



**REQUEST FOR PROPOSAL (RFP)**  
**for**  
**Selection of Agencies for Establishment and Operation of three Migration Support Centers**  
**Karnataka (Bangalore), Telangana (Hyderabad) and Tamil Nadu (Chennai) under DDU-GKY**  
**Paschim Banga Society for Skill Development (PBSSD)**

Tender no: PBSSD-18/17/2022/3739 dated 30<sup>th</sup> May, 2022

Issued by:  
PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT (PBSSD), DEPARTMENT OF  
TECHNICAL EDUCATION, TRAINING & SKILL DEVELOPMENT  
GOVERNMENT OF WEST BENGAL

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**IMPORTANT DATES & INFORMATIONS****Date sheet**

<b>Sl no</b>	<b>Particular</b>	<b>Details</b>	
1	Document Reference Number	PBSSD-18/17/2022/3739	
2	Publishing and document download start date of RFP	30th May, 2022 (Monday)	
3	Pre-Bid Meet	Date & Time	2nd June, 2022 (Thursday)
		Venue	PaschimBanga Society for Skill Development, 2nd Floor, Plot No. B - 7, AA - III, KarigariBhawan, New Town, Kolkata - 160
4	Bid submission Start date	30th May, 2022 (Monday)	
5	Bid submission End date	On Portal: 20th June, 2022 (Monday) Hard Copy Submission: 21st June, 2022 (Tuesday) (not mandatory, however the tender evaluation committee may ask for the same at any point of time)	
6	Date and time for opening of: - Technical bids (only who qualify eligibility criteria )	22nd June, 2022 (Wednesday)	
7	Date and time for presentation on technical bids	24th June, 2022 (Friday)	
8	Date and time for opening of Financial Bids only	Will be notified later	
9	Validity of Contract	2 (Two) Years from signing of contract date may be extended for a period of another 1 year upon review of performance of consultant organization	
10	Venue for opening of bids	PaschimBanga Society for Skill Development, 2nd Floor, Plot No. B - 7, AA - III, KarigariBhawan, New Town, Kolkata - 160	
11	Earnest Money Deposit (EMD)	Rs. 25,000/- per centre	
12	Office and Correspondence Address	Project Director, PaschimBanga Society for Skill Development, 2nd Floor, Plot No. B - 7, AA - III, KarigariBhawan, New Town, Kolkata - 160	
13	Phone/Fax	03323403714/ 03323403697	
14	E-mail	spmo2.pbssd-wb@bangla.gov.in	
15	Website	<a href="https://www.pbssd.gov.in/">https://www.pbssd.gov.in/</a>	

## **Section 1: INVITATION FOR PROPOSALS (IFP)**

### **1.1 Introduction**

Ministry of Rural Development (MoRD) announced the DeenDayalUpadhyayaGrameenKaushalyaYojana (DDU-GKY) AntyodayaDiwas, on 25th September 2014. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), tasked with the dual objectives of adding diversity to the incomes of rural poor families and cater to the career aspirations of rural youth.

DDU-GKY is uniquely focused on rural youth between the ages of 15 and 35 years from poor families. Over 180 million or 69% of the country's youth population between the ages of 18 and 34 years, live in its rural areas. Of these, the bottom of the pyramid youth from poor families with no or marginal employment number about 55 million. Lack of adequate opportunities for formal education, marketable skills and asymmetries of information often prevent the rural poor from taking advantage of the economic opportunities more concentrated in the rural areas.

DDU-GKY is therefore designed to provide an entry route for the rural poor, into the labour market through high quality skill training. Ministry of Rural Development launched its flagship program DDU-GKY in 2014 in collaboration with training partners from the private sector with the objective to impart marketable skills and employment support services to rural youth. The programme underpins strong and viable private sector partnerships for generating placement linked wage employment opportunities.

### **1.2 Proposal Background**

A large number of trainees trained under DDU-GKY are placed at major cities, states and industrial centres of the country. These cities and industrial centres have a large demand for skills and skilled manpower. Spurred by the need for steady job and income and to fulfil their career aspirations many of the poor rural youths migrate to cities where they often face an unfamiliar territory, social and economic challenges such as higher costs of living, shelter, access to services. These challenges becomes difficult to cope with resulting in poor job retention, inability to integrate and unfulfilled aspirations. The difficulties of adjustment often lead the migrant population to return to their native place thus nullifying the effort put in skilling, placement and job retention.

As the requirement to support the trainees at an unknown territory is enormous, the Ministry of Rural Development (MoRD) decided to support the states to establish and operate various Migration Support Centre (MSCs) pan India. MoRD has laid down the guidelines and budget for setting up the MSCs with the help of a MSC provider as per the norms and guidelines of DDU-GKY. The MSC partner would be responsible to operate and maintain the same till the end of the contract period. Accordingly, PBSSD has decided to establish MSCs at four locations viz Karnataka (Bangalore), Telangana (Hyderabad) and Tamil Nadu (Chennai). In order to establish and operate the MSC as per the defined scope of DDU-GKY, PBSSD will engage an agency as Migration Support Centre Provider (MSCP) through this RFP.

- The RFP document is available at website <https://wbtenders.gov.in>
- All Bidders are advised to check for any further clarifications and corrigendum related to this project at the website <https://wbtenders.gov.in>
- The Bids will be opened in the presence of Bidder's representatives, who choose to attend, at the venue, date and time mentioned in the above table.
- In the event of date specified for Bids opening being declared a holiday for PBSSD, West Bengal office then the due date for opening of Bids shall be the following working day at the appointed time.
- Bidder should submit separate proposal for each locations.

