

## **Request for Proposal**

**For**

**Selection of Service Provider for providing training on Soft Skill to students of Govt.  
ITI's & Selected Schools & colleges of Rajasthan in online mode**

RFP No. RSLDC / RFP – Online Soft Skill / 2023-24\_\_\_\_\_

Date: 14.09.2023

Issued By-

Rajasthan Skill & Livelihoods Development Corporation  
Kaushal Bhawan, Jhalana Institutional Area, Jaipur, Rajasthan

**Web:** <http://livelihoods.rajasthan.gov.in>

## Disclaimer

All information contained in this document, subsequently provided/ clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. Rajasthan Skill & Livelihood development corporation reserves the right to cancel this document, and/or invite afresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason. Rajasthan Skill & Livelihood development corporation reserves the right to take final decision regarding award of contract.

Submission of proposal under RFP mode doesn't guarantee evaluation or allocation of work. Under no circumstances will the RSLDC be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to this RFP.

RSLDC may modify, amend, reject, or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. RSLDC reserves the right to waive any irregularity in the proposal (RFP) and makes it clear that the RFP is not an offer/ contract.

RSLDC is not bound to accept any or all the Proposals. RSLDC reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against RSLDC or its officers, employees, successors or assignees for rejection of his bid. The Proposal submitted by the bidder will be the property of RSLDC.

By purchasing the RFP, the purchaser is deemed to have confirmed that the Covenanter is fully satisfied with the process of evaluation of the Bid by the Procurer/ Authorized Representative and its decision regarding the qualification or disqualification or short-listing Bidders. The Covenanter hereby expressly waives any and all objections or claims in respect thereof.

## Abbreviations

RSLDC	Rajasthan Skill & Livelihoods development corporation
ITI	Industrial Training Institute
SP	Service Provider
RFP	Request for Proposal
QCBS	Quality and Cost Based Selection
BS	Bid Security
IA	Implementing Agency
POA	Power of attorney

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**NIB No. - RSLDC / RFP – Online Soft Skill / 2023-24**

**Date: 14.09.2023**

### Invitation to bid (Request for Proposal)

Rajasthan Skill & Livelihoods Development Corporation (RSLDC) is the State's Nodal agency for implementation of various national & state funded skill development schemes. RSLDC operates by employing multipronged strategies to engage stakeholders from industries, training institutes, education sector, associations and government bodies with various active Skill Development Centres.

Professional Consultancy firms/service providers are invited to submit unconditional Technical and Financial Proposals (Bids) to Rajasthan Skill & Livelihoods development corporation for “**Selection of Service Provider for providing training on Soft Skill to students of Govt. ITI's & Selected Schools & colleges of Rajasthan in online mode**”.

Brief particulars of procurement are given below:

Procedure of Selection	Duration of Assignment	Validity period of Bids	Value of work	Bid Processing Fee	Bid Document Fee	Amount of Bid Security
Quality and Cost based Selection (QCBS)	FY 2023-24	90 Days	41.9 Cr + Applicable taxes	Rs 2500	Rs. 5000	2% of Bid Value (83,80,000 INR)

Further information regarding these Services and procurement procedure is available in the Bidding Document.

Rajasthan Skill & Livelihood development corporation will not be responsible for delay in online submission for any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid last hour issues like - slow speed, choking of website due to heavy load or any other unforeseen problems.

The provisions of RTPP Act 2012 and Rules 2013 thereto are applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail.

Yours sincerely,



**General Manager**

**Rajasthan Skill & Livelihoods Development Corporation**

## 1. Introduction

### 1.1 Objective

To keep pace with the demand of industrial environment, which is characterized by skilled manpower, by cultivating competitive skills in fields viz. construction, electricity, automobile, hospitality, IT, Art & Culture and various other sectors by simultaneously focussing on soft skills of the trainee in order to develop their overall professional personality.

Moreover, the department seeks to bridge the gap between industry requirements and the skill sets possessed by the workforce, thereby fostering a conducive environment for economic growth and attracting investments. Emphasizing inclusivity, the corporation aims to cater to various youth of the state, including ITI students, College Students, and senior school students creating a dynamic and skilled workforce that can adapt to the rapidly changing demands of the modern world. Through these objectives, the Rajasthan Skill & Livelihood development corporation in Rajasthan strives to empower its youth with the necessary hard and soft skills that are vital in securing sustainable livelihoods and contributing to the overall progress of the state.

