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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
ITANAGAR.

ORDER.

No. DSDE/5/2025-O/o-Dir (SDE)

Dated Itanagar the 22nd October, 2025

In view of request by various Training Provides for extension of last date submission of proposals against Request for Proposals(RFP) under CMYKY. The last date for submission of proposal is extended till 29th October, 2025. All bidders must submit the proposal on or before 4:30pm of 29th October, 2025.

Sd/-
(Bullo Mamu), IRS
Secretary
Skill Development & Entrepreneurship
Govt. of Arunachal Pradesh
Itanagar.

No. DSDE/5/2025-O/o-Dir (SDE)
2025

Dated Itanagar the 22nd October,

Copy to :-

1. PS to Hon'ble Minister, SDE, Govt. of Arunachal Pradesh for information.
2. PS to Hon'ble Advisor to Hon'ble Minister, SDE, Govt. of Arunachal Pradesh for information.
3. PA to Secy, SDE, Govt. of Arunachal Pradesh, for information.
4. Office copy to be uploaded at portal.

(Sibo Passing), APCS (AG)
Director
Skill Development & Entrepreneurship
Govt. of Arunachal Pradesh
Itanagar.

Digitally signed by
Sibo Passing
Date: 22-10-2025
13:22:49

**Department of Skill Development & Entrepreneurship
Government of Arunachal Pradesh
Itanagar**

File No. DSDE/5/2025

Dated 22nd September 2025

Request for Proposal

The Department of Skill Development and Entrepreneurship invites proposals from reputed organization with proven track records of having a thorough understanding and good experience in providing placement linked skill development training under Chief Minister Yuva Kaushal Yojna (CMYKY) .

The proposal should be submitted to Director, Skill Development & Entrepreneurship, Govt of Arunachal Pradesh, Udyog Sadan, C- Sector, Itanagar 791111, Arunachal Pradesh on or before 4:30 PM of 22nd October 2025 along with non refundable processing fees of Rs 10,000/- in the form of DD in favour of Director, Skill Development & Entrepreneurship, Government of Arunachal Pradesh.

The proposal should be sent in a seal packed cover and super scribed as "Request for Proposal (RFP) for empanelment of Training Providers for CMYKY" and indicate the name and address of the Bidder.

RFP format and other details can be downloaded from <https://skill.arunachal.gov.in>

Any incomplete or late receipt of RFP later than 4:30 PM of 22nd October 2025 shall be summarily rejected. The RFP can be withdrawn/ cancelled by the Government at any time without assigning any reason.

This has approval of competent authority vide file no DSDE/5/2025 Dated 16th September 2025 (Computer no 249986).

Sd/-
Director
Department of Skill Development & Entrepreneurship
Government of Arunachal Pradesh
Itanagar



*Department of Skill Development & Entrepreneurship
Government of Arunachal Pradesh*

Request for Proposal (RFP) For Empanelment of Training Provider (TP) for

“Short Term Skill Development Training”

Under Chief Minister Yuva Kaushal Yojana (CMYKY)

**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP GOVERNMENT
OF ARUNACHAL PRADESH,**

**UDYOGSADAN, GROUND FLOOR,
'C' SECTOR, ITANAGAR- 791111
TELE-FAX NO. 0360-2214456,**

E-MAIL: sdarunachal1@gmail.com | dtr-skill@arn.gov.in

WEBSITE: <https://www.skill.arunachal.gov.in>

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Department of Skill Development & Entrepreneurship, Government of Arunachal Pradesh (hereinafter "**DSDE**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by DSDE to interested parties who apply for empanelment (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for empanelment with Department of Skill Development & Entrepreneurship, Government of Arunachal Pradesh for providing High End Skill Development Training under CMYKY, Arunachal Pradesh.

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

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

The issue of this RFP does not imply that DSDE is bound to empanel any Bidder(s) or select any Bidder(s) for any project. DSDE reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by DSDE, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and DSDE shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

1. INTRODUCTION

1.1. ContentsofthisRFP

1.1.1. This RFP comprises the Disclaimer set forth hereinabove, the contents as detailed below and will additionally include any Addenda.