Sl no.	Eligibility Criteria	Required Documents to be furnished
1	The bidder will be allowed to form a consortium and use credentials of any other Company/Firm/Society/Trust belonging to the same corporate group (Utilizing the same brand name or Logo and at least one of the Directors/Trustee/ Partner in Common) or different corporates to meet the eligibility criteria and for marking under the Technical Evaluation. The consortium shall henceforth be also referred to as "Bidder"	The consortium agreement clearly stating the Lead, Partner
2	The bidder must be registered with Indian Trust Acts /Any State Society Registration Act 1860 /Any State Cooperative Societies /Multi-State Co - operative Acts/ The Companies Act 2013/ LLP/Registered Partnership Firm	Copy of Certificate of Registration / Copy of Certificate of Incorporation under relevant act, Memorandum/Article/By Laws
3	The bidder should have minimum of 5 years operational experience as on 31st March, 2021	Copy of Certificate of Registration / Copy of Certificate of Incorporation
4	The average annual turnover of last three financial years of the bidder i.e 2018-19, 2019-20, 2020-21, should not be less than Rs30 lakhs per year	Copy of Audited Financial Statement of last three financial year 2018-19, 2019-20, 2020-21. Copy of Financial Statement and , up to date Income tax return
5	The agency must have experience in operating atleastone residential counseling support Centre / Migration Support Centre/ Labour workforce support center/ human resource support center or equivalent. The project cost must be above 10 lakhs.	Copy of MoU/ Contract Agreement/ Completion Certificate.
6	The bidder should must have a positive net worth of 25Lac as on 31st March, 2021.	CA Certificate and Audited Financial Statement of FY 2020- 21.
7	Bidder must have registered under GST/relevant registration	GST Certificate/ relevant registration certificate

**Note:** Similar assignment means: The agency having experience in conducting counseling support centre/ migration support centre/ labour workforce support centre/ human resource support center.

## Section 2: INSTRUCTIONS TO THE BIDDERS (ITB)

### 2.1 RFP

In the event of e- filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed have to be uploaded in the same website. The earnest money of Rs. 25,000/- (Rupees Twenty Five Thousand) only is to be remitted through Net Banking (any listed bank) through ICICI Bank Payment Gateway or RTGS/ NEFT in case of offline payment through bank account in any bank as directed in F.D.'s Memo No. 3975-F(Y) dated 28.7.2016.

### 2.2 Definitions

Unless the context otherwise requires, the following terms wherever used in this RFP have the following meanings:

- 1) **"Bidder"** means firm/company/Agency, who submits proposal in response to RFP document.
- 2) **"Agency"** means firm/company, who intends to provide requisite services and submits proposal in response to RFP document.
- 3) **"RFP"** means Request for Proposal.
- 4) **"Committee"** means tender committee(s) constituted for evaluation of Proposals.
- 5) **"Contract"** means the Contract executed between PBSSD and firm/company/Agency/institution for selection of Program Management Unit in line with the guidelines of the UTKARSH BANGLA programme along with the entire documentation specified in the RFP.
- 6) **"GCC"** means General Contract Conditions.
- 7) **"ITB"** means Instructions to Bidders.
- 8) **"IFP"** means Invitation for Proposal.
- 9) **"Year/FY"** means the year/Financial Year ending on 31st March for last 3 financial year
- 10) **"MSCP"** means Migration Support Centre Provider who will establish and operate the MSC as per the defined scope of DDU-GKY and PBSSD
- 11) **"PBSSD"** means PaschimBanga Society for Skill Development-West Bengal.
- 12) **"Personnel"** means professional and support staff of Agency/Bidder.
- 13) **"Proposals"** means proposal submitted by bidders in response to the RFP issued by the PBSSD, West Bengal.
- 14) **"Services"** means the work to be performed by firm/ company/Agency/institution in pursuance to this RFP and to the contract executed between the parties.
- 15) **"TOR"** means Terms of Reference.

### 2.3 Contents of Tender Document

- 1) Through this Request for Proposal (RFP), the PaschimBanga Society for Skill Development, West Bengal (PBSSD) intends to invite State Technical & Financial Proposals through double envelope system for selection of Migration Support Centre Provider (MSCP) in line with the guidelines of the DDU-GKY & PBSSD currently and upcoming in future.
- 2) The invitation for Bids is for selection of Migration Support Centre Provider (MSCP).
- 3) Bidding Procedures and Contract terms and conditions are prescribed in the RFP document.
- 4) The Bidder is expected to examine all instructions, forms, terms and specifications in the RFP Documents. Failure to furnish all information required as per the RFP Documents or submission of a Bid not responsive to the RFP Documents in every respect will be at the Bidder's risk and may result in rejection of his Bid.

### 2.4 Clarifications and amendments of RFP

- 1) A prospective Bidder requiring any Technical clarification of the RFP Documents may contact PBSSD, West Bengal for their queries as per the date set in the RFP. No queries shall be entertained after the pre-bid meeting.
- 2) At any time prior to the deadline for submission of Bids, the Mission may, for any reason(s),

whether at its own initiative or in response to a clarification requested by a Prospective Bidder, modify the RFP Document by amendments. Such amendments shall be posted/uploaded on the website "<http://wbtenders.gov.in>" through corrigendum and shall form an integral part of RFP Document. The relevant clauses of the RFP Document shall be treated as amended accordingly.

- 3) The PBSSD, West Bengal may for any reason, modify the RFP from time to time. The amendment(s) to the RFP would be clearly spelt out and the bidders may be asked to amend their proposal due to such amendments.
- 4) During the process of evaluation of the Proposals, the PBSSD, West Bengal may, at its discretion, ask bidders for clarifications on their proposal. The applicants are required to respond within the prescribed time frame.
- 5) The successful bidder who qualifies in the bidding process shall sign the final agreement and shall furnish the Performance Bank Guarantee (PBG).

## 2.5 Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged between the Bidder and the Mission shall be written in English language.

## 2.6 Documents Constituting the Bid

The Bid prepared by the Bidder shall comprise the following components:

- 1) Eligibility Documents: *As mentioned in clause 1.3*
- 2) Technical Bid - Technical Bid will comprise of:
  - **Bid Form** – Bid should be filled in all Tech Forms of Section-5 of RFP Document justifying that the Bidder is complying with all the conditions of the Contract and Technical Specifications of the Bidding Document as no deviation will be acceptable. The bid documents including all relevant information along with supporting documents should be submitted (soft copy and hard copy) in designated folders only otherwise it would not be considered for evaluation.
- 3) Financial Bid - Financial Bid will comprise of:
  - **Bid Form** – Bid should be filled in Form of Section-6 of RFP Document justifying that the Bidder is complying with all the conditions of the Contract and Technical Specifications of the Bidding Document as no deviation will be acceptable.