### 1.2 Definitions

- 1.2.1 “Agreement” means the Agreement to be signed between the successful bidder and Rajasthan Skill & Livelihood development corporation including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.
- 1.2.2 “Bidder” means any firm offering the solution(s), service(s) as per the RFP. The word Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the Service Provider (SP) with whom RSLDC signs the agreement for providing its services “.
- 1.2.3 “Contract” is used synonymously with Agreement.
- 1.2.4 “Contract Value” means, the aggregate amount quoted by the SP in its commercial bid.
- 1.2.5 “Document” means any embodiment of any text or image however recorded and includes any data, text, images, sound, voice, codes, databases, or any other electronic documents as per IT Act 2000.
- 1.2.6 “Effective Date” means the date on which this contract is signed.
- 1.2.7 “Intellectual Property Rights” means any patent, copyright, trademark, trade name, service marks, brands, proprietary information whether arising before or after the execution of this contract and the right to ownership and registration of these rights.

- 1.2.8 “RSLDC” refers to Rajasthan Skill & Livelihood development corporation
- 1.2.9 “RSLDC's Representative / Project Coordinator” means the person or the persons appointed by the designated authority from time to time to act on its behalf for overall coordination, supervision and project management.
- 1.2.10 “SP” means Service Provider which has to provide services to RSLDC as per the scope of work in this RFP.
- 1.2.11 “Scope of Work” means all Goods and Services, and any other deliverables as required to be provided by the SP under this RFP.
- 1.2.12 “SP’s Team” means the team of service provider, who has to provide Goods & Services to the designated authority under the scope of this RFP. This definition shall also include any and/or all of the employees/ individuals engaged either directly or indirectly by SP.
- 1.2.13 “Service Specifications “means and includes detailed description, statements of technical data, performance characteristics, and standards (Indian as well as International) as applicable and as specified in the RFP and the Contract, as well as those specifications relating to industry standards and codes applicable to the performance of work, work performance quality and specifications affecting the work, or any additional specifications required to be produced by the SP.
- 1.2.14 “Sub-Contractor” mean the entity to whom any part of the work or any person to whom any part of the contract has been sublet in concurrence with the RSLDC shall be given with the written approval of the designated authority.
- 1.2.15 “Services” means the work to be performed by the agency pursuant to the RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the designated authority. In addition to this, the definition would also include other related / ancillary services that may be required to execute the Scope of Work under the RFP.
- 1.2.16 “Timelines” means the time given for completion of the project deliverable & the Scope of Work and delivery of the Services as described in the RFP.
- 1.2.17 “Evaluation Committee” means a committee constituted internally by RSLDC for the purpose of evaluating the bids.
- 1.2.18 “QCBS” refers to selection methodology of selecting Bidder based on highest Total Score (TS) calculated based on evaluation of Technical Proposal and Financial Bid as per predefined weightages. This is subject to Bidder achieving the minimum qualifying score in quality of Technical Proposal.
- 1.2.19 “Technically Qualified/ Technical Qualification” is synonymous to bidders who have obtained the minimum Technical Score defined in this RFP and qualified for evaluation of commercial bid based on QCBS Methodology.

### 1.3 Bidding Data Sheet

<b>Date of issue of NIB</b>	14.09.2023
<b>Availability of RFP</b>	RFP can be downloaded from <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> <a href="http://www.livelihoods.rajasthan.gov.in">www.livelihoods.rajasthan.gov.in</a>
<b>Pre-Bid Meeting Date</b>	20.09.2023 12:00 PM
<b>Pre-bid Meeting Place</b>	Board Room, Kaushal Bhawan, RSLDC, J-8-B, Jhalana Institutional Area, Jaipur – 302004 (Raj.)
<b>Last date and time of Submitting Pre-Bid Queries</b>	20.09.2023 10:00 AM
<b>Last date and time of submission of proposal</b>	04.10.2023 03:00 PM
<b>Date of Opening of Technical Bid</b>	04.10.2023 04:00 PM
<b>Date and Place of Technical Presentation</b>	To be intimated Later
<b>Date of opening of Financial Bid</b>	To be intimated Later
<b>Last date and time for submission of DD's in physical at RSLDC</b>	04.10.2023 12:00 PM
<b>Mode of Submission</b>	Two envelope System – Online on e-proc Rajasthan
<b>Address of Biding Authority</b>	Rajasthan Skill & Livelihood development corporation, Address - RSLDC, Kaushal Bhawan, J-8, Jhalana Institutional Area, Jaipur – 302004 (Raj.)
<b>Estimated Bid Value</b>	41.9 Cr + GST
<b>Selection Method</b>	QCBS (80:20)
<b>Bid Document Fee</b>	INR 5000
<b>Bid Processing Fee</b>	INR 2500
<b>Bid Security</b>	Bid Security of INR 83,80,000 INR (2% of bid value)
<b>Consortium/JV</b>	Permitted
<b>Bid Validity Period</b>	90 days from the date of submission
<b>Commencement of the Assignment</b>	As per the letter of Award

**Note:**



- 1) Bidder (authorized signatory) shall submit their offer online in electronic formats both for technical and financial proposal. However, DD for Bid Fees, RISL Processing Fees and bid Security should be submitted physically at the office of Bidding Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid / cover.
- 2) In case, any of the bidders fails to physically submit Bid Fee, Bid Security Processing Fee up to date and time in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft/ Bank Guarantee for bidding document fee and Bid Security should be drawn in favour of " Rajasthan Skill & Livelihood development corporation, payable at Jaipur from any Scheduled Commercial Bank. Bid processing fee shall be in favour of "Managing Director, Raj comp info services Limited" payable at Jaipur.

## 2. Instructions to Bidders

This section specifies the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidder carefully reads and examines all the terms and condition of this RFP.

### 2.1 General Instructions

- 2.1.1 The bidder shall bear all costs associated with the preparation and submission of its Bid, and the RSLDC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.1.2 Bidders shall submit only one Bid including the Technical and Financial bids. The Financial bid shall be submitted on the e-procurement portal only.
- 2.1.3 The bids shall remain valid for the period of 90 days from the date of opening of the technical bid.
- 2.1.4 In exceptional circumstances, prior to the expiration of the bid validity period, RSLDC may request bidders to extend the period of validity of their bids. In case of bidder extending the bid, the Bidder granting the request shall also extend the bid security adequately beyond the deadline of the extended validity period.
- 2.1.5 Any bid NOT accompanied by an enforceable and compliant bid security shall be rejected by the RSLDC as non-responsive.
- 2.1.6 The BID SECURITY of the unsuccessful Bidder shall be returned after the award of contract to the successful Bidder and signing of the Contract. No interest will be payable by RSLDC on the amount of the BID SECURITY.
- 2.1.7 Forfeiture of bid security: The bid security will be forfeited in the following cases:

- a) When bidder withdraws or modifies the offer after opening of Bid but before acceptance of Bid.
- b) When Bid does not execute the agreement, if any, prescribed within the specified time.
- c) When the Bid does not deposit the security money after the Letter of Intent/ Letter of Acceptance is given.
- d) When he fails to commence the services as per the RFP within the time prescribed.

## 2.2 Pre-Bid Meeting and Clarifications

- 2.2.1 RSLDC shall schedule a Pre-Bid meeting with the prospective bidders as per the timelines mentioned in the Bidding Data Sheet.
- 2.2.2 The interested bidders need to ensure that they have submitted their queries as per the date mentioned in the Bidding Data Sheet.
- 2.2.3 Only bidders who meet the Pre-qualification Criteria mentioned in the section 3.1 of this RFP are recommended to participate in the Pre-bid meeting or send pre-bid queries.
- 2.2.4 Queries submitted by the Bidders should be as per the format provided in under Annexure 1 of this RFP document.
- 2.2.5 At any time prior to the last date of receipt of the bids, RSLDC may, for any reason,  
whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a 'corrigendum'.
- 2.2.6 Any such corrigendum shall become part of this RFP.

## 2.3 Submission or Proposals

- 2.3.1 The Technical Proposal shall be prepared in indelible ink without overwriting or correction and should be uploaded on e - procurement Rajasthan portal.
- 2.3.2 The Technical Proposal and the Financial Proposal should be submitted online in the respective formats as per the schedule and guidelines mentioned at the procurement portal.
- 2.3.3 No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission will not be opened.
- 2.3.4 The Bidder or a person authorized by the Bidder shall sign all pages of bid documents.
- 2.3.5 The authorization shall be in the form of a written POA accompanying the Bid in the prescribed format in the RFP or in any other form demonstrating that the representative has been duly authorized to sign.

- 2.3.6 A Proposal submitted by Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written POA signed by each member's authorized representative.
- 2.3.7 The Technical Bid shall not include the financial value of bidding. A Technical Bid containing material financial information shall be declared non-responsive.
- 2.3.8 The Bid Security amount, Bid Processing Fee for RISL and the Bid Application Fee amount have to be deposited offline to RSLDC office - Jaipur.
- 2.3.9 Language of Bid: The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the RSLDC, shall be written in English language and printed literature that are part of the Bid may be in another language provided they are accompanied by accurate translation of the relevant passages duly accepted by the Bidder in English, in which case, for purposes of interpