documents pertaining to Technical proposal shall be uploaded separately as two files. The hard copies of the same shall be submitted in an envelope and must reach the office on the scheduled time and date as mentioned in this RFP, failing which their bid will be summarily rejected. The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the agency. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the proposal.

Proposal Validity:

Proposals shall remain valid for **a period of three (3) months** from the date of submission of proposal online. The proposal valid for a shorter period than above shall be considered non-responsive and will be rejected by **ni-msme**.

In exceptional circumstances, prior to the expiration of the proposal validity period, **ni-msme** may request the bidder to extend the period of validity of their proposals. The request and the responses shall be made in writing. The bidder may accept or refuse the request for extension of validity. However the bidder shall not be required or permitted to modify their proposal.

Opening of Bid:

The Bid evaluation committee will download the files attached with the bid Technical proposal. **ni-msme** shall notify the agencies whose Proposals have qualified for evaluation for Technical

Proposals or not.

The Bid evaluation committee evaluates the Technical Proposals on the basis of the documents submitted by the bidders and using the evaluation criteria system specified in the RFP.

A Technical Proposal may not be considered for evaluation in any of the following cases:

- i) If the bids does not have notified documents as mentioned in Instructions to bidders.
- ii) The Technical Proposal was submitted in the wrong format

Agencies attendance at the opening of pre-qualified bidders for Technical Proposal is optional.

Award of Project:

ni-msme will issue Letter of Intent (LoI) in favour of bidder who has qualified in technical bid and quoted lowest price (L1) in financial bids. A Letter of Award (the "LOA") shall be issued, in duplicate, by **ni-msme** to the Selected Agency and the Selected Agency shall, within 5 (five) working days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Agency, it shall execute the agreement within **the period of 14 days** from the date of issuance of LOA.

Property on Data:

All documents and other information provided by **ni-msme** or submitted by a bidder to **ni-msme** shall remain or become the property of **ni-msme**. All information collected, analyzed, processed or in whatever manner provided by the agency to **ni-msme** in relation to the services provided shall be the property of **ni-msme**.

Settlement of Disputes:

a) Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof through facilitation council, MSME, Hyderabad.

b) Dispute settlement

Any dispute between the Parties as to matters arising pursuant to this agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to Arbitration and shall be dealt as per the provisions of the Arbitration & Conciliation Act 1996. For all purposes, the Hon'ble High Court of Telangana shall have jurisdiction only, in exclusion to any other jurisdiction specified under any other Act. The place of Arbitration shall be at Hyderabad only.

TERMS AND CONDITIONS

1 Responsibilities of the Project Implementing Agency

a) Mobilization, Counseling and Registration of Candidates

i) **Bidders who are empaneled by ni-msme in June-July, 2021 in Skill Sector in Telangana are only eligible to participate in the limited tender enquiry.**

- i) Mobilization and counseling of candidates for selection of eligible and deserving BC candidates only shall be the responsibility of the Training Partner.
- ii) This is the most important component of the Training programme and the Training Partner shall use necessary tools for evaluation of the candidates before their enrollment through psychometric studies. Only those candidates shall be selected who aspire to pursue a career in their segments are willing to comply with the minimum attendance requirements.
- iii) Training Partner shall undertake effective awareness generation on the training programme and organize counseling and registration camps at designated dates at the Education institutions where the training centers will be established under the programme.
- iv) The Training Partner shall undertake the following awareness generation activities for mobilization of candidates:-
 - a) Advertisement in local newspapers with information on job roles, career prospects, eligibility criteria, selection process and dates for Counseling cum registration camps.
 - b) Posters/ banners displayed by the Project Implementing Agencies at prominent locations/colleges/universities/ education institutions disseminating information about job roles, career prospects, eligibility criteria, selection process and dates for Counseling cum registration camps.
 - c) Other mobilization activities such as interaction with Panchayat representatives, District Administration etc.
 - d) All IEC material distributed for mobilization shall be finalized by the Training Partner in consultation with **ni-msme**.
- v) The schedule for the Counseling cum Registration shall be shared with **ni-msme**.
- vi) The Counseling cum Registration camp shall be organized at the education institutions in which the trainings will be undertaken. During the Camps the following activities shall be undertaken:-
 - vii) Awareness on Courses, nature of work, job roles, career prospects, starting salary etc
 - viii) Screening of short videos on successful candidates and working of people working in in their segments.
 - ix) Mandatory screening test covering basic knowledge on the sector, general knowledge and aptitude.
 - x) The importance of dedicated participation of the candidate for successful completion should be made.
 - xi) Counseling session for evaluating the motivation and attitude of the candidate.
 - xii) Only those candidates who qualify the screening test and counseling session shall be called for registration for the training programme.
 - xiii) Training Partner shall ensure that the batch size shall be maximum of 30 students in compliance with NSQF Norms.