## 2.7 Earnest Money Deposit (EMD)

- 1) The bidder shall furnish, as part of the pre-qualification Proposal, an Earnest Money Deposit (EMD) amounting to Rs. 25,000/- (Rs. Twenty Five thousand only) per center.
- 2) The earnest money of Rs. 25,000/- (Rs. Twenty Five thousand only) per center is to be remitted through Net Banking (any listed bank) through ICICI Bank Payment Gateway or RTGS/ NEFT in case of offline payment through bank account in any bank as directed in F.D.'s Memo No. 3975-F(Y) dated 28.7.2016
- 3) Refund of EMD: The earnest money of unsuccessful bidder shall be refunded without interest on request by the bidder after final award of contract.
- 4) The EMD lying with the PBSSD, West Bengal in respect of any other tender/ RFP/ Expression of Interest awaiting approval or rejection or on account of contracts being completed will not be adjusted towards EMD for this RFP. The EMD may however, be taken into consideration in case RFP's for this purpose are re-invited.
- 5) EMD of the successful bidder will be released after the bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG) of 3% of the total contract value.
- 6) The Earnest Money will be forfeited on account of one or more of the following reasons:
  - Bidder withdraws its Proposal during the validity period specified in RFP.
  - Bidder does not respond to request for clarification of its Proposal.
  - Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
  - In case of successful bidder, who fails to sign the Agreement in time; or furnish Performance Bank Guarantee.

## 2.8 Conflict of Interest

The firm/ company/Agency should provide professional, objective, and impartial service and at all times hold the PBSSD, Govt. of West Bengal interest paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

## 2.9 Validity of Proposals

- 1) Proposals shall remain valid for 120 days from the date of opening of Proposal. The PBSSD, reserves rights to reject the proposal having shorter validity period as non- responsive.
- 2) In exceptional circumstances, the PBSSD, may ask bidder to extend the period of validity solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional.

## 2.10 Right to accept or reject Proposal(s)

The PBSSD, reserves the rights to annul the RFP process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

## 2.11 Fraud and Corruption

It is required that the bidder submitting Proposal through this RFP, must observe the highest standards of ethics during the process of selection and during the performance and execution of contract.

- 1) For this purpose, definitions of the terms are set forth as follows:
  - **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of the PBSSD, West Bengal or its personnel in contract executions.
  - **"Fraudulent practice"** means a misrepresentation of facts, to influence a selection process or the execution of a contract and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the PBSSD, of the benefits of free and open competition.
  - **"Unfair trade practice"** means supply of services different from what is ordered on or change in the Scope of Work.
  - **"Coercive practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.
- 2) The PBSSD, West Bengal will reject a proposal for award, if it determines that the bidder recommended for award, has been determined to have been engaged in corrupt, fraudulent or unfair trade practices.
- 3) The PBSSD will debar/ black-list The Lead/ Partner either indefinitely or for a stated period, for awarding the contract, if it at any time determines that the Lead Partner has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

## 2.12 Process and Stages for Selection

- 1) There will be a three-stage selection process (collectively the "Selection Process") in evaluating the Proposals.
- 2) In the first stage, a preliminary scrutiny based on the 'Eligibility Criteria' (Section 1.3) shall be done. All bidders who successfully meet the 'Eligibility Criteria' shall be deemed qualified to move to the 'Technical Evaluation' round.
- 3) In the second stage 'Technical Evaluation' mentioned in and technical evaluation criteria will be carried out as specified in Clause 2.16.1 and 2.16.2.
- 4) Based on the technical evaluation, a list of short-listed Agencies shall be prepared. In the final stage, financial evaluation of such short-listed Agencies will be carried out as specified in clause 2.16.3. The MSCPs shall be selected based on Combined Quality cum Cost Based System (QCBS), whereby technical proposal will be allotted weightage of 70% and financial proposal will be



allotted weight age of 30%.

### **2.13 Disqualifications**

The PBSSD may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

- 1) made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- 2) exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- 3) submitted a proposal that is not accompanied by required documentation or is non-responsive;
- 4) failed to provide clarifications related thereto, whenever sought;
- 5) submitted more than one Proposal;
- 6) declared ineligible or delisted/ blacklisted by the West Bengal Govt./Government of India or any State/UT Government or any State/ GOI Board/Corporation/Autonomous Body for corrupt and fraudulent practices or for any other reason(s) or blacklisted;
- 7) Submitted a proposal with price adjustment and variation in provisions.
- 8) Any other reason as for why competent Authority, PBSSD.

### **2.14 Preparation of Proposal**

The Bidder must comply with the following instructions during preparation of Proposals:

- 1) The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidder's own risk and may be liable for rejection.
- 2) The firm's strength in the field of arranging, selection and outsourcing the qualified experience manpower should be clearly spelt out in the Proposal.
- 3) The Proposal and all associated correspondence shall preferably be written in English and shall be conforming to the prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are duly signed by the authorized person signing the Proposal.
- 4) The Proposal shall be typed in indelible ink (if required) and shall be signed by the Bidder or duly authorized person(s) on every page of the proposal to bind the Bidder to the contract. The authorization letter shall be indicated by written power of attorney and shall be submitted along with Proposal.
- 5) The envelopes containing the Proposals shall also mention the name and address of the Bidder to enable the PBSSD, for further correspondence.
- 6) Proposals received through facsimile/e-mail shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above shall be taken as valid.
- 7) No bidder can modify, substitute, or withdraw the Proposal after its submission.

### **2.15 Submission of Proposal**

Response to the RFP should as per submission formats (Section 5 & Section 6) along with the testimonials in the form of scanned pdf documents attached and is to be uploaded on the portal "wbenders.gov.in" in the form of PDF file. No other mode of submitting RFP is allowed.

### **2.16 Evaluation of Proposals**

The bid will be opened as per the schedule mentioned at Document Control Sheet. The bidders or their authorized representatives may be present during bid opening. Incomplete, invalid and delayed submission of bids will summarily be rejected.

The PBSSD, will adopt a three-stage selection process in evaluating the bidder's proposals. In the first stage, pre-qualification/eligibility documents will be opened and evaluated. In the second stage, the technical bids of only those bidders will be opened who qualify in pre-qualification stage. In third stage financial bids of those bidders will be evaluated, who qualify the technical evaluation criteria as laid down in clause no. 2.16.2 of RFP document.

### 2.16.1 Pre-qualification Evaluation

Preliminary Scrutiny: Preliminary scrutiny of the Proposals for eligibility will be done to determine whether the Proposals are generally in order /complete, fulfils eligibility criteria and all documents properly signed. Proposals non-conforming to such preliminary requirements are liable/subject to be rejected.

### 2.16.2 Evaluation of Technical Proposal

- 1) The Technical Proposals would be evaluated only for those Bidders, who qualify the Prequalification evaluation.
- 2) Technical proposal of all the Applicants will be evaluated based on MSCP experience and financial capability.
- 3) The agencies will need to score a minimum of 70 marks to qualify the technical evaluation.
- 4) Technical proposals of all the Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective weight-age are as detailed as follows:

Sl. no	Criteria and sub-criteria	Maximum Marks
1	Establishment & Operational Presence and Experience in the following locations: Applied Location Karnataka (Bangalore), Telangana (Hyderabad) and Tamil Nadu (Chennai): 10 marks	10
2	Experience of setting up and operating labour/ employment/ candidate related/ migration related centers. 4 Marks for each contract: maximum up to 20 marks	20
3	The Bidder shall have an average annual turnover of more than INR 30 lakhs over the last three (3) Financial Years (i.e. 2018-19, 2019-20 & 2020-21). Audited financial statements for last three Financial Years must be attached. Annual Turnover: >75 and < 100 Lakhs : 5 Marks > 100 and < 150 lakhs: 7 Marks > 150 Lakhs : 10 Marks	10
4	The agency must have experience in operating atleast one residential counseling support Centre / Migration Support Centre/ Labour workforce support centre/ human resource support center or equivalent. The project cost must be above 10 lakhs. >10 Lakh and < 15 Lakhs : 5 Marks > 15 Lakh and < 100 lakhs: 7 Marks	10
5	Number of Support Centers with housing capability of at least 10 candidates setup >10 and < 20 Nos of candidates: 5 Marks > 20 and < 30 nos of candidates: 7 Marks > 30 nos of candidates: 10 Marks	10
6	Technical approach:15 Methodology : 10	25
7	Work Plan & Staffing	15
<b>Total Marks</b>		<b>100 marks</b>

#### Note:

- The Tender Committee would perform the Technical Evaluation for qualified bidders. In order to facilitate the evaluation, the marking scheme presented (Section-D: Evaluation Criteria) is an indication of the relative importance of the evaluation. Bidders securing a minimum of 70 out of 100 marks in the Technical Evaluation will only be considered for Price Bid evaluation.
- The bidder with the highest total score will be declared successful bidder and will be allowed

to start the engagement for a period of two (2) years may be extended for a period of another 1 year upon review of performance of consultant organization, budgetary considerations and project requirement.

- The quoted cost will be firm for the entire duration of the project, which is two years from the date of signing of contract.

### 2.16.3 Evaluation of Financial Proposal

- 1) Financial evaluation of only those agencies will be carried out whose technical evaluation meets the minimum qualifying benchmark. The financial bids of other agencies (who do not secure the minimum qualifying marks) shall not be opened.
- 2) The basis of price bid evaluation shall be “**Quality Cost Based Selection (QCBS)**” with **70:30** ratio, where the weightage on the Technical part will be 70 percent and the 30 percent weightage to be given in commercial
- 3) The proposal with the lowest quoted amount shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to their quoted amount.
- 4) The formula for determining the financial score (Sf) of all other Proposals is calculated as following:  

$$Sf = 100 \times Fm/F$$
 in which “Sf” is the financial score, “Fm” is the lowest quoted amount, and “F” is the quoted amount of the proposal under consideration
- 5) The weights given to the Technical (T) and Financial (P) Proposals are 70% and 30% respectively
- 6) Proposals are ranked according to their combined Technical (St) and Financial (Sf) scores using the weights (T + P = 100) as follows: -  

$$S = St \times 70\% + Sf \times 30\%$$
- 7) The highest Weight-age scoring MSCP shall be designated as H1. The 2nd and 3rd highest Weight-age scoring Agencies shall be designated as H-2 and H-3 accordingly. In case, the H-1 MSCP withdraws or fails to comply with the requirement(s) of the assignments then the MSCP designated as H-2 may be considered for awarding the project/assignment.
- 8) All documents, correspondence, reports, aps, etc. concerning the contract shall be considered as strictly confidential and the MSCP or their personnel shall not either during the term or after the expiration of the contract divulge or allow access any proprietary, contract, any provision of contract thereof, any specifications, plans/map documents, flowchart, data or any information related with this work/project and PBSSD, or sample thereof without the prior written consent of the PBSSD,.

### 2.17 Award of Contract and Execution of Agreement

- 1) After selection, a Letter of Award (the “LOA”) shall be issued, by PBSSD, West Bengal to the Selected MSCP and the Selected MSCP shall, within 10 (ten) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected MSCP is not received by the stipulated date, PBSSD, West Bengal may, unless it consents to extension of time for submission thereof, forfeit the EMD of such applicant, and the next eligible (H-2) Applicant may be considered.
- 2) After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement as per Annexure-II within the period of 15 days from the date of issuance of LOA.

### 2.18 Contract Period

The contract shall be signed initially for a period of 2 years and may be extended for a period of another 1 year upon review of performance of consultant organization, budgetary considerations and project requirement.

### 2.19 Confidentiality

- 1) Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related

to the process may result in rejection of its Proposal. During the execution of the project except with the prior written consent of the PBSSD, the MSCP or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

- 2) Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the MSCP and or the PBSSD, to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether marked as confidential or proprietary by the parties.

## **SECTION 3: GENERAL CONTRACT CONDITIONS (GCC)**

### **3.1 Application**

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of the PBSSD, shall be final and binding.

### **3.2 Relationship between the Parties**

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the PBSSD, West Bengal and the MSCP. The MSCP subject to this contract for selection has complete charge of its personnel in performing the services under the Project from time to time. The MSCP shall be fully responsible for the services performed by it or any of its personnel on behalf of the MSCP hereunder.

### **3.3 Standards of Performance**

The MSCP shall perform the services and carry out its obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The MSCP shall always act in respect of any matter relating to this contract as faithful advisor to the PBSSD. The MSCP shall always support and safeguard the legitimate interests of the PBSSD, in any dealings with the third party. The MSCP shall abide by all the provisions/Acts/Rules etc. of Information Technology prevalent in the country. The MSCP shall conform to the standards laid down in the RFP in totality.

### **3.4 MSCP's Downstream Business Interest**

The MSCP shall not be eligible to bid for implementation of various skill development schemes/programmed being or will be implemented/monitored by PBSSD. Further, the MSCP shall give a declaration that they do not have any interest in downstream business, which may ensue from the RFP prepared through this assignment.

### **3.5 MSCP's Personnel**

- 1) Except as the PBSSD, may otherwise agree, no changes shall be made in the Key Personnel after the award of the contract.
- 2) If, for any reason beyond the control of the MSCP, it becomes necessary to replace any of the Key Personnel, the MSCP shall forthwith provide, as a replacement a person with equivalent or better qualifications after written intimation and approval of PD, PBSSD.
- 3) If PBSSD wants a replacement of a resource person/ expert on performance grounds, the MSCP should provide a replacement of the resource person/ expert with equivalent or better qualifications after approval of PD, PBSSD within 30 days.
- 4) If at any point in time it is found that the number of key personnel in the MSCP team is falling short than mentioned in this RFP, a penalty will be imposed on the MSCP which will be equivalent to the rate of the resource person. The penalty will be imposed till the time a replacement with equivalent or better qualifications after approval of PD, PBSSD is provided by the MSCP.
- 5) MSCP shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

### **3.6 Applicable Law**

Applicable Law means the laws and any other instruments having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of West Bengal.

### **3.7 Intellectual Property Rights**

No services covered under the Contract shall be sold or disposed by the MSCP in violation of any right whatsoever of third party, and, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien.

The MSCP shall indemnify the PBSSD, from all actions, costs, claims, demands, expenses and liabilities,

whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the MSCP, the PBSSD, shall be defended in the defense of such proceedings.

### **3.8 Governing Language**

The Contract shall be written in English Language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

### **3.9 Performance Bank Guarantee (PBG)**

- 1) Within 7 days of notifying the acceptance of proposal for the award of contract, the MSCP shall furnish a Performance Bank Guarantee for 3% of the cost of work/assignment as per Annexure- 1, for additional 6 months beyond contract period as its commitment to perform services under the contract.
- 2) Failure to comply with the requirements shall constitute enough grounds for the forfeiture of the PBG.
- 3) The PBG shall be released after 6 months of expiry of contract provided there is nothing contrary in execution of Contract or violation of any clause of Contract.
- 4) No interest will be paid on the PBG.

### **3.10 Delay in Performance**

- 1) The MSCP shall perform the tasks under the project in accordance with the activity schedule specified by the PBSSD, as per SOW.
- 2) An unexcused delay by the MSCP in the commencement/execution of project/work shall render the MSCP liable to termination of the contract for default.
- 3) If at any time during the performance of the contract, the MSCP encounters conditions impeding timely completion of the services under the contract and performance of services, the MSCP shall promptly notify the PBSSD, in writing of the reason(s) for the delay, its likely duration and causes. As soon as practicable, after receipt of the MSCP's notice, the PBSSD, shall evaluate the situation and may at its discretion extend the MSCP's time for performance, in which case the extension shall be ratified by an amendment of the contract.

### **3.11 Liquidated Damages**

MSCP shall commence the work immediately from the date of award of work in phased manner as per requirement of PBSSD, within scheduled time limit as per contract agreement. In case of delay in starting the work or execution of the contract or in securing final acceptance of the completion of the contract and any other following problems are found, the MSCP shall have to pay liquidity damage.

- 1) Quality of deliverable is not up to the mark, (till the quality is improved to the required extent
- 2) Delays in deliverables.
- 3) Not assigning adequate resources in time.
- 4) Not deploying resources on a dedicated basis, when required.
- 5) Assigning resources that do not meet the PBSSD, requirements.
- 6) Inadequate interaction with the PBSSD.
- 7) The work is either incomplete or not completed satisfactorily as per the approved time schedule or the quality of deliverable.
- 8) If the delay is beyond 6 weeks then the PBSSD, may rescind the Contract and shall be free to get it done from some other source at the risk and costs of the MSCP. The MSCP may be debarred for applying in future project consultancy assignments.

In this regard, the decision of the PD, PBSSD, PaschimBanga Society for Skill Development, West Bengal will be final.

#### **3.11.1 Termination of Contract**

The MSCP's association with the PBSSD, will terminate in following ways:

- 1) The term of Contract expires
- 2) Scoff Contract by the PBSSD, due to non-performance during the execution of Project with a one- month prior notice
- 3) Performance is below expected level.

- 4) Non-adherence to the timelines of the Project.
- 5) Quality of work is not satisfactory.
- 6) Any other justified reason given by competent authority of PBSSD
- 7) Any other reason deemed fit by competent authority of PBSSD

### **3.12 Termination for Insolvency, Dissolution etc.**

The PBSSD, may at any time terminate the Contract by giving written notice of three months to the MSCP, if the MSCP becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination, will be without compensation to the MSCP, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the PBSSD.

