

Punjab Skill Development Mission  
SCO 149-152, Second Floor, Sector 17-C  
Chandigarh

Tender for "Engaging Agency (ies) to Provide Skill Trainers and Helpers to undertake skill training  
under PM VIKAS scheme in Punjab"

**1. Purpose and Scope of work**

Punjab Skill Development Mission (PSDM) proposes to engage/shortlist agency (ies) to provide skill trainers and helpers etc. for carrying out scope of work at Annexure A.

**2. Documents to be submitted and the Eligibility criteria for selection of agency (ies)**

Agency (ies) that can provide Trainers and Helpers as per the eligibility criteria outlined in Annexure- B must submit an application along with the required documents. The eligibility criteria for the selection of agencies are detailed in Annexures B, C, and D.

**3. The agencies fulfilling criteria as per Annexure-B shall be eligible for financial bid opening process. The agency with lowest financial bid in the job role shall be selected as successful agency for that particular job role. This agency will supply the required resources in all the training centers where that job role is to be run as per Annexure-A. The financial Bid format is at Annexure-E.**

**4. Application Submission Guidelines**

The application shall be submitted on e-procurement portal [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) in accordance with the following guidelines:

- a) Application shall be submitted in the format as per Annexure-C.
- b) The application shall be unconditional; otherwise it shall be rejected.
- c) All the information/details are to be supported by authentic documents duly certified by the applicant with stamp and signatures on each page. The page (es) without stamp and/or signature shall not be counted towards fulfilment of eligibility criteria.
- d) Applications shall be submitted on e-procurement portal [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). Any other means of submission will not be accepted and will be summarily rejected.
- e) Tender Fee shall be Rs 1000/- Which is non refundable.
- f) Processing Fees shall be Rs 10,000/- which is non refundable.
- g) EMD shall be Rs. 20,000/- which is refundable the EMD of successful bidder shall be refunded after submission of Performance Bank Guarantee (PBG).
- h) The EMD will be forfeited on account of one or more of the following reasons:-
  - i. The bidder withdraws its bid during the validity period specified in the tender.
  - ii. If a bidder makes misleading or false representations in the forms, statements and attachments submitted in the bid documents.
  - iii. In case of a successful bidder, the said bidder fails to submit the Performance Bank Guarantee (PBG) within 07 days of issuance of the work order, a penalty of ₹1,000 per day

10/07/2024  
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per job role shall be levied for the next 15 days. On the 16th day, the EMD will be forfeited, and the agency will be disqualified without further communication.

- i) Performance Bank Guarantee equivalent to the 10% of total project cost as per the financial bid shall be submitted by the shortlisted agency within 07 days of issuance of work order.
- j) The Performance Bank Guarantee (PGB) shall remain valid for a period of 180 days beyond the expiry date of the project.
- k) PSDM shall forfeit the Performance Bank Guarantee (PGB) in the following cases:
  - i. Non-responsiveness of agency, poor quality of trainers, non replacement of trainer (s) or furnishing incorrect/incomplete information.
  - ii. If PSDM incur any loss due to the agency negligence in carrying out the project implementation as per work order.
- l) The Performance Bank Guarantee (PBG) shall be released in 03 month after completion of work.
- m) One bidder is allowed for only one bid. The bidder may apply for multiple job roles.
- n) The selected agency should submit the details of office in Punjab along with Punjab GST Registration to this office within 30 days of allotment. The agency should raise bill from Punjab GST Registration only.
- o) Bidding Schedule shall be as follows:-

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 25/12/25, 01:00 AM/PM <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a>
2.	Last Date of sending Pre-Bid queries via eprocurement portal	31/12/25, upto 05:00 AM/PM
3.	Pre-bid meeting	02/01/26, time 11:00 AM/PM at PSDM Head Office Chandigarh.
4.	Last Date/Time for submission/ uploading of offer/Bid	08/01/26, up to 01:00 AM/PM ( <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a> )
5.	Application/ Proposal Opening Date and Time	08/01/26 ... at 04:00 AM/PM

Note: Bid validity will be till 31-03-2027

5. Corrigendum/further directions, if any

Corrigendum/ Addendum/ further developments regarding this tender shall only be uploaded on portal [www.punjabrozgar.org.in](http://www.punjabrozgar.org.in) and [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in), no further separate communication will be made regarding this.