1.2. BackgroundofArunachal Pradesh Skill Development Mission (APSDM)

1.2.1. Arunachal Pradesh Skill Development Mission (APSDM) functions under the aegis of the Department of Skill Development & Entrepreneurship (DSDE), Government of Arunachal Pradesh. The Mission implements the programme and policy of the “Skill India Mission” which is a flagship initiative of the Government of India. It was established to create a skilled workforce that can meet the demands of various industries and contribute to the country's economic growth. The mission focuses on providing skill development training to the youth, promoting entrepreneurship, and ensuring that skills training is accessible to all segments of society. It is a comprehensive initiative aimed at empowering the youth through skill development, thereby fostering economic growth and self-reliance in the country in general and Arunachal Pradesh in particular.

The District Skill Development Committee (DSC) support APSDM in execution of the programs and policy in the district level.

1.2.2. TheprimaryobjectivesofDSDEand APSDM are: -

- (i) Increase employability of the youth and empower them to take part in the economic growth of Arunachal Pradesh and India, through skill training in modern and market driven professions at reasonable cost and monitoring its delivery, and thereby reducing unemployment, poverty and socio-economic inequality.
- (ii) To provide skill training to the students passing out from schools, school dropouts, Unemployed youth, Informal sector workers, Women and other disadvantaged groups.
- (iii) To inspect, monitor the quality of training imparted.
- (iv) To map demand for skill sets in the market and formulate programmes to meet such demand through high quality skill training.
- (v) Develop self-employment and entrepreneurial skills for youth of Arunachal Pradesh.
- (vi) To act as a platform for job seekers and provide assistance in getting self-employment.
- (vii) To assist the State Government in formulating appropriate policy, legislations and/ or measures to fulfill the skill gap and constitute task forces for this purpose.
- (viii) To carry out or implement any other activities/schemes which are beneficial to make the youth of State of Arunachal Pradesh employable.

- (ix) Assist in creating an enabling environment to attract investment in professional and skill development sector.
- (x) To undertake the capacity building programmes of various stakeholders working in the professional and skill development sector.
- (xi) To enter into any arrangement/agreement with any person, company or association having similar objectives.

1.3. Objective of the Empanelment Process

- 1.3.1. To give impetus to skill initiatives in the State, DSDE intend to empanel Training Providers ("TPs") to provide **short term skill development training** to the youth of the state.
- 1.3.2. The empanelment of training providers shall be based on evaluation of the technical and financial capability of Bidders.
- 1.3.3. Bidders selected for empanelment pursuant to this RFP may be allocated work to impart skill training in any location/s inside or outside the State of Arunachal Pradesh. Costing of sanctioned work shall be as per the **Common Cost Norms** notified by the Ministry of Skill Development and Entrepreneurship, Government of India (As applicable at the time of training) or as sanctioned by Department of Skill Development & Entrepreneurship (DSDE) after consultation with Department of Planning & Investment and Finance, Government of Arunachal Pradesh from time to time.
- 1.3.4. The objective of this RFP is also to empanel a diverse set of training providers which may be engaged in various skill development programmes in the State.

1.4. General Terms of Empanelment

- 1.4.1. Bidders must be eligible to apply for empanelment as per Clause 2.1. Bidding as a consortium is not permitted.
- 1.4.2. On the basis of proposals submitted by TPs in response to this RFP, DSDE/ Department of Skill Development & Entrepreneurship will constitute a Panel of TPs eligible for providing NSQF-aligned high-end skill training to the youth.
- 1.4.3. The tenure of the empanelment shall be for a period of three (3) years from the date of empanelment on the basis of TP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by DSDE from time to time.
- 1.4.4. DSDE, at its discretion, can modify or terminate the Panel earlier than the expiry of the three (3) year period in the event of change in law or due to other relevant reason(s).

DSDE, at its discretion, can terminate the empanelment of a TP earlier than the expiry of the three (3) year period in the event of failure of TP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform, as per contract deliverables or other relevant reason(s) given in writing to the TP.
- 1.4.5. Empanelment with DSDE does not guarantee any form of income/ award of work/ retainer fees.

1.5. Description of Empanelment Process

1.5.1. Under CMYKY the empanelment is for:-

- I. **Short-Term Skill Development Training:** - Training irrespective of the number of sectors in which the Bidder wants to get empanelled is allowed by setting up Training Centre as per concerned Job Role requirements & common cost norms. The priority sectors are Tourism & Hospitality; IT & ITeS; Aviation /Automotive; Media and Entertainment; Foreign Language (Japanese etc.); Construction; Construction equipment (operation, repair and maintenance).

1.5.2. Interested eligible Bidders can participate in the Empanelment Process by submitting their proposal in the format given in the Appendix. **Bidder must submit a Demand Draft of Rs 10000/- (Rupees Ten Thousand) as processing fees along with the proposal**

1.5.3. Eligible Bidders shall be considered for empanelment with DSDE and shall be invited for a technical presentation before a competent Committee to be considered by DSDE if they meet the requisite cut-off as per Clause 3.3.3.

1.5.4. Along with each Proposal, a Bidder is required to deposit a **non-refundable processing fee of Rs. 10,000/- (Rupees Ten Thousand only)**. The Processing Fee must be in the form of a crossed demand draft drawn on any scheduled bank **in favour of "Director, Department of Skill Development & Entrepreneurship, Government of Arunachal Pradesh"**, payable at par in Itanagar.

1.5.5. DSDE shall endeavour to the following schedule but reserves the right to alter the same:

S. No.	Details	Dateline
1.	Date of advertisement of RFP and start of accepting proposal	22 nd September 2025
2.	Pre bid queries meeting	6 th October 2025
3.	Last date for submission of Proposals	22 nd October 2025
4.	Announcement of Qualified Bidders	29 th October 2025
5.	Technical Presentation by Shortlisted Bidders	4 th November 2025

1.6. Terms and Scope of Work

1.6.1. Subsequent to empanelment of TPs under the present Empanelment Process, work may be sanctioned to Empanelled TPs for imparting Short-Term Skill Development Training.

1.6.2. If work is sanctioned to the TPs for training, then the TP shall require imparting high end skill training in one or more of the training location/s: (inside Arunachal Pradesh or outside Arunachal Pradesh). At the time of submitting a proposal, each Bidder is required to propose the preferred training location for imparting skill training, in the format given at Appendix-VI. Training location shall be allocated to TPs based on their Overall Score (as defined in Clause

3.3.6) training location preference ranking, state's priorities and through mutual consultation with DSDE. The decision of DSDE in this matter shall be final.

1.6.3. Detailed scope of work shall be incorporated into the Agreement signed between DSDE and the empanelled TP prior to execution of work.

a) Mobilization of Trainees

Prior to initiation of training, ground-level mobilization must be done by empanelled TPs at their own cost in areas identified by Deputy Commissioner (Chairperson of the District Skill Committee) in consultation/intimation with DSDE. Candidates mobilized in the **Annual Skill Mela – cum – Sensitization, motivation, selection Rally** held in all district headquarters of the state are to be given preference in training.

Mobilization should be accompanied by counselling wherein Empanelled TPs are expected to provide candidates all possible information on the nature of work in the sector/ trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families make informed choices.

b) Batch Management: A training batch would consist of not less than 10 and not more than 30 trainees.

c) Categories of Trainings:

There will be one category of training in CMYKY under this empanelment:-

I. Category 1: Short-Term Skill Development Training

- The District Skill Committee (DSC) shall be given the responsibility to identify the youth for various courses during conduct of Annual Skill Mela – cum – Sensitization, motivation, selection Rally and submit the list to Director, SDE. Department of Skill Development & Entrepreneurship may also conduct interviews in case of necessity arises and efforts will be made to take those students who show inclination in undergoing training in the given sector.
- Full-fledged training centre shall be developed as per course requirement compliant with NSQF/NOS norms in terms of classroom/ workshop/laboratory, training equipment and residential facility (wherever applicable) in consultation with the training providers selected through this RFP.
- After setting up of training centre the Training Providers has to get the training center accredited by concerned Sector Skill Council SSC/s.
- The TP shall be responsible for minimum 70% placement.
- Cost of Uniform/ Books shall be borne by Government.
- It is mandatory for the TP to provide On Job Training (OJT) wherever applicable for the concerned job roles.

- Boarding and Lodging is being provided during training if residential mode of training is adopted as per Common Cost Norms applicable on the date of start of training.
- The TPs should ensure participation in the Annual Skill Mela – cum – Sensitization, motivation, selection Rally in every district conducted as part of CM Yuva Kaushal Yojana to sensitize and mobilize candidate.
- The course content should be preferably of NSQF level 3 and above.

Mode of Training can either be Residential or Non-Residential.

d) Training Delivery

TPs are not allowed to provide training through a franchisee arrangement. No part of training centre or training shall be sub-let to any agency/ individual in any form.