b) Training facilities as per Government of Telangana Guidelines.

The Training Partner must ensure that the training facility and practical lab are in accordance with the guidelines of respective sectors for the particular job role.

The following shall be ensured by the Training Partner at the Centre:

- i) Setting up of Practical Lab with required equipment and IT facilities as per Govt of Telangana guidelines;
- ii) Training aids;
- iii) Biometric attendance;
- iv) First aid kit, hygiene, safe drinking water, hygienic washroom and canteen facilities;
- v) CCTV recording facilities in classroom, labs and common areas
- vi) All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to **ni-msme**) as well as uploaded on MIS.
- vii) Attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric records uploaded on MIS.

c) Training Delivery

- i) The Training Partner shall not be allowed to provide training through a franchisee arrangement under any circumstance.
- ii) The Training Partner shall be responsible for all aspects of the training including quality of training delivery, assessment and certification as well as outcomes required from the training.
- iii) Persons deployed as trainers by the Training Partner must possess requisite knowledge, skills and experience in their domain.
- iv) For each job role/ Trade offered under the Project, the Training Partner shall appoint the master trainer, trainers/ instructors strictly in compliance with the guidelines / norms issued by Gol.
- v) Training partner shall be responsible for providing the Curriculum that shall be based on the National Occupational Standards (NOS) and Qualification Packs (QPs).
- vi) Assessment & Certification
- vii) Assessment and Certification will be undertaken for both the domain skills job role as well as Employability Skills.
- viii) Periodic assessment of trainees should be an integral part of the course curriculum. This should be in the form of project work, assignments and other types of tests. Consolidated batch wise Assessment reports shall be shared by the Training Partner regular basis.
- ix) The Common Cost Norms specified by Government of India would be followed for determining the assessment fee and certification fee.
- x) The Training Partner will provide the concerned SSC certificates to successful candidates and share the list of successful candidates with **ni-msme**.

d) Eligibility criteria:

- i) Application form for Skill Development Program;
- ii) BC Certificate obtained from Govt of Telangana;
- iii) Latest income certificate;
For Rural – Rs.1,50,000/- per annum; For Urban – Rs.2,00,000/- per annum
- iv) Aadhaar Card;
- v) Educational Qualification certificates; and
- vi) Minimum and maximum age of the trainee should be between 18 to 35 years.

e) Placement Commitment

- i) The Training Partner shall facilitate employment opportunities (with focus on wage / self-employment) for successfully certifying candidates. Minimum 70% employment to be given.
- ii) Wage employment shall be defined in terms of continuous employment for a minimum

period of three months. The proof of regular wage employment is demonstrated by the Appointment Letter from the Human Resources department of the recruiting organization/corporate. These documents shall be maintained by the Training Partner and submitted to the **ni-msme**.

- iii) In case of Self Employment, the Training Partner shall submit valid documents such as incorporation of enterprise, registration certificate etc. along with bank account statements.
- iv) The Training Partner shall facilitate Candidates keen on pursuing self-employment.
- v) The Training Partner shall facilitate the successfully certified trainees to attain wage employment within Three Months of Certification and should retain EMD the same/similar job for a subsequent period of six (6) months for the trainee to be considered 'successfully placed'.

Key and Non-Key Resources

The resources required throughout the duration (full time deployment) of the project are given in the table below:

No.	Type of Resource	Role	No. of Personnel	Qualification	Responsibility

2. Financial Aspects:

Competitive Payment System:

- i) The training program shall use the 'The Competitive Price Bid'.
- ii) The Training Partner will be asked to discontinue the training in that particular trade/center and will be paid only on pro rata basis, if the outcome i.e., employment achievement for a batch is unsatisfactory.
- iii) The lowest cost will be winning the Bid.

Flow of Funds under the Program:

- i) **ni-msme** shall release funds to the Training Partners in adherence with the Govt of Telangana Norms.
- ii) Mobilization of candidates, Post-placement tracking/monitoring, Curriculum, Placement expenses, Equipment, Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers etc.
- iii) Third Party Certification & Assessment costs shall be payable to the Assessment Agency in line with the Common Norms notified by the Government of Telangana.

Installment milestones for Entrepreneurship Skill Development Programmes (ESDPs) for 300 Candidates

Installment	Percentage of total cost	Output Parameters
First	30%	On commencement of training batch against validated candidates.
Second	30%	After completion of 2 months training programme
Third	30%	After completion of 3 months training programme and completion of Job Mela and loan Mela

Fourth & Final	10%	Certification by the Agency of achieving placement of 70% of the Trained candidates with submission of Success stories
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- 1) While calculating payment, trainees having 70% and above attendance will be considered.
- 2) The 4th and final installment will be released only for the students successfully completing 3 months in job/ self-employment subject to the condition that at least 70% students must be employed (wage) to avail this installment.
- 3) The courses will be added as per industry and job availability prior to starting.
- 4) Preference will be given to the 300 candidates belonging to different districts of Telangana State for the training programme.
- 5) TP to collect certificates related to category i.e. BC, BPL no. (wherever applicable) and Aadhaar Card no. etc. of candidates.
- 6) Upon completion of ESDP, TP will provide placement assistance to all candidates and ensure the placement of minimum 70% candidates (either wage employment or self-employment) for 300 candidates including details of participants, their Aadhaar Card and other documents mentioned in para 1(d), contact no., courses enrolled in, placement records and other relevant details of the programme duly certified by the TP to be furnished to ni-msme. Further handholding support will be extended for them to establish enterprises.
- 7) The Training Partner shall have to adhere to the completion of programs for the targeted strength of a minimum of 300 candidates and also shall have to meet the individual minimum targets of the above mentioned training programs. If the Training Partner fails to meet the above target the Training Partner will be penalized as below.
 - a) Non reaching of 70% of the target strength of 300 students – 25% of EMD
 - b) Non reaching of 70% above but less than 100% of target strength of 300 students - to be deducted on pro rata basis, but limited to a maximum of 30% of the EMD.

3. Reporting

- i) The TP shall adhere to the monitoring and reporting norms and regulations of **ni-msme** and provide periodic reports in the approved format to the **ni-msme**.
- ii) The TP shall share the enrollment, training and employment and other updates on the **ni-msme** MIS.
- iii) The TP shall submit a Monthly Progress Report providing a quantitative and qualitative snapshot of the activities undertaken. The report shall also include high resolution pictures of the activities undertaken at all training centers.
- iv) At the end of the program, a comprehensive programme completion report should be submitted to **ni-msme** highlighting the process followed, outcome achieved, best practices, challenges faced and success stories. The report shall be shared in hard copy as well as digital format.

4 Schedule of Deliverables

The following reports must be delivered as per the timeline mentioned below:

No	Deliverable	Submission
1	Progress Report	Monthly
2	Batch Completion Report	15 days after completion of batch
3	Mid Term Progress Report	30 days after completion of half duration of program
4	Program Completion Report	15 days after completion of all batches

GENERAL:

