

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

**TERMS OF REFERENCE (ToR) FOR “Providing Skill Training to Drug Abuse Victims in Punjab.”**

**1. Purpose and Scope of work**

Punjab Skill Development Mission (PSDM) proposes to engage agency(ies) out of its empaneled training partners in the State of Punjab for carrying out Skill Development Trainings as mentioned in scope of work at **Annexure-A**.

**2. Documents to be submitted and the Eligibility criteria for selection of agencies**

The documents to be submitted with the application and the eligibility criteria for selection of agencies is as per Annexure-B, B1, B2, B3, C and Annexure D.

**3. 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 signatures on each page.
- 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/-.
- f) Processing Fees shall be Rs 10,000/-.
- g) EMD shall be Rs. 15,000/-.
- h) Performance Bank Guarantee @ 10% of total project cost with validity till 31-12-2025 shall be submitted by the shortlisted agency within 07 days of issuance of work order.
- i) The EMD of successful bidder shall be refunded after submission of Performance Bank Guarantee (PBG).
- j) The Performance Bank Guarantee (PBG) shall be released in 01 month after completion of work order and payment of all installments as per schedule. Non submission/wrong submission of claim as per guidelines and timelines of any/all installment will result in forfeiture of Performance Bank Guarantee (PBG).
- k) One applicant is allowed only one application. The applicant may apply for multiple job roles at different centres.
- l) Bidding Schedule shall be as follows: -

S No.	Activity	Date/ Time : Duration
1.	Online Sale/Download date of Tender documents	From- 08-02-2025, time 01:00 PM <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a>
2.	Last Date of sending Pre-Bid queries by e-mail	11-02-2025 upto 12:00 PM on Email ID <a href="mailto:neeshukoshik.psdm@gmail.com">neeshukoshik.psdm@gmail.com</a>
3.	Pre-bid meeting	13-02-2025 date, time 12:00 PM at PSDM Head Office Chandigarh.
4.	Last Date/Time for submission/	22-02-2025 up to 03:30 PM ( <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a> )

	uploading of offer/Bid	
5.	Application/ Proposal Opening Date and Time	22-02-2025 at 04:00 PM
6.	Presentation by the Applicant	The exact date will be intimated later by the PSDM at the email id mentioned at Annexure C at Sr. no. 5
7	Issuance of Work order	28-02-2025

4. **Corrigendum/ further directions, if any**

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

5. **Contact Person for Any Clarification:**

Name: Ms. Neeshu Koshik, 82957-48828

Email Id: [neeshukoshik.psdm@gmail.com](mailto:neeshukoshik.psdm@gmail.com) with CC to [secy.skill@psdm.gov.in](mailto:secy.skill@psdm.gov.in) and [surindermohan.psdm@gmail.com](mailto:surindermohan.psdm@gmail.com)

## Scope of Work

## Role of Training Partner

- The training will happen at the institutions (mentioned below) where the drug abuse victims are present. The training partner will be responsible for ensuring the readiness of the Training centre premises, including setting up the classroom for conducting the training, providing ToT-certified trainers, as well as managing the training, monitoring and assessment of candidates by the Sector Skill Council as below. Please also see Annexure B1.

Institution	Job role where batch formation is possible	No. of Candidates	QP/Job Role Code Version	NSQF Level	Common Norms Category	Total QP Hours
Rehabilitation Centre, Jalandhar	Data Entry Operator	31	SSC/Q2212	3	II	390
			ISC/Q1001 Version-	3	I	360
			Or CON/Q0602 Version- 3.0	3	I	39
			ISC/Q1001 Version-	3	I	360
			Or CON/Q0602 Version- 3.0	3	I	39
District Gurdaspur	Field Technician- Other Home Appliances	28	ELE/Q3104	4	I	600

\*Placement will not be part of this project

- Entire training for which the work order that will be given to the successful agency (ies) by PSDM under this project including assessment and certification shall have to be completed before 30-05-2025. Final installment bills must be submitted by 15-06-2025 after which no claims will be entertained and Performance Bank Guarantee (PBG) will be forfeited.
- Failure to claim any/all instalments as per the guidelines may lead to de-empanelment of the agency.
- Centre accreditation shall be under Non A&A. Further, infrastructure w.r.t area required for lab, CCTV cameras, Projectors in classroom, internet at the training centre, pantry, AC, biometric attendance shall be as per the guidelines of PMKVY scheme.
- Eligibility criteria of candidates to be trained will be as per Punjab Hunar Vikas Yojana (PHVY):-** "Candidates with Aadhaar card of Punjab and aged above 14 years as on commencement of training. For candidates belonging to vulnerable groups, they should have Aadhaar card."
- Assessment fees is to be paid by the training agency which shall be reimbursed to the training agency by PSDM. Re-assessment fees shall not be paid / re-imbursed by PSDM.
- Costing and payments shall be as per common cost norms of latest PMKVY 4.0 guidelines for the applicable components (without placement @ 27.89 Rs. Per hour).