The Empanelled TPs shall be responsible for all aspects of the training including centre readiness, accreditation/ affiliation quality of training delivery, assessment and certification, and outcomes required from the training.

Persons deployed as trainers by the Empanelled TPs must be competent instructors in possession of requisite knowledge, skills and experience in their domain and instructors must be certified trainers.

e) Curriculum

- Short-Term Skill Development Trainings (Inside or Outside the State):** Curriculum must be based on Qualification Packs (QPs) which are NSQF compliant developed by concerned Sector Skill Councils established under the National Skill Development Corporation (NSDC)/ National Council for Vocational Education and Training (NCVET)/ Directorate General of Training (DGT).

The training curriculum must have mandatory modules on soft skills/ Employability skills/ digital literacy/ entrepreneurship. Adequate practical and mandatory On Job Training (OJT)/ internship must be incorporated into the training module.

f) Assessment and Certification

An independent assessment of trainees by a third-party agency authorized by the relevant Sector Skill Council is mandatory for all skill trainings provided.

After assessment, each successful candidate must be awarded a certificate issued by the Certifying Agency approved by the relevant Sector Skill Council to ensure acceptability in the industry/ market.

Apart from third-party external assessment, continuous internal assessment in the form of quizzes, assignments and tests should be a part of the course curriculum.

g) Facilitating Trainees in securing Wage or Self Employment

Providing higher wage employment to the beneficiaries is the prime focus under DSDE short term skill development training(s). Achievement of outcomes, in terms of sustainable wage or self-employment being facilitated for trainees, shall be a crucial element for assessing the performance of Empanelled TPs.

Payment to Empanelled TPs, in line with the notified Common Cost Norms, shall also be linked to achievement of envisioned outcomes, as detailed in *Schedule-A*.

Prior to batch initiation, each skill training course will be recorded as being geared towards wage employment. Accordingly, the outcomes for Empanelled TPs shall be defined.

For wage employment, trainees should secure a job within one (01) months of completion of training and should retain the same/ similar job for a subsequent period of Three (03) months for the trainee to be considered 'successfully placed'.

h) Post Placement Tracking and Support

To ensure sustained benefits from high end training, Empanelled TPs are required to track and report successfully placed candidates for a period of 3 months.

For candidates provided with wage employment in any industry, information like appointment letter, remuneration, etc. must be maintained and submitted to DSDE as per terms of the Agreement between DSDE and the Empanelled TPs.

All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to DSDE as per terms of Agreement signed between DSDE and Empanelled TPs). Likewise, the attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric (AEBAS) records.

- i) Applicants belonging to Arunachal APST/non-APST with registered office located in Arunachal Pradesh, subject to fulfilment of requisite criteria in all aspects, will be given **preference**.

2. INSTRUCTIONS

A. General

2.1. Eligibility Criteria

- The bidder must be a legally established entity with a minimum of three years of existence.
- The bidder must not be blacklisted by any State or Central Government authority.

- Eligible entity types include:
 - Proprietorship Firm
 - Partnership Firm
 - Private Limited Company
 - Public Limited Company
 - One Person Company (OPC)
 - Limited Liability Partnership (LLP)
 - Society
 - Trust
 - Any legally recognized startup entity

Note:

Entities registered in Arunachal Pradesh with a minimum of one year of existence may also be considered eligible, provided they are valid accredited training centers of the National Skill Development Corporation (NSDC).

2.2. General Terms of Proposal Submission

- 2.2.1. Each Bidder must submit a sealed proposal for training mentioned at Para 1.6.3 with processing fee mentioned at 2.2.3 irrespective of the number of sectors in which the Bidder wants to get empanelled.
- 2.2.2. DSDE shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by DSDE pursuant to this RFP as amended/clarified from time to time by DSDE.
- 2.2.3. Along with the Bid, the Bidder is required to deposit a non-refundable Processing Fee of **Rs. 10,000/- (Rupees Ten Thousand only)** in line with details provided in Clause 1.5.3. **The proposal shall be summarily rejected if it is not accompanied by the Processing Fee.**
- 2.2.4. Bidders shall not have a conflict of interest that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.5. Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.6. DSDE will not return any proposal, or any information provided along therewith.
- 2.2.7. In case it is found at any time during or subsequent to the Empanelment Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidders shall be disqualified forthwith and any Agreement/ Contract, if signed, shall be liable to be terminated by a communication in writing by DSDE to the Bidder, without DSDE being liable in any manner whatsoever to the Bidder.
- 2.2.8. DSDE reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of DSDE to undertake such

verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of DSDE thereunder.