- i) The Program shall have to be carried out by the bidder as one single program and the successful bidder shall not split the program in multiple parts.
- ii) The Coordinating and Monitoring Committee from **ni-msme** will have their rights to visit any of Infrastructure facilities viz. Classrooms, Computers with software, Laboratories, Workshops digital platforms etc., during the progress of the training program at periodical intervals for assessment of the quality and verification for compliance to the standard norms and the Training Partner has to arrange for the inspection of the same at their own cost and shall not be allowed to claim for reimbursement.
- iii) The trainers arranged by the Agency should not have any adverse Police Records / criminal cases against them. In order to verify the character/ credentials of the deployed manpower it shall be the sole liability of the Agency.
- iv) The Agency shall engage necessary number of persons as required by Client from time to time. The said persons engaged by the Agency shall be the employee of the Agency and it shall be the duty of the Agency to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the Agency and the Client and further the said persons of the service provider shall not claim any employment, engagement or absorption in future.
- v) The Agency's employees' shall not claim any Benefit / compensation / absorption / regularization of service from/in **ni-msme** under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- vi) The persons deputed shall not be below the age of 18 years.
- vii) The Client may require the service provider to dismiss or remove from the services any person or persons employed by the agency who may be incompetent or for his/her/their misconduct and the agency shall forthwith comply with such requirements. The agency shall replace immediately (within 15 days) any of its personnel if they are unacceptable to this Client because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Client .
- viii) The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and the Client shall not incur any liability for

any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in this Department.

- ix) The attendance will be monitored by the **ni-msme training system** and copy of the same shall be sent to the agency on every month end of the format mutually decided. The classes will be recorded.
- x) The agency shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the agency. The substitute resource has to match the qualifications and can only be on-boarded after the approval of the Client.
- xi) The successful bidder will enter into an agreement with **ni-msme** for the above scope of work under the specified terms and conditions of his RFP. The agreement will be valid for a period of 12 months commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained before expiry of the period of 12 months. The contract can be extended by 1 year on same terms and conditions, except for taxes which will be as per actuals.
- xii) All information gained by the bidder during the duration of the contract cannot be shared/used by the Bidder, without the consent of the Client.
- xiii) The service provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of Client.
- xiv) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then any amount due to the agency from **ni-msme** shall be forfeited by the **ni-msme**.
- xv) Contract between the Client and the successful bidder containing the terms and conditions in the RFP will be entered into, as necessary, after the award of the work.

Force Majeure:

The Client or the Successful bidder may be are entitled to suspend or excuse their respective performance of their respective obligations under this agreement to the extent that the Client or Successful bidder as the case may be is unable to render such performance by an event of Force Majeure.

In this agreement, Force Majeure means any event or circumstance or a combination of events and circumstances, which satisfy all the following conditions:

- a) Materially and adversely affects the performance of an obligation;
- b) Are beyond the reasonable control of the affected party;
- c) Such party could not have prevented or reasonably overcome with exercise of good industry practice or reasonable skill or care;
- d) Do not result from the negligence or misconduct of/ from/ by such party/ their representatives/ employees/ agents as the case may be, or the failure of such party to perform its obligation hereunder; and
- e) Or any consequence of which have an effect described as in above.

Force Majeure includes the following events and/ or circumstances to the extent that they or their consequences satisfy the requirements set forth in this RFP:

- i) War (whether declared or undeclared), invasion, armed conflict or act of foreign enemy in each case involving or directly affecting India;
- ii) Revolution, riot, insurrection or other
- iii) Civil commotion, act of terrorism or sabotage in each case within India;
- iv) Nuclear explosion, radioactive and chemical contamination or ionizing, radiation, directly affecting the area, unless the source and the cause of explosion, contamination, radiation or hazardous thing is brought to or near the area by the Successful bidder or anyone affiliated to Successful bidder or any contractor or subcontractor of Successful bidder or any of their employees or servants or agents
- v) Any fire, which is not the effect of natural element and
- vi) Any event or circumstances of a nature analogous to any events set forth in paragraphs a) to e) as mentioned above.

Technical Proposal – Standard Forms

Checklist of Required Documents

FORM	DESCRIPTION
TECH-1	Application / Technical Proposal Submission
TECH- 2	Format for Affidavit for Bidder not being blacklisted
TECH – 3	Experience of the bidder in Skill Training
TECH - 4	Details of Infrastructure
TECH - 5	Details of Master trainers/ trainers employed in the previous projects
TECH- 6	Details of past placement / self-employment record

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To

Director General,
National Institute for Micro, Small and Medium Enterprises (**ni-msme**)
Yousufguda, Hyderabad-500045.