6. Contact Person for Any Clarification:

Name: Mr. Rajesh Kumar, 7986032539

## Scope of Work

1. Selected agency (ies) shall be responsible for supplying Trainers and Peon cum sweeper in the skill training centers as per following details to provide skill training to youth (The no. of centers detailed in the table below may be increased or decreased as per requirement of PSDM).
2. The training should be in accordance to the standards prescribed by the relevant sector skill councils (SSCs), in accordance with the job roles,

The skills training will happen in the premises of skill centres of PSDM across the State of Punjab. List of training center along with job roles details are as below:

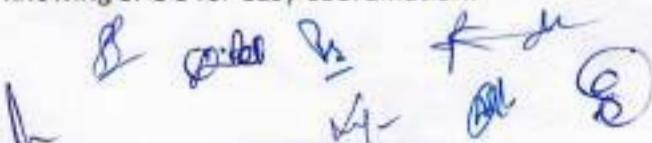
Name of Job Role with QP code	District for Deployment of Trainer	Address of the training Centres	Manpower Required (ToT certified trainers) in relevant QP code & Version*	Eligibility criteria of trainer & Peon cum Sweeper	Duration of training per day (In hrs)	No. of months/ days for which manpower is to be deployed**
Elderly Care Companion	Jalandhar	Multi Skill Development Centre	1. Trainer 2. Peon cum sweeper (one each of above at each centre)	Annexure A-1	8	8 months
	SBS Nagar	District Bureau of Employment & Enterprises				
Geriatric Caregiver	Ludhiana	Multi Skill Development Centre, Girls Hostel	1. Trainer 2. Peon cum sweeper (one each of above at each centre)	Annexure A-1	8	8 months
	Moga	Rural Skill Centre, Patto Hira Singh				
Solar Panel Installation Technician	Fatehgarh Sahib	Rural Skill Centre, Khamano	1. Trainer 2. Peon cum sweeper (one each of above at each centre)	Annexure A-1	8	8 months
	Hoshiarpur	Multi Skill Development Centre				
Walk Tour Facilitator	Amritsar	District Bureau of Employment & Enterprises	1. Trainer 2. Peon cum sweeper (one each of above at each centre)	Annexure A-1	8	8 months
Ware House Associate	Ferozpur	District Bureau of Employment & Enterprises	1. Trainer 2. Peon cum sweeper (one each of above at each centre)	Annexure A-1	8	8 months
	Jalandhar	Multi Skill Development Centre				
Basics of Leadership Development	Amritsar	Rural Skill Centre, Gehri Mandi	1. Trainer 2. Peon cum sweeper (one each of above at each centre)	Annexure A-1	8	8 months
	Hoshiarpur	Multi Skill Development Centre				
	Sri Muktsar Sahib	Rural Skill Centre, Barkandi				

\*The manpower can be increased or decreased.

\*\*The duration can be increased or decreased as per requirement of PSDM.

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3. The selected agency shall ensure to keep a back up pool of the ToT certified trainers as well as the peon cum sweeper.
4. The selected agency (ies) shall ensure that all trainers have valid ToT certification throughout the duration of the project. The certification shall be issued by Sector Skill Councils.
5. The selected agency ensure that its faculty deliver quality training as per the prescribed curriculum.
6. The selected agency shall monitor through regular evaluation.
7. The deputed manpower shall work on daily basis as per directions given by the DPMU team.
8. Faculty Replacement: Provide a replacement within 2 working days in case of resignation or unavailability of selected faculty or in case of direction by the Punjab skill Development Mission to change the trainers
9. The selected agency shall ensure that the deputed trainer will perform the following activities.
  - i. Curriculum Delivery: Training must be delivered in designated job roles as per Model Curriculum of the QP Code defined by Sector Skill Council and PSDM instructions. Content may be modified by the Department based on needs.
  - ii. Reporting Structure: Trainers must report to the centre incharge or designated authority and perform duties as instructed, including administrative tasks and documentation with respect to mobilisation, orientation, councelling, registration, attendance, training, retention, assessment, certification, post certification activities etc.
  - iii. Training Location: No change in assigned training location is allowed without prior approval from the Department. PSDM reserves the right to change the training location of the deputed trainer.
  - iv. Feedback: Trainers are required to submit weekly and monthly progress reports and provide feedback on any issues encountered during the training.
  - v. Assessment Facilitation: Trainers must conduct assessments as per Sector Skill Council (SSC) scheme guidelines.
  - vi. Leave Policy: One leave per month with prior approval is allowed.
10. Equipment related to the respective job roles shall be provided by the PSDM and must be under the care of the trainer. The trainer will ensure that no materials is taken out from the centre premises.
11. Trainer will ensure to mark attendance (incoming/outgoing, Login/Logout) on the AEBAS solution.
12. Trainer shall also ensure that the trainees are suitably enganged while the training classes are delivered to them. It shall also be the duty of the trainer to keep them suitably oriented and motivated to complete the entire course curriculum.
13. The selected agency shall ensure that good quality trainers are deputed so that atleast 80% candidates in each batch are passed by the Sector Skill Council. In case the target is not met, the penalty at the rate of Rs. 4000 per candidate for every shortfall below 80% will be chargable.
14. The selected agency shall have to appoint a fact knowing SPOC for easy coordination.

A series of handwritten signatures and initials in blue ink, including 'B', 'S', 'D', 'P', 'A', and 'S'.

15. The selected agency will have to depute the trainer as well as peon cum sweeper within 10 days of the issuance of the work order for the designated training centres of the district. The penalty for non deputing will be applicable as below: -

Sr. No.	Number of days beyond the admissible period	Penalty
1	11 days- 20 days	Rs. 1000 for Trainer per centre Rs. 500 for Peon cum Sweeper per centre
2	21 days -30 days	Rs. 1500 for Trainer per centre Rs. 750 for Peon cum Sweeper per centre
3	Beyond 30 days	Penalty upto 30 days as above plus the work order for that centre shall stand withdrawn

16. In case PSDM has to bear the loss due to delay in supply of goods/services by the selected bidder, the selected bidder shall have to make the good the loss.

17. Trainers will work in coordination with PSDM Officials/District Team. Training centre shall be inspected by PSDM, Ministry of Minority Affairs officials, District Administration etc. during the training program.

18. The shortlisted agency shall be responsible for maintaining complete discipline of its Trainers and for ensuring compliance with all rules, and instructions in force, as well as those made applicable from time to time, as per the work order issued to the agency (ies).

*8/10/2018*  
*8/10/2018* *8/10/2018*  
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1. The shortlisted bidder will ensure that the qualification of trainer will be as per Modal Curriculum of the QP code and version as defined by the respective Sector Skill Council.
2. Eligibility of trainer shall be as per the model Curriculum and version of the Job role as specified by the respective Sector Skill Council.
3. Eligibility of Peon cum sweeper- 10th pass with punjabi.

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Eligibility criteria for the applicant to make application against this TENDER and documents to be submitted.

A. Eligibility																															
S. No.	Eligibility Criteria	Documents Required			Page Number of Application	Remarks																									
1	The applicant must be a Company/ Partnership Firm/ Proprietorship Firm/ Public sector undertaking/ Public sector company/ Society/ Trust/ NGO/ Corporation/ Firm/ Sector Skill Councils (Sole proprietorship and consortium shall not be eligible)	1. Certificate of Incorporation / Registration Certificate (Self-attested) 2. PAN No. 3. GST No				Eligible/not eligible																									
2	Establishment year before 01-04-2024	1. Certification of incorporation				Eligible/not eligible																									
3	The applicant should have a minimum average annual turnover of INR 50 Lakhs from any of the business for financial years 2023-24 and 2024-25	1. Audited balance sheets, IT return document & Audited P&L/Income statements for the stated years with UDIN number. 2. CA certificate duly signed mentioning the turnover from any business with UDIN number.				Eligible/not eligible																									
4	Experience:  The bidder should have experience of engaging/ supplying of atleast 02 ToT certified trainers for any Job role for any duration in the period from 01-04-23 and till the date of making application. The start of engaging/supplying of ToT certified trainer can also be earlier to 01-04-23.	Following documents are to be provided:-  1. The bidder who has engaged the ToT certified trainers for its own project shall give the following undertaking:-  <table border="1" data-bbox="583 1156 1151 1337"> <thead> <tr> <th rowspan="2">SIDH Trainer ID</th> <th rowspan="2">ToT Certificate No.</th> <th rowspan="2">Name of Trainer</th> <th rowspan="2">Trade</th> <th colspan="2">Period of Deployment</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> 2. The bidder who has supplied the ToT certified trainers to other agency shall provide the client certificate containing the following information.  <table border="1" data-bbox="583 1480 1151 1662"> <thead> <tr> <th rowspan="2">Name of Trainer</th> <th rowspan="2">ToT Certificate No.</th> <th rowspan="2">Trade</th> <th colspan="2">Period of Deployment</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			SIDH Trainer ID	ToT Certificate No.	Name of Trainer	Trade	Period of Deployment		From	To							Name of Trainer	ToT Certificate No.	Trade	Period of Deployment		From	To						Eligible/not eligible
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				From	To																										
Name of Trainer	ToT Certificate No.	Trade	Period of Deployment																												
			From	To																											
5	Completed, signed and stamped Annexure B, Annexure- C & Annexure D	All eligibility criteria are to be fulfilled. Signed and stamped Annexure B, Annexure C & Annexure D				Eligible/not eligible																									
6	Signed and stamped copy of tender document	Each page of tender document to be signed and stamped by agency				Eligible/not eligible																									

**Important Note:**

- The agency/agencies should be eligible in all six criteria mentioned above in order to be eligible to open the financial bid.
- The selected agency should submit the details of office in Punjab along with Punjab GST Registration to this office within 30 days of allotment. The agency should raise bill from Punjab GST Registration only.
- The payments will be made into the selected agency linked to Punjab GST only.