1	1st instalment (30%)	After commencement of the batch with minimum 15 candidates in each batch (Proportionate basis on batch Freezing on SIDH portal and distribution of induction kits.)
2	2nd Instalment (40%)	On 50% successful completion of training (70% of attendance is required in each batch)  Excess payment of first instalment will be recovered from instalment
3	3rd Instalment (30%)	On successful certification and distribution of certificates to 70% of candidates in particular batch.  Excess payment of 1 <sup>st</sup> /2 <sup>nd</sup> tranche will be adjusted from this instalment

8. No subletting of work is allowed and in such case the agency will be de-empaneled by PSDM.
9. Detailed terms and conditions shall be issued in the work order.
10. The short listed bidder shall have to appoint a fact knowing SPOC for easy coordination.
11. The short listed agency will have to commence the training within 07 days of the issuance of the work order. The penalty for non-commencement of training will be applicable as below:-

Sr. No.	Number of days exceeding to non-commencement	Penalty
1	07 days- 10 days	Rs. 10,000/- (one time per centre)
2	11 days -15 days	Rs. 20,000/- (one time per centre)
3	16 days-20 days	Rs. 30,000/- (one time per centre)
5	21 days and above	Forfeiture of Performance Bank Guarantee (PBG) and target will be withdraw and re-allocated to suitable agency.

12. Any adjustment/recovery raised by PSDM and not deposited/ no suitably reply given by the applicant will result in forfeiture in Performance Bank Guarantee (PBG).
13. Non responsiveness/poor performance or furnishing of incorrect information may also lead to forfeiture of Performance Bank Guarantee (PBG).
14. In case of non-submission of the Performance Bank Guarantee (PBG) within 7 days of the issuance of the work order, a penalty of INR 1,000 per day per centre will be imposed for the next 5 days. On the 6th day, the Performance Bank Guarantee (PBG) will be forfeited, and no further communication will be made.

Basic Eligibility criteria and technical criteria for the applicant to make application against this ToR and documents to be submitted.

<b>A. Basic Eligibility Criteria</b>				
<b>S.No.</b>	<b>Eligibility Criteria</b>	<b>Documents required (documents must be legible, otherwise the application will be rejected)</b>	<b>Page number of application (to be filled by the applicant)</b>	<b>Marks/Remarks</b>
1)	Training Partners that are empaneled with PSDM as on date of floating of EoI are eligible to apply	1. Self-certified (signed /stamped with name and date) copy of letter of empanelment issued by PSDM.		No marks but only empaneled Training Partners of PSDM are eligible to apply.
2)	ToT certified trainers as on date of applying of EOI in course (updated version) in which the TP is seeking work order as per Annexure-A	1. Self-certified (signed /stamped with name and date) copy of ToT certificate issued by Sector Skill Council. 2. Undertaking that training will be conducted through this ToT certified trainer.		No Marks.
<b>B. Technical Eligibility for the job roles</b>				
01)	Candidates trained and certified as on date of floating of EoI in course in which the TP is seeking work as per Annexure A.  <b>Trainings and certifications that are done in association with PSDM/ any Department of Government of Punjab /any other skill development mission/NSDC/SSCs are eligible to be counted.</b>	1. Self-certified (signed and stamped with name and date) Annexure B2 and Annexure B3.  2. Client certificate from concerned- PSDM/any Department of Government of Punjab /any other skill development mission/NSDC/SSCs		Trainings and Certifications equal to or less than 49 – 0 Marks  Trainings and Certifications of 50 to 100 candidates – 20 Marks  Trainings and Certifications of 101 to 150 candidates – 30 Marks  Trainings and Certifications of 151 and above candidates – 40 Marks
2)	Candidates placed in formal sector as on date of floating of EoI in course in which the TP is	1. Self-certified (signed and stamped with name and date) Annexure B2 and Annexure B3.		Placement/ Employment equal to less than 14 candidates – 0 Marks  Placement/ Employment of 15 to 30 candidates – 20 Marks

	<p>seeking work as per Annexure A.</p> <p><b>Placements that are done in association with PSDM/ any Department of Government of Punjab /any other skill development mission/NSDC/SSCs are eligible to be counted.</b></p>	<p>2. Client certificate from concerned- PSDM/any Department of Government of Punjab /any other skill development mission/NSDC/SSCs</p>		<p>Placement/ Employment of 31 to 50 candidates – 25 Marks</p> <p>Placement/ Employment of 51 and above candidates – 30 Marks</p>
<p><b>Important Note</b></p> <ol style="list-style-type: none"> <li>1. PSDM empaneled Applicants/ Agencies scoring atleast 20 marks in the above eligibility criteria will be eligible to be called for presentation.</li> <li>2. Presentation shall be of 20 marks.</li> <li>3. Presentation shall consist of following: -             <ol style="list-style-type: none"> <li>i. Approach and methodology towards the project;</li> <li>ii. Proposed setup plan;</li> <li>iii. ToT certified trainers in the applied job role (including details of ToT certified trainers (details should include name of the trainer, certificate copy, certificate number, trainer ID, validity of ToT certificate, since when the ToT certified trainer is engaged by the agency);</li> <li>iv. Proposed staffing Plan;</li> <li>v. Proposed training schedule;</li> <li>vi. Proposed quality assurance methodology;</li> <li>vii. Proposed monitoring and follow up with Training Centre authorities;</li> <li>viii. Proposed assessment schedule and tie-ups</li> <li>ix. Proposed payment claim schedule</li> </ol> </li> <li>4. Applicants/ Agencies scoring less than 10 marks in presentation/not present in the presentation round will be considered ineligible for further evaluation.</li> <li>5. Agency scoring highest marks in combined score of the eligibility criteria and the presentation shall be given the work of skill training in that job role/ training location. In case of tie as per marks scored, the agency having higher placement numbers in that trade will be selected.</li> </ol>				

### **Undertaking**

I/We hereby undertake that the Training centre, for which the training is proposed, will be made ready to start the training within seven days of the issuance of the work order.

**Name of the Training centre–**

**Name of the Training Partner-**

**Name of the District-**

Date:

Sign/Stamp

## Annexure B2

Detail of the work done in the job role under which application is made

(Use separate annexure B 2 for different job roles)

S.No	Number and date of work order given by PSDM/ any Department of Government of Punjab /any other skill development mission/NSDC/SSCs	Name of the scheme	Name of the job role	QP Code	Batch ID	Date of Commencement of batch	Date of certification	Number of candidates trained and certified	Number of candidates placed in formal sector as per scheme guidelines
A	B	C	D		E	F	G	H	I

\*Self-attested legible copy of work order to be attached.

Date:

Sign/Stamp



## Annexure B3

Detail of the placements in the job role under which application is made

(Use separate annexure B 3 for different job roles)

S.No	Number and date of work order given by PSDM/ any Department of Government of Punjab /any other skill development mission/NSDC/SSCs	Name of the scheme	Name of the job role	Batch ID	Number of candidates placed in formal sector as per scheme guidelines	Placement details	
						Name of the candidate	Candidate I'd on the scheme portal
A	B	C	D	E	F	G	H

\*Self-attested legible copy of work order to be attached.

\* The placement document of the candidate stated in the table above, shall be supplied by the undersigned to PSDM as per the timelines.

Date:

Sign/Stamp

## ANNEXURE-C

## Application Format

Sr.No	Particulars	Details																																				
1	Name of Training Partner	Data to be shared as below:																																				
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of Institution</th> <th>District</th> <th>Job Role</th> <th>Per day Training Hours</th> <th>Category</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Sr. No.	Name of Institution	District	Job Role	Per day Training Hours	Category																															
Sr. No.	Name of Institution	District	Job Role	Per day Training Hours	Category																																	
2	Name of the Applicant agency																																					
3	Certificate of empanelment with PSDM	Letter Number of PSDM: Date: Validity till (Date):																																				
4	Office Address of applicant agency																																					
5	Authorized contact person details (Name, designation, Telecom no., email)																																					
6	PAN details and GST No of the Training Provider																																					
7	Eligibility (As per Annexure-B, B2, B3 and Annexure D)	Whether eligible: (Yes/ No)  Whether documents as per <b>Annexure-B</b> , attached (Yes/No) Whether documents as per <b>Annexure-B2</b> , attached (Yes/No) Whether documents as per <b>Annexure-B3</b> , attached (Yes/No) Whether documents as per <b>Annexure-D</b> , attached (Yes/No)																																				
8	Undertaking	Whether documents as per <b>Annexure-B1</b> , attached (Yes/No)																																				

Date:

Sign/Stamp

Annexure D

I/we hereby give our application/ proposal for Providing Skill Training to drug abuse victims in Punjab and declare that:

1. I/We declare that the particulars furnished in the application/ proposal are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our 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 application/ proposal after assigning reasons thereof.
3. If my/our 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 application/ proposal as such does not guarantee award of assignment by PSDM.
5. I/We understand that entrustment of assignment is subject to periodical review by PSDM.
6. I/We understand that PSDM reserves the right to stop awarding future assignments without prior notice or assigning any reasons whatsoever.
7. 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.
8. I/We shall maintain secrecy of the business allotted by PSDM.
9. Under no circumstances, I/we shall use the name or logo of PSDM in my/ our correspondence with other institutions.
10. If any wrong practice is detected, I/We hereby consent that PSDM may take steps as deemed fit.
11. 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.
12. I/We have not concealed or suppressed any material information, facts and records and we have made a complete and full disclosure.

13. 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.
14. I/We have not been convicted of any offence and/ or sentenced to a term of imprisonment.
15. I/We have not been found guilty of misconduct in professional capacity.
16. I/We have not been convicted of an offence/ debarred by any agency/ organisation.

Date:

Place:

Signature of the Applicant  
/Stamp

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