



# Sardar Beant Singh State University

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## Request for Proposal (RFP)

(SBSSU/SDC/2025-26/01)

SBSSU invites proposals for the *Selection of Agency to provide service to implement*  
**Skill Development Training Program.**

Date of Issue: 17-12-2025

Issuing Authority:

Registrar

Sardar Beant Singh State University

Pathankot Road, Gurdaspur, Punjab – 143521 Website:

<https://www.sbssugsp.ac.in>

# Sardar Beant Singh State University

## Request For Proposal (RFP)

SBSSU invites proposals for the Selection of Agency to provide service to implement Skill Development Training Program.

### **Notice Inviting Proposal**

Sardar Beant Singh State University (SBSSU), Gurdaspur, invites proposals from eligible and qualified Agency to provide service for implementation of a nationwide **Skill Development Training Program**. Interested agencies/firms meeting the eligibility criteria may submit their detailed proposals.

**Date of Issue: 17-12-2025**

**Issuing Authority:**

**Registrar**

Sardar Beant Singh State University  
Pathankot Road, Gurdaspur, Punjab – 143521

Website: <https://www.sbssugsp.ac.in>

**Last Date of Submission:** 31/12/2025 (up to 3:00 PM)

**Program Location:** SBSSU Gurdaspur. Punjab.

**Applicable Sectors:** All Skill Development Programs under Skill Development Center.

The complete documents can be downloaded from the University website. The proposal, along with all supporting documents, must be submitted on or before: 31/12/2025.

The University reserves the right to accept or reject any or all proposals without assigning any reason. The decision of the Competent Authority shall be final and binding.

## 1. Introduction

Sardar Beant Singh State University (SBSSU), established as a center of excellence in technical education and skilling, brings **over 30 years of expertise** in technology, research, innovation, and capacity building.

The University has successfully executed **many consultancy and development projects**, partnering with government, public sector undertakings, and private sector organizations across India. Sardar Beant Singh State University (SBSSU), is a **legitimate and recognized institution**, accredited and governed under statutory bodies such as the **University Grants Commission (UGC)**.

With a proven track record under national skilling programs including **PMKVY**, SBSSU has demonstrated strong placement outcomes, industry linkage, and high-quality training delivery.

Sardar Beant Singh State University is launching a nationwide initiative titled:

### **“Skill Development Training Program”**

The objective is to empanel a capable agency to provide high-quality skill-oriented training, certification, and placement support across India in multiple sectors.

## 2. Objectives of Proposal

SBSSU invites proposals from eligible and competent agency to implementing a **Skill Development Training Program**.

### **“Skill Development Program”**

The selected agency will support SBSSU in mobilization, training delivery, assessments, certification, placement tracking, and reporting as per National Skill Standards.

The RFP document may be downloaded from the University website.

## 3. Scope of Work

The selected Agency will be responsible for:

- a) Mobilization, enrollment and counseling of candidates.
- b) Running training programs in approved job roles.
- c) Providing certified trainers and other manpower for the programs.
- d) Ensuring quality delivery as per guidelines.
- e) Conducting assessments in collaboration with accredited bodies.
- f) Ensuring placement/self-employment linkage for trained candidates.

- g) Submitting progress reports, MIS, and compliance documents.
- h) Maintaining minimum batch size and training hours.
- i) Coordination with SBSSU for monitoring and evaluation.
- j) Any additional work required for the success of the program.
- k) Agency shall achieve targets (physical and financial) and shall submit all documents and utilization certificates in form 19-A along with audited statements as per General financial rules (GFR) 2005 for the projects.
- l) The Standards and quality assurance will remain largely a regulatory function to ensure national and industry relevant standards within all courses delivered within the ambit of PMKVY and other skill schemes.

The agency is required to provide employment opportunities (wage/self) in line with the provisions under the PMKVY and other skill schemes guidelines and common norms notification released by the MSDE. This is a critical element in the training lifecycle and hence the prospective agency interested to undertake PMKVY and other skill schemes trainings should have a clear strategy for placement linkages. The training imparted will be in different technological skillset as per the proposition of NSQF, NSDC and NASSCOM, as per the norms. It is proposed to train candidates in employment and entrepreneurship related skills for entry level job roles.