2.2.9. The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. DSDE will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

2.3. Due Diligence, site visit and verification of information

2.3.1. It shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from DSDE;
- c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

2.4. Right to accept and to reject any or all Proposals

2.4.1. Notwithstanding anything contained in this RFP, DSDE reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reason thereof.

2.4.2. Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.

2.4.3. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by DSDE to the Bidder, without DSDE being liable in any manner whatsoever to the Bidder.

B. Documents

2.5. Contents of the RFP

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

1. **Category 1:-** Short-Term Skill Development Training – Appendix-1 to Appendix 11

2.6. Clarifications

2.6.1. Bidders requiring any clarification on the RFP may notify DSDE in writing or by letter and/or e-mail. Queries should be sent before the last date for submission of proposal. DSDE shall post queries and responses thereon on its website without identifying the source of queries.

2.6.2. DSDE shall endeavour to respond to the queries within the period specified therein through letter/e-mail. However, DSDE reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring

DSDE to respond to any question or to provide any clarification.

DSDE may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by DSDE shall be deemed to be part of the RFP. Verbal clarifications and information given by DSDE or its employees or representatives shall not in any way or manner be binding on DSDE.

2.7. Amendments of RFP

- 2.7.1. At any time prior to the deadline for submission of Proposals, DSDE may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- 2.7.2. Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.
- 2.7.3. Any Addendum thus issued will be put up in the notice board of Directorate of Skill Development & Entrepreneurship, Government of Arunachal Pradesh, Itanagar. DSDE will post the addendum/ replies to the queries on the notice board without identifying the source of queries.
- 2.7.4. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, DSDE may, at its own discretion, extend the timelines mentioned in Clause 1.5.4, having due regard for the time required by the Bidders to address such amendment.
- 2.7.5. Any modification and amendment in the RFP or the timelines as stated in Clause 1.5.4 shall be put in the notice board of the Directorate of Skill Development & Entrepreneurship, Government of Arunachal Pradesh, Itanagar. Prospective Bidders are requested to remain updated with regard to any addendum/ notices/ amendments/ clarifications etc. on the notice board of the Directorate of Skill Development & Entrepreneurship, Government of Arunachal Pradesh, Itanagar. DSDE may not provide separate notifications for such addendum/ notices/ amendments / clarifications, etc. in the print media (press) or individually.

C. Preparation and Submission of Proposals

2.8. Format of Proposal Submission

- 2.8.1. The Bidder shall provide all information sought under this RFP. DSDE will evaluate only those proposals that are received in the required formats and complete in all respects.
- 2.8.2. The proposal should be neatly typed in indelible ink and signed by the authorized signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the Proposal must be initiated by the person(s) signing the proposal.

2.9. Sealing and Submission of Proposals

- 2.9.1. The Bidders shall submit the proposal in the format specified in the Appendices, inside a sealed envelope marked as follows for respective proposal:

1. "Proposal for Empanelment of Training Providers to impart Short Term Skill development training".

The envelopes shall clearly indicate the name and address of the TP.

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

S.No.	Description	Reference
1.	Category 1:- Short– Term Skill Development Training	Appendix-1 to Appendix 11
2	Proposal Fee	-
3	Pen-drive/CD/DVD containing soft copy of the Proposal including all information provided as part of Appendix I-VII in editable MS Excel format	-

- 2.9.3. Along with the original set, a Scan copy of the Proposal with all documents as per the checklist in Clause 2.9.2 should be submitted in a pen-drive (in exact sequence of original set submitted). The pen drive of the scan copy should be placed in another sealed envelope and marked as: "Scan Copy of Proposal".

- 2.9.4. Both the original and Scan copy in pen-drive (submitted along with proposal in separate sealed envelope) of the Proposal should be addressed to:

Director,

**Department of Skill Development & Entrepreneurship,
Government of Arunachal Pradesh,**

**Udyog Sadan, 'C' Sector, Itanagar, Arunachal Pradesh PIN:
791111.**

- 2.9.5. Proposals should be submitted at the address mentioned in Clause 2.9.4 by registered post or courier or in person. In case of Proposals submitted in person, a receipt thereof should be obtained from the personal office of the person specified at Clause 2.9.4 or a designated person authorized by him for this purpose.