### **3.13 Termination for Convenience**

The PBSSD, reserves the right to terminate, by prior written notice, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination is for the PBSSD, convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

### **3.14 Force Majeure**

For purposes of this clause, "Force Majeure" means an event beyond the control of the PBSSD and not involving the PBSSD's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the God, in its sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, quarantine restrictions and freight embargoes and work shut down imposed by Government Acts and Legislation or other Mission.

### **3.15 Payment Terms & Conditions:**

Payment release by PBSSD to selected MSCP will be in accordance to Payment schedule provided in Annexure 3 of this document in Indian Rupees either in form of Bank Cheque/Demand Draft or through online/RTGS system, by the following schedule:

- 1) Amount should be charged on the rates as defined in Letter of Allotment (LoA).
- 2) All payments by the PBSSD, shall be made after deduction of due tax at source (TCS)/ Tax deducted at Source (TDS) wherever applicable as per the provisions of the Income Tax Act, 1961 or any kind of Tax liability under any other Act.
- 3) The MSCP will only be responsible for the compliance of all the relevant Acts and laws.
- 4) Within 7 days of notifying the acceptance of proposal for the award of contract, the MSCP shall furnish a Performance Bank Guarantee for 3% of the cost of work/assignment.

### **3.16 Taxes and Duties**

The MSCP shall entirely be responsible for timely deposit of all kind taxes (TDS, TCS, Service Tax etc.), duties etc. incurred. The MSCP shall be liable to submit the proof of deposit of due amount of tax liability. The due TDS/TCS or any applicable tax may be deducted from the payment of MSCP as per Income Tax Act or other Act.

### **3.17 Resolution of Disputes**

If any dispute arises between parties, then these would be resolved in following ways:

#### **3.17.1 Resolution of Disputes**

Primary dispute shall be initially referred to PD, PBSSD and in case of non-satisfactory resolution to either party be referred to Principal Secretary/Secretary, Department of Technical Education, Training and Skill Development, Govt. of West Bengal for resolution.

### **3.18 Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the Calcutta High Court. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

## **SECTION 4: TERMS OF REFERENCE (TOR)**

### **4.1 Background**

A large number of trainees trained under DDU-GKY are placed at major cities, states and industrial centres of the country. These cities and industrial centres have a large demand for skills and skilled manpower. Spurred by the need for steady job and income and to fulfil their career aspirations many of the poor rural youths migrate to cities where they often face an unfamiliar territory, social and economic challenges such as higher costs of living, shelter, access to services. These challenges becomes difficult to cope with resulting in poor job retention, inability to integrate and unfulfilled aspirations. The difficulties of adjustment often lead the migrant population to return to their native place thus nullifying the effort put in skilling, placement and job retention.

As the requirement to support the trainees at an unknown territory is enormous, the Ministry of Rural Development (MoRD) decided to support the states to establish and operate various Migration Support Centre (MSCs) pan India. MoRD has laid down the guidelines for setting up the MSCs with the help of a MSC provider as per the norms and guidelines of DDU-GKY. The MSC provider would be responsible to operate and maintain the same till the end of the contract period.

### **4.2 Overview of the Scope of Work**

There is a requirement to support the trainees who are placed at different locations across the country. Along with providing Post Placement Support (PPS), the Ministry of Rural Development (MoRD) decided to support the states to establish and operate various Migration Support Centre (MSCs). MoRD has laid down the guidelines and budget for setting up the MSCs with the help of a MSC provider at four locations viz Karnataka (Bangalore), Telangana (Hyderabad) and Tamil Nadu (Chennai). The MSCP would be primarily responsible for the following:

- Establish and operate the MSC as per the defined scope of DDU-GKY and PBSSD.
- Run the MSCs, providing defined services
- Record, maintain and provide complete MIS reporting data to stakeholders

#### **4.2.1 Physical Infrastructure:**

- 1) Location of the centre: The MSC should be conveniently located within 15kms from the nearest central bus terminus/ main rail terminal.
- 2) Timings: The MSC should operate from 9 am to 6pm everyday. However, the accomadation facilities should be available 24\*7 inclusive of holidays.
- 3) The team must ensure that the information centre is adequately staffed in shifts to ensure that the help-line facilities are active and available when migrant workers are free and can call/ walk-in.
- 4) Space: The overall space for the MSC should be 1,000 sq. ft., targeting a population of about 500 migrant rural youth approx. for 3 years.
- 5) Triple sharing room: 3 triple sharing rooms with attached bathroom of size not less than 150 sqft with bedding and storage space.
- 6) Dormitory facilities: Two 5- seater dorms with 1 attached bathrooms each of size not less than 200 sqft with bedding and storage space.
- 7) Other rooms as per the following:
  - One office space of minimum size of 250 sqft. The room should have adequate space to have 2-3 computers with its basic accessories such as a colour printer with scanner, UPS, a web camera and a high speedwifi internet connection.
  - One 10 seater meeting room of minimum size of 250 sqft;
  - One additional toilets for staffs or other visitors
- 8) All triple sharing rooms must have atleast 1 ceiling fan and 2 tubelights
- 9) All dormitories must have atleast 2 ceiling fans and 4 tubelights
- 10) Backup power supply.
- 11) Safe drinking water facility

#### **4.2.2 Activities to be undertaken at MSC:**

- 1) Accommodation: Free accommodation for a defined period (10 days) from 2 days prior to



joining. If any person (maximum 1) accompanying these migrants, they may also be allowed free accommodation for 2 days.

- 2) Support to migrant trainees:
  - a) The officers at the MSC will get in touch with the PIAs and take candidate details migrating in the state
  - b) The officers at MSC will get in touch with the candidates and collect travel details
  - c) The officers at MSC will receive the candidates at the bus/ rail station/ airport
  - d) The MSC will support the candidates with the joining formalities and provide one week of handholding to the candidates for all sorts of issues
  - e) The MSC should give one single point of contact to the candidates. This SPOC will be the first point of contact wherein the candidates will get in touch
- 3) Support to employers:  
The MSC will handle any escalations related to the candidates placed in the
- 4) Information services: The MSC will provide information on the following areas:
  - f) Information on lodging facilities such as rental apartments, PGs, hostels etc.
  - g) Information on the various canteen facilities
  - h) Information on the local Govt./ private health centres
  - i) Information on the contact details of various emergency contact numbers such as police stations etc
  - j) Information on ticket booking counters/ travel agents
  - k) Information on other job opportunities
  - l) Any other information services required by PBSSD from time to time
- 5) Advisory services: The MSC will provide the following advisory services:
  - a) Workshop cum consultation on basic legal counselling and dispute resolution. The workshop will also cover understanding basics of salary components – i.e. Basic, HRA, DA, EPF. This workshop may be scheduled once in two months.
  - b) Workshop cum consultation to cover basic banking activities such as filling up of deposit and withdrawal slips, passbook, cheque books, use of ATMs, identifying fake notes etc. This workshop may be scheduled once in two months.
- 6) On call health services: The MSC should engage the services of one general physician. The services of the practitioners will be availed on call basis.
- 7) Helpline cum grievance cell: Registration of complaints of migrant workers and provide necessary support
- 8) MIS/ IT services:
  - a) MSC should online/ telephonic services for the following:
    - Online booking facilities of accommodation of the MSC
    - Data/ information against all services as mentioned in pt 2
    - Virtual participation of workshops as mentioned in pt 3
  - b) Creation and maintenance of a MIS system for monitoring and recording of activities performed by an MSC. This MIS will capture the availability of rooms, workshops scheduled, meetings or health camps etc.
  - c) The MIS will also capture the project wise beneficiary details
  - d) The MIS should also capture the current and updated beneficiary contact details along with the details of the current employer placed in that state.
  - e) Any other information services required by PBSSD from time to time
- 9) Undertaking qualitative research amongst placed candidates and employers as follow up to Post placement tracking
- 10) Visiting the work location of the placed candidates once in three months
- 11) Providing migrant workers and their families with a helpline number.
- 12) Collecting and synthesizing information on migration to the location from the Project Implementing Agencies (PIAs).

### 4.3 Resource Requirements:

4.3.1 The minimum staff requirement should be as follows:

- Centre Manager(1)
- Office executive- Admin cum IT(1)
- Office assistant(2)

Atleast one of the above mentioned resources should be available at the MSC any point of time to attend the calls and render the services. The resources may be deployed for this on rotation basis.

Key Staff	Qualification & Skills
<b>Center Manager (1)</b>	<p>Post Graduate degree or diploma in any discipline</p> <p>Minimum 3 years of experience in handling similar assignment OR Graduate degree, 5years Experience</p> <p><b>Skills/Aptitude</b>—Team management, program implementation strategy, Planning, Liaising skills, proficient in English, Hindi or local language of the state (of MSC location). Preference would be given to candidates with language proficiency in Bengali.</p>
<b>Office Executive: Admin cum IT (1)</b>	<p>Graduate in any discipline</p> <p>Minimum 3 years of experience in handling similar assignment.</p> <p><b>Skills/Aptitude</b>—Client relationship management, filing and documentation, handling administrative work, proficient in English, Hindi or local language of the state (of MSC location), hardware and software management, troubleshooting IT related matter from time to time, maintaining MIS and reporting Preference would be given to candidates with language proficiency in Bengali</p>
<b>Office Assistant (2 Nos.)</b>	<p>Graduate in any discipline</p> <p><b>Skills/Aptitude</b>—Community mobilization &amp; rapport building, proficient in English/Hindi &amp; local language of the state (of MSC location). Preference would be given to candidates with language proficiency in Bengali</p>

### 4.4 Funding

#### 4.4.1 Location wise Indicative Candidates Placed:

Sl.No.	Location of MSC	Indicative Nos of Candidates placed
1.	Karnataka (Bangalore)	1400
2.	Telangana (Hyderabad)	1000
3.	Tamil Nadu (Chennai)	1100

#### 4.4.2 Payment Milestone:

Payment Modalities Payment will be released to party, based on periodic submission of documents as mentioned in deliverables:

Milestone & Time Line	Target	Payment
On signing of MoU and submission of workplan	Deployment of the team	10% of the Contract Value

Completion of 1 <sup>st</sup> half year and successful delivery of assignments	Minimum 25% of the total indicative Candidate target at proposed location.	25% of the Contract Value
Completion of 2 <sup>nd</sup> half year and successful delivery of assignments	Minimum 25% of the total indicative Candidate target at proposed location.	25% of the Contract Value
Completion of 3 <sup>rd</sup> half year and successful delivery of assignments	Minimum 25% of the total indicative Candidate target at proposed location.	25% of the Contract Value
Completion of 4 <sup>th</sup> half year and successful delivery of and submission of UC and audited accounts	Minimum 25% of the total indicative Candidate target at proposed location.	15% of the Contract Value

PBSSD shall provide updated and verticals list of candidates placed and currently residing in the respective location. PBSSD may assign this responsibility to the MSCP but timely provide a due approval regarding change in Location wise Candidates Targets. In case there is a change in the Candidates Targets, The payment of the program support cost will be made on the prorate basis. The payment of staff remuneration, Centre Rent, Electricity, Increment and Centre maintenance charges shall remain unaltered in such scenario.

**SECTION 5: TECHNICAL PROPOSAL**

Technical proposal standard forms shall be used for the preparation of technical proposal.

TECH-1	Technical Proposal Submission Form
TECH-2	Compliance Sheet
TECH-3	Consultant Organization and Experience
TECH-3A	Consultant's Organization
TECH-3B	Consultant's Experience
TECH-4	Description of Approach, Methodology, Work Plan
TECH-5	Team Composition and CV

**Form Tech-1**  
**Technical Proposal Submission Form**

(On Applicant/Bidder's letter head)

Dated:

To  
The Project Director,  
Paschim Banga Society for Skill Development ( PBSSD ),  
DTET & SD, Government of West Bengal, Karigori Bhawan  
, AA-III, New Town  
Kolkata (West Bengal)

Sub: Technical for selection of Agencies for Establishment and Operation of three Migration Support Centers by Paschim Banga Society for Skill development ( PBSSD )

Dear Sir,

With reference to RFP No.....dated..... regarding submission of RFP/Bid document for the aforesaid subject. I/we, having examined the RFP/Bid Documents and understood their contents, hereby submit our Proposal for selection of Migration Support Centre Provider (MSCP) for PBSSD.