Dear Sir/ Madam,

We, the undersigned, offer to provide the Training services for skill development training in Telangana in accordance with your Request for Proposal dated dd-mm-yyyy. We are keen to undertake skill training for BC Candidates of not less than 300 nos. as per the following details:

S. No.	Name and Address of PIA	Job Role & No. of Hours	Total No. of Candidates proposed
1			
2			
3			

We are hereby submitting our Proposal, sealed in an envelope. We hereby declare that:

- 1) We have read the Instructions to the Bidders in the RFP and abide by the same.
- 2) 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 **ni-msme**.
- 3) Our Proposal shall be valid and remain binding upon us for the period of _____.
- 4) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- 5) We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment within _____ days of signing of the contract from signing date.
- 6) We understand that **ni-msme** is not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Project Implementing Agency:
In the capacity of _____
Address:
Contact information (phone and e-mail):

TECH 2

Format for Affidavit for not being blacklisted

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

AFFIDAVIT

I/We, on behalf of (Name of Bidder), with its registered office at
..... do hereby declare that we are not
blacklisted/ debarred by any State/Central Government authority / Donor Agency, and also
are not in litigation with the above departments/ or any public sector undertaking or a
corporation or an Autonomous bodies of State Government or Central Government.

For and on behalf of:
Signature:
Name: Designation: Date:

(Company Seal) (Authorized Signatory)

Form TECH-3

EXPERIENCE OF THE BIDDER

Description of the Bidder's experience in implementing skill training programmes.

I. Assignment Specific Experience

Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 20 projects). It is important to highlight projects done for NSDC/SSC/States/NCVT/Government of India/Telangana.

SN	Project Name	Period	Name of the funding Ministry / Department	State	Total Training Target	Job Role/ Trade	Total Training Target Achieved	Total Placement Achieved
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Additional rows may be added.

Supporting documents for each project to be enclosed.

Form TECH-4

Details of Infrastructure

Name of PIA:

Address:

Contact Person (Name, Designation and Contact Details):

Infrastructure Details: -

Capacity and infrastructure for imparting training of 300 trainees.

No.	Particulars	Status	Proof
	Ownership of the Building – Own/ Rent		
	Area of Institute Premises (in Sq. Ft)		
	Class Rooms (in number)		
	Domain Labs (in number)		
	IT Labs (in number)		
	Availability of Reception Room		
	Availability of Office Room		
	Availability of Counseling Rooms		
	Availability of separate Toilets for Boys and Girls		
	Safe drinking water		
	Availability of sufficient power backup as per requirement of trades		
	CCTV & Biometric Installation		

Training Equipment Details:

Name of Job Role	Lab / Practical Equipment's	Name the Owned Lab/ Practical Equipment's with proof
Web Developer	(If required enclose separate sheet)	(If required enclose separate sheet)
Graphic Designer	(If required enclose separate sheet)	(If required enclose separate sheet)

*(*Note: Project Implementing Agencies shall mandatory to maintain its own lab equipment's for each Job Role/ Trade)*

Form TECH-5

Details of Master trainers/ trainers employed in the previous projects

SN	Project Name	Period	Number of the Master trainers engaged	Average salary	Number of Trainers engaged	Average salary	Total Teaching Hours	Total Lab / Workshop Hours
1								
2								
3								
4								
5								

Form TECH-6

Details of past placement / self-employment record

SN	Project Name	Period	Number of candidates placed in Job	Average salary per month	Duration of employment	Number of Self-employed candidates	Average Income per month	Duration of self-employment.
1								
2								
3								
4								
5								

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

Bidders who are empaneled by ni-msme in June-July, 2021 in Skill Sector in Telangana are only eligible to participate in the limited tender enquiry.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such Standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other

cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the Standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI Encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant Contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**PRADEEP
KUMAR
BETHAPUDI** Digitally signed by
PRADEEP KUMAR
BETHAPUDI
Date: 2022.06.25
10:49:45 +05'30'

Signature Not Verified

Digitally signed by PRADEEP KUMAR
BETHAPUDI
Date: 2022.06.25 10:54:21 IST
Location: eProcure-EPROC