- 2.9.6. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

2.10. Proposal Due Date

- 2.10.1. Proposals should be submitted by 4:30 PM IST on the Proposal Due Date as per Clause 1.5.4 & Clause 1.5.5 at the address provided in Clause 2.9.4 in the manner and form as detailed in this RFP. DSDE may, at its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.7 uniformly for all Bidders.
- 2.10.2. Proposals received by DSDE after the specified time on the Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.
- 2.10.3. DSDE will not be responsible in any manner for late receipt of Proposals.

2.11. Modifications/Substitution/Withdrawal of Proposals

- 2.11.1. Bidders may not modify, substitute or withdraw their Proposals after submission. Information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by DSDE, shall be disregarded.

2.12. Rejection of Proposals

- 2.12.1. DSDE reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for DSDE to accept any Proposal or to give any reasons for their decision.
- 2.12.2. DSDE reserves the right not to proceed with the Empanelment Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.13. Validity of Proposals

- 2.13.1. The Proposal shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of DSDE and the Bidders.

2.14. Confidentiality

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

2.15. Correspondence with the Bidder

- 2.15.1. DSDE reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

3. Evaluation of Bids

3.1. Opening and Evaluation of Proposals

- 3.1.1. DSDE shall open the Proposals at 10:00 AM on the day following the Proposal Due Date, or any other dates specified subsequently, at the address specified in Clause 2.9.4 and in the presence of the Bidders who choose to attend.
- 3.1.2. DSDE will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.
- 3.1.3. If at any time during the evaluation process DSDE requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

3.2. Tests of responsiveness

3.2.1. Prior to evaluation of Proposals, DSDE shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a) it is received as per Clause 2.8 and Clause 2.9;
- b) it is received by the Proposal Due Date including any extension thereof;
- c) it is accompanied by the Processing Fee;
- d) it does not contain any condition or qualification; and
- e) it is not non-responsive in terms hereof.

3.2.2. DSDE reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DSDE in respect of such Bid.

3.3. Evaluation and Selection of Bidders for Empanelment

A. Short-Term Skill Development Training

3.3.1. The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.

3.3.2. Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the State of Arunachal Pradesh. The selection process would involve an evaluation of the Technical Proposal ("Part A") and Technical Presentation ("Part B").

3.3.3. Bidders who score at least **45 out of 70** possible marks in Part A (referred to as "**Shortlisted Bidders**") shall qualify for making a Technical Presentation before the Selection Committee.

3.3.4. The selection process shall be based on the evaluation criteria provided in the table below: **(Use formats in Appendix 1 to Appendix 12)**

(Evaluation Criteria for Bidder Maximum of 100 Marks)

A.1.	Technical Qualifications – All India including Arunachal Pradesh (Max. Marks 35)	
a)	Successful completion of Skill Development Training provided to Trainees in the past years under any Government-sponsored programs, across all sectors General Scoring: Completion of skill training for up to 1000 trainees: 4 marks One additional mark for completion of skill training for every 500 trainees (counted in multiples of 500) above 1000, up to a maximum of 8 marks total trainees	8

b)	Successful completion of Skill Development Training provided to Trainees from Arunachal Pradesh under any government scheme. General Scoring: Completion of skill training for up to 400 trainees: 2 marks One additional mark for completion of skill training for every 200 trainees (counted in multiples of 200) above 400, up to a maximum of 4 marks total trainees	4
c)	Number of Trainees from Arunachal Pradesh given Placement after Skill Training in the past years, across all sectors under any Government sponsored programs General Scoring: Upto 800 trainees placed: 4 marks One additional mark for every 400 trainees (counted only in multiples of 400) placed above 800 trainees, up to a maximum of 8 marks total	8
d)	Number of Trainees Placed after Skill Training in the past years, under Government of Skill Development & Entrepreneurship Arunachal Pradesh General Scoring: Upto 200 trainees placed: 2 marks One additional mark for every 100 trainees (counted only in multiples of 100) placed above 200 trainees, up to a maximum of 5 marks total	5
e)	Experience of conducting short-term training/ imparting NSQF level 3 or above training under any Government Schemes/Program. (2 Marks for every government scheme implemented)	5
f)	Experience of conducting short term training/ imparting NSQF level 3 or above training under Arunachal Pradesh state Government Program/schemes. (2 marks for each scheme/program)	5
A.2. Financial Qualifications (Max. Marks: 15)		
a)	Average turnover over past 3 years Scoring: ▪ Upto (Including) Rs 50 Lakhs: 2 marks ▪ Above Rs 40 Lakhs to Rs. 2 Crores: 5 marks ▪ Above Rs 2 Crores to Rs. 5 Crores: 7 marks ▪ Above Rs 5 Crores: 10 marks	10
b)	Average net worth over past 3 years Scoring: ▪ Positive net worth Up to (Including) Rs 20 Lakhs: 2 marks ▪ Above Rs 20 Lakhs to Rs. 50 Lakhs: 3 marks ▪ Above Rs 50 Lakhs: 5 marks	5

A.2.	Additional Qualifications (Max.Marks:20)	
a)	Bidder's conceptual clarity; Suitability in context of the high-end skill development Project; Faculty experience; Approach towards Mobilization, Skill Training & Delivery and Placements	5
b)	Bidder's having their own well-established centre (with full infrastructure & staff) which is presently running & providing skill training to candidates under any Central or State Government Scheme. One centre - 03 marks additional one centre will carry 2 marks each per centre subject to maximum of 10 marks	10
c)	Bidders having training of Trainers (ToT) certified trainers. 1 Marks for every ToT certified trainer.	5
Part B: Technical Presentation before the Selection Committee		
B.1	Technical Presentation (Max.Marks:30)	
a)	Break-up: ▪ Bidder's understanding of skill development ▪ Bidder's understanding of Arunachal Pradesh and suitability for the state ▪ Bidder's approach & methodology for skilling Arunachal Pradesh ▪ Bidder's faculty, infrastructure, track record, etc.	30

Notel: The bidders shall have to indicate the wage promised for the successful trainees upon completion of training. The bidders scoring **45 marks out of 70 marks** (as per criteria) shall be qualified for technical presentation. After technical presentation successful training providers will be shortlisted as per ranking. The shortlisted training providers will then be objectively ranked high to lower as per wages promised and the top training providers offering highest wage(s) will be considered finally for award of training work.

Notell: For the purpose of this RFP, Bidders are required to submit information and supporting documents on only such trainings which qualify as per the guidelines mentioned below:

- i. Skill development training implies at least 150 hours of domain-specific skill training oriented towards employment of trainees, through Government sponsored programme.
- ii. Only completed skill development trainings (i.e. training followed by assessment/certification) shall be considered for evaluation under this RFP.
Only such data shall be considered for evaluation which is substantiated by the Bidder through adequate documentary proof (list of acceptable/ suggested documents provided under 'Note' in Appendix-V and VI). The onus of providing adequate and verifiable supporting evidence lies upon the Bidder;
- iii. For number of candidates trained/placed, "past four financial years" implies

either the financial year 2021-22; 2022-23; 2023-24.

- iv. Bidders who have been in existence for less than 3 financial years may submit data pertaining to the duration of their existence.
- 3.3.5. After the evaluation of Proposals under Part A, DSDE would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for empanelment as TPs. DSDE will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.
- 3.3.6. Bidders shall be empanelled on the basis of obtained scores after aggregating the scores awarded on the basis of Proposals and Technical Presentations (**“Overall Score”**).
- 3.3.7. On the basis of Overall Score, Empanelled TPs shall be classified into categories and the value of work order, if sanctioned, shall be in accordance with such categorization. Based on the overall budget and targets, DSDE at its discretion may award work to select/all Empanelled TPs.
- 3.3.8. while allotting work order preference should be given to the TPs assuring higher wages to the trained candidates. In the event of work sanction, the final scope of work and terms of working shall be as per the work order issued to the Empanelled TP.
- 3.3.9. During the stage of award of work, in the event, that two or more Empanelled TPs are tied at the same Overall Score, marks awarded under Part B i.e. Technical Presentation shall be considered. In the event, that two or more Empanelled TPs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development activities shall be selected.
- 3.3.10. Prior to sanction of work, there may be further consultations with Empanelled TPs. The performance of Empanelled TPs shall be assessed annually at the time of empanelment renewal and the value of work orders sanctioned (if any) for the subsequent year shall be in accordance with the performance.
- 3.3.11. The performance of TPs in terms of mandated outcomes shall be crucial as mandated at Clause 6.1.3. & Clause 6.1.4. The TPs must ensure minimum 50% wage/self-employment of a batch as per the guidelines herein, failing which the TP may not be allowed to execute further work or allotted more targets under the programme, unless any relaxation is provided by DSDE.

4. Miscellaneous

- 4.1.1 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Itanagar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.
- 4.1.2 DSDE, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- 4.1.2.1 suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto.
 - 4.1.2.2 consult with any Bidder in order to receive clarification or further information.
 - 4.1.2.3 retain any information and/ or evidence submitted to DSDE by, on behalf of, and/ or in relation to any Bidder; and/ or
 - 4.1.2.4 independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- 4.1.3 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases DSDE, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or it may have in this respect, whether actual or contingent, whether present or future.

5. Schedules

Schedule-A

- 5.1.1 In case of sanction of work post-empanelment, payment to TP shall be guided by the costs approved by Government of India, in “**Common Cost Norms**” first Notified on 15th July 2015 and vis-à-vis subsequent amendments thereon to the latest of 5th Amendment dated January 05th 2021 by the Ministry of Skill Development and Entrepreneurship which are as under or as notified/amended in Common Cost Norms from time to time or as decided by the DSDE/State Govt. from time to time:

Component as per MSDE Common Norms	Cost permissible to training provider
A. Base Cost	
for trades/sectors listed in Category I of SCHEDULE-II	Rs.49.00 per hour of training per trainee
for trades/sectors listed in Category II of SCHEDULE-II	Rs.42.00 per hour of training per trainee
for trades/sectors listed in Category III of SCHEDULE-II	Rs.35.10 per hour of training per trainee

Note:

1. The hourly rates are inclusive of all costs (including all applicable taxes) to be incurred by training providers including Mobilization of Candidates, Curriculum, Placement Expenses, Trainers' Training, Equipment, Amortization of Infrastructure Costs or Utilities, Teaching Aid, Raw Material, Salary of Trainers, Post-Placement Tracking/ Monitoring, etc.
2. This Base Cost shall be applicable for each trainee successfully certified at the end of the training, including re-assessment(s).
3. Each skill training shall be of 6 to 12 months duration including soft skills/ life skills and payment shall be made accordingly.

B. Assessment Cost (only for successfully certified trainees)

Cost for third-party Assessment of trainee charged by Sector Skill Council	Reimbursement of one-time assessment cost, based on actual not exceeding to Rs. 1500/- per trainee per NSQ F aligned course (in case of combo courses).
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5.1.1 Payment Schedule

(a) Fund shall be released to TPs as per the following schedule:

Installment	Percentage of Total Training Cost	Eligibility Parameters
1 st	30%	On commencement of Training Batch against validated candidates
2 nd	40%	On successful certification (all certification in case of combo courses) of the trainees
3 rd	30%	After 6 months of placement and successful tracking/monitoring

(b) Payment towards reimbursement of transportation & others apart from training fees can be done on submission of bills from time to time.

5.1.2 The outcomes expected from skill training under any programme of DSDE are as given below:

- a) Placement of beneficiaries should be started immediately after assessment or certification and the placement information should be submitted with first month salary slip.
- b) Employment (both wage and self) on an annual basis of at least 70% of certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that DSDE may alter the percentage target of wage and self-employment within a batch based on specifics of the trade.
- c) In case of wage employment, candidates shall be placed in jobs for a minimum period of 3 months from the date of placement in the same or a higher level with the same or any other employer.
- d) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of newly acquired trade license or setting up of an enterprise or becoming a member of a producer group, or proof of additional earnings (bank statement) or any other suitable and verifiable document.

5.1.3 The outcome-linked third installment (30% of training cost) as given in Clause 6.1.2 would be released to the Selected Bidders subject to the following:

- a) Selected Bidder shall be eligible for 100% payment on for outcome achievement as specified in Clause 6.1.3.
- b) Third installment equivalent to 30% of Training Fee upon completion of 3 months from successful placement based on submission of post placement report. Pay slips or bank statements can be submitted as proof of placement. DSD may provide report format to be filled as and when required.
- c) TDS will be deducted as per rules.

Schedule-B

5.1.4 If work is sanctioned after empanelment, TPs shall be required to impart skill training in any of the District/ Tehsil/ Block of Arunachal Pradesh or outside Arunachal Pradesh as pre-decided on the basis of bidding.