- a) All information provided in the Proposal/ Bid and in the Annexure & Appendixes is true and correct.
- b) This statement is made for the express purpose of qualifying as an Applicant for undertaking the Project.
- c) I/We shall make available to PBSSD any additional information it may find necessary or require to supplement or authenticate the Bid.
- d) I/We acknowledge the right of PBSSD to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- e) I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- f) I/We declare that:
  - I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by PBSSD.
  - I/We do not have any conflict of interest in accordance the RFP document;
  - I/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, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with PBSSD or any other public-sector enterprise or any government, Central or State;
- g) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or

restrictive practice.

- h) I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
- i) I/We declare that we have no business relationship with any other firm who is submitting a Proposal for this Project.
- j) I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Mission which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- k) I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- l) I/We further certify that no investigation by a regulatory Mission is pending either against us or against our Associates or against our PD, PBSSD or any of our Directors/ Managers/ employees.
- m) I/We undertake that in case due to any change in facts or circumstances during the Bidding Process, we shall intimate PBSSD of the same immediately.
- n) I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by PBSSD in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
- o) In the event of our being declared as the successful Applicant, we agree to enter into an Agreement in accordance with the draft attached in the RFP document.
- p) I/We have studied all the RFP Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by PBSSD or in respect of any matter arising out of or concerning or relating to the selection Process including the award of contract.
- q) The Consultancy Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
- r) In accordance with the RFP Document, we offer separate Proposal Security (EMD) of Rs. 25,000/- per centre vide online remittance through "<http://www.wbtenders.gov.in>" portal
- s) I/We agree and understand that the Proposal is subject to the provisions of the RFP Documents. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Proposal is not opened.
- t) I/We agree to keep this offer valid for 90 (ninety) days from the Proposal Due Date specified in the RFP

u) I/We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place:

(Name and designation of the Authorized signatory)  
with seal of the Bidder

## Form Tech-2 Compliance sheet

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(The technical qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, need to be a part of the Technical Qualification proposal)

#	Specific Requirements	Document Required	Provided (Y/N)	Page No
	Organization and Experience	Tech 3A, Tech 3B along with work orders, certificate, contract, information available from public domain or from the client		
	Understanding Approach Methodology, Work Plan	Tech 4		
	Team Composition and CVs	Tech 5		





**Form Tech-4**  
**Approach, Methodology and work plan**

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Please describe in detail the approach, methodology and a work plan in response to the Terms of Reference in Section 4

**Form Tech-5**  
**Team Composition, Key Resources Inputs and CVs**

(A brief description of the team composition including the agency's staff members assignments, roles and responsibilities, assignments; page limit of 5)

CURRICULUM VITAE (CV PAGE LIMIT- 5)

(Total number of CVs to be furnished for technical proposal evaluation= 6)

Position Title and No.	(eg: Team Manager)
Name of Resource:	(Insert full name)
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

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

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

Period	Employing organization and title/position Contac information for references	Summary of activities performed relevant to the Assignment

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

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

Certification:

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

Name of Expert    Signature    Date

Name of authorized    Signature    Date

Representative of the Consultant (Same who signs the Proposal)

## **SECTION 6: FINANCIAL PROPOSAL**

Financial proposal standard forms shall be used for the preparation of financial proposal.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration Fee

FIN-4 Breakdown of Programme Support Cost Expenses

**Form Fin-1**  
**Financial Proposal Submission Form**

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(On Applicant/Bidder's letter head)

Date:

To,  
Project Director,  
Paschim Banga Society for Skill Development, Kolkata, West Bengal

We, the undersigned, offer to provide the services for setting up of the Migration Support Centre (MSC) for Paschim Banga Society for Skill Development (PBSSD) in accordance with your Request for Proposal dated [Date] and our Technical Proposal.

Our attached Financial Proposal is for the lump sum amount of {Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures (Project Value for two years)}}, excluding of all Taxes. Applicable taxes will be as per Govt. norms.

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

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

Yours sincerely,

Authorized Signature {In full and initials}: Name and Title of Signatory:  
In the capacity of: Address:  
E-mail:

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP.

**Form Fin-2**  
**Summary of costs**

Item	Cost(INR)
(Bidder must state the proposed Costs in accordance with the Data Sheet; delete columns which are not used)	
<b>Cost of the Financial Proposal</b>	
(1) Financial Proposal <i>(Total of Form FIN-3 &amp; FIN-4)</i>	
a. Staff Remuneration	
b. Centre Rent, Electricity, Increment and Centre maintenance charges	
c. Programme support cost expenses	
<b><u>Total Excluding GST</u></b>	
PF, ESI, Bonus of the staff will be borne by the bidder	
<b>Total Cost of Financial Proposal excluding GST</b> (Should match the amount in Form FIN-1)	(Write Amount in word also)

**Form Fin-3  
Breakdown of Staff Remuneration**

Sl no	Resource Required	Quantity	No. of Months	Rate per resource	Total amount exclusive taxes	Total amount in words
1	Centre Manager	1	24			
2	Office Executive: Admin cum IT	1	24			
3	Office Assistant	2	24			
TOTAL AMOUNT IN FIGURES (Rs)						

**Form Fin-4  
Breakdown of Programme Support Cost**

Sl no.	Type of Programme Support Expenses	Unit	No of Months	Total amount exclusive taxes	Total amount in words
Total cost					

**Signature Not Verified**

Digitally signed by ARINDAM ACHARYA  
Date: 2022.05.26 16:58:53 IST  
Location: West Bengal-WB