*8-4-2024  
R. T. Patel*

## Application Format

Sr.No.	Particulars	Details (to be filled by the bidder)
1	Name of Agency	
2	Name of the Authorised Signatory	
3	Office Address of applicant agency	
4	Authorized contact person details (Name, designation, Telecom no., email)	
5	PAN details and GST No of the agency	
6	Eligibility (As per Annexure-B)	Whether eligible: (Yes/ No)  Whether signed and stamped Annexure-B, attached (Yes/No)
7	Undertaking	Whether signed and stamped Annexure-D, attached (Yes/No)

Date:

Sign/Stamp

I/we hereby give our Bid application for providing Trainer and Peon cum Sweeper for carrying skill training to youth of Punjab and declare that:

1. I/We declare that the particulars furnished in the Bid application are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our Bid application and de-empanelment of agency.
2. I/We understand and accept that work to be given shall be at the discretion of PSDM as per requirement and PSDM has a right to reject our Bid application after assigning reasons thereof.
3. If my/our Bid application is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by PSDM from time-to-time.
4. I/We understand that consideration and finalization of our Bid application as such does not guarantee award of assignment by PSDM.
5. I/We understand that PSDM reserves the right to stop awarding future assignments without prior notice or assigning any reasons whatsoever.
6. The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by PSDM from time-to-time.
7. I/We shall maintain secrecy of the business allotted by PSDM.
8. Under no circumstances, I/we shall use the name or logo of PSDM in my/our correspondence with other institutions.
9. If any wrong practice is detected, I/We hereby consent that PSDM may take steps as deemed fit.
10. I/We undertake to keep PSDM informed of any events or happenings which would make me/us ineligible for work with Punjab Skill Development Mission.
11. I/We have not concealed or suppressed any material information, facts and records and we have made a complete and full disclosure.
12. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988"; or other relevant statutes.
13. I/We have not been convicted of any offence and/or sentenced to a term of imprisonment.
14. I/We have not been found guilty of misconduct in professional capacity.
15. I/We, at (Name of bidding firm), having its registered office (Office address), do hereby declare that the Applicant hasn't been blacklisted/debarred by any donor agency/State Government/Central Government/Sector skill council any other department of Government.

Date:

Place:

Signature of the Applicant  
/Stamp

(To be signed by the individual/authorized signatory of the firm/ company)

R.  
N.

E. B. S. Bai

K. S. B.  
8.

## Financial Bid

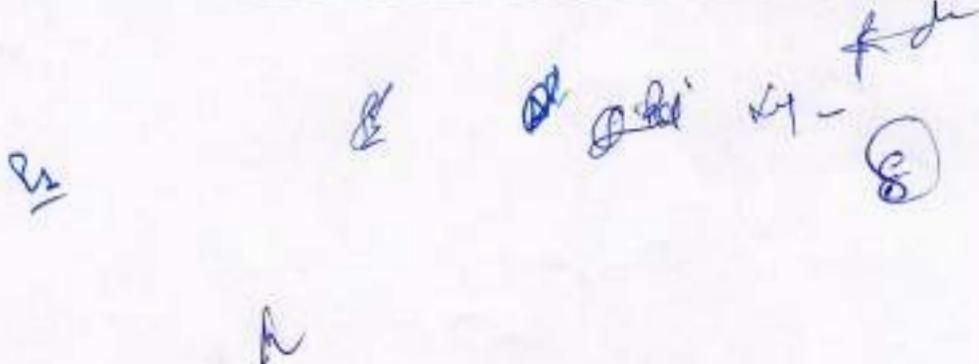
**Bidder Details**

Tender	Tender for providing Skill Trainers and Peon cum Sweeper for skill training under PM VIKAS scheme in Punjab
Bidder Name	

**Financial Quote**

Applied Job Role	Number of Centers	All inclusive Monthly cost in INR quoted by the bidder to depute the required trainers and Peon cum Sweeper in <u>ALL</u> the training centres of the applied job role including all taxes (centre addresses as per Annexure A of the tender document).
Elderly Care Companion (DWC/Q0802) Version-1.0 or above	2	
Geriatric Caregiver (HSS/Q6002) Version-3.0	2	
Solar Panel Installation Technician (ELE/Q5901) Version-3.0 or above	2	
Walk Tour Facilitator (THC/Q4408) Version-1.0 or above	1	
Warehouse Associate (LSC/Q0101) Version 2.0 or above	2	
Basics of Leadership Development (MEP/N5137) Version 2.0	3	

Bidder Sign &amp; Stamp


 A handwritten signature in blue ink is followed by a circular blue stamp. The stamp contains the text 'Punjab State Skill Development Council' and 'PSSDC' in a stylized font. Below the stamp, there is a handwritten date '14-08-2023' and a handwritten signature 'Ranbir Singh'.