- m) This may include (but not limited to);
  - i. Agreements with employers for the identified sectors.
  - ii. Plan of action for Rozgar melas and other industry connect workshops/events to be conduct within the state.
  - iii. Self-employment opportunities

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#### **4. Payment Terms (Annex.1)**

- Payment will be released to service AGENCY upon satisfactory completion of assigned work as per delivery milestones of projects batchwise. Agency has to submit complete information as per project rules and regulations in hard copies to the Skill Development Center, SBSSU, Gurdaspur.
- Payments shall be released only after verification and recommendation by the University's officials from Skill Development Center. The finance department of the university will release the payments after completing all the formalities as per rules.
- TDS and statutory deductions will apply as per norms.

#### **5. Minimum Eligibility Criteria**

##### **Legal Entity:**

The bidder must be a legally registered entity — Company, Society, Trust, Proprietorship, LLP,

**Startups** or Institute.

### **Financial Capacity:**

- Agency must have **positive net worth** with a minimum turnover 0.5 Cr.

### **Experience:**

- Minimum **3 years of experience** in the skill development sector/social work/training etc .
- Startups with relevant experience are exempted from minimum year requirement.
- Shall ensure quality services as per the project guidelines.

### **Essentials:**

- i. **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or Limited Liability Partnership Firm/Partner Firm under LLP Act, 2008 or Indian Partnership Act, 1932. Company should have valid registration existence for a minimum period of 10 years. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be provided with the bid documents.
- ii. **Registration:** The Bidder/Bidding Firm must be registered with GSTIN. Copy of relevant Statutory Registration like PAN, GSTIN, should be attached.
- iii. **Turnover:** Agency should have average annual turnover of at least Rs. 0.5 Crore or above during the last three financial years. Audited balance sheets and profit and loss accounts authenticated by the statutory auditor or firm of Chartered Accountants, CA Certified Turnover statement to be provided.
- iv. **Empanelment:** Agency should be empaneled with Govt. for Skill Development Mission since the last three years or more. Copy of Agreement/MoU/Work order to be provided.
- v. **Experience in Government:** Agency should have experience of conducting at least two training programme of minimum value of Rs. 50 lakhs for any Government Ministry during the last 5 years. Copy of Agreement/MoU/Work order/target allocation letter to be provided.
- vi. **Experience in States:** Agency should have conducted Two or more Government funded Skill Development training programmers.
- vii. **Faculty:** Number of on-roll faculty/ Resource Persons/ Training Coordinators providing technical trainings in IT/ITES / Digital Technologies should be at least 10. Self-certified list of at least 10 faculty/ Resource Persons/trainers/TOT/MIS to

be provided.

- viii. **Blacklisting/Debarring:** Agency must not be blacklisted/debarred/suspended/banned by any Ministry/Department of State or Central Government/PSU on the closing date of this Request for Proposal. A Self Declaration stating to this effect is required to be signed by authorized signatory of the agency with seal.

## **6. Dispute:**

In the event of any dispute arising out of or in connection with this Agreement, the parties shall first attempt to resolve the matter amicably through mutual discussion. If the dispute remains unresolved, it shall be subject to the exclusive jurisdiction of the courts at Gurdaspur District, Punjab.

## **7. Validity of Agreement:**

This Agreement shall remain valid for a period of three (3) years from the date of signing of this Agreement, unless terminated earlier in accordance with the terms mentioned herein.

## **8. Termination:**

Either party may terminate this Agreement by giving thirty (30) days' prior written notice to the other party, after due mutual discussion, without assigning any reason. The Agency have to complete assigned work.

## **9. Note**

No use of university name/logo by the agency, prior approval from university authorities is required to be taken by the agency. University is not responsible for any commitments made by the agency without prior approvals from the university authorities. No training center is allowed to be opened outside the university campus, without prior approval from the university authorities.

## **10. Points to be Noted:**

- a) Prohibition on sub-letting: The selected Agencies must run the program by themselves and any kind of sub-letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited under any circumstances.
- b) No joint venture or consortium or association is permissible.
- c) Merely fulfilling the eligibility criteria for selection of applicant under this RFP or getting empaneled, will not guarantee allocation of work or award of target to the agency.
- d) SBSSU, Gurdaspur reserve the right to accept or reject the proposal.
- e) No Bid shall be accepted after the specified date and time. However, the Competent Authority reserves right to extend the date/time for submission of bids, before opening of the Bids.

## **11. Service Level Agreement**

- a) The empaneled agency must ensure that, all the under-training candidates punch in and punch-out their attendance on regular basis.
- b) The selected organization must ensure safety measures for the safety of the candidates; personnel deployed there in and of the available infrastructures at their own cost and responsibility.
- c) The Agencies must maintain the required record during training.
- d) Trainees under the scheme/schemes will be selected through a transparent and inclusive process. The trainee must be a citizen of India possessing an Aadhaar Card (unless exempted under Aadhaar Act, 2016) with age over 18 years. Each of the training center will be run by a qualified trainers and supporting staffs.
- e) Course Content: The content for each course/program shall be need-based to meet the highest standards and requirements of the related industry segment, including awareness about labour laws. Use of multimedia content and other applications of Information Technology (IT) would be encouraged.
- f) Assessment and Certification: Third Party Assessment and Certification will be mandatory for all the eligible trainees.
- g) The agency will provide complete details of candidates trained, including their mobile numbers. The department may call any candidate after the training to know their feedback.
- h) Placement: The training partner shall provide placement to 70% of successfully certified trainees, trained in organized sector under the scheme in wage employment/self-employment.
- i) Post Placement Tracking: Each trainee will be tracked by the agency for a period of three months from the date of certification of training. The agency will be required to provide the details of candidates trained and their subsequent placement, along with the supporting documentary proof.
- j) The agency will allow and facilitate expert committee visits for physical verification of training activities.
- k) The agency will be fully responsible for end-to-end activities related to training, including any unforeseen expenses. In any case, they will not charge any training fee from the candidates being trained.

## **12. Liquidity Damage**

If the selected agency fails to deliver within the specified period, the Department shall without prejudiced to its other remedies, deduct liquidity damage @rate of 1% of the price of the delay for each and every week subject to maximum of 10% of delayed work value and the same shall be recoverable or deducted from the bills due to the firm. The Skill Development Center, Sardar Beant Singh State University, shall be at the liberty to terminate the agreement, cancel the work order.

## Form-1

### Organization Details (On Letterhead)

| Field                        | Details |
|------------------------------|---------|
| Name of the Firm             |         |
| Date of Incorporation        |         |
| Place of Incorporation       |         |
| PAN (Attach Copy)            |         |
| GSTIN (Attach Copy)          |         |
| Office Address               |         |
| Balance Sheet (Past 3 Years) |         |
| Telephone                    |         |
| Website                      |         |
| Contact Person               |         |
| Mobile Number                |         |
| Email ID                     |         |

### Authorized Signatory

Name:

Designation: Date:

Place:



**Form-2**

**Experience Details**

| <b>Year</b> | <b>Client<br/>Name</b> | <b>Project<br/>Name</b> | <b>Duration</b> | <b>Location</b> | <b>Services<br/>Provided</b> |
|-------------|------------------------|-------------------------|-----------------|-----------------|------------------------------|
|             |                        |                         |                 |                 |                              |
|             |                        |                         |                 |                 |                              |

### Form 3

#### **Blacklisting Declaration (On Letterhead duly stamped)**

I/We hereby declare that M/s \_\_\_\_\_ is **not blacklisted or debarred** by any Central/State Government, PSU, or international agency as on the date of submission of this proposal.

Authorized Signatory

Name: Designation:

Date:

Place:

**Form 4 {Rs.100 Stamp paper duly signed by Notary}**

**Bid Security Declaration format**

Tender No. \_\_\_\_\_

Date: \_\_\_\_\_

To,

\_\_\_\_\_,

\_\_\_\_\_,

Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Sign

in the capacity of \_\_\_\_\_,

Name: \_\_\_\_\_,

Duly authorized to sign the bid for an on behalf of \_\_\_\_\_

Dated on \_\_\_\_\_,

### Break-up of Expenses Anex.1

| S.No | Expense Head   |
|------|--|
| 1.   | Infrastructure (Building, hall, electricity, internet, projector, etc.)                              |
| 2.   | Trainer Honorarium / Faculty Fees/Salaries, etc.   |
| 3.   | Training Materials, Practical Materials, Maintenance & Stationery (handouts, registers, consumables) |
| 4.   | Administrative & Coordination Costs (Center Coordinator, mobilization, MIS reporting, staff support) |
| 5.   | Assessment Expenses  |
| 6.   | Refreshments / Tea-Snacks / Drinking Water/Lunch/Dinner  |
| 7.   | Contingency & Miscellaneous (printing, local conveyance, unforeseen expenses)                        |
| 8.   | Misc./any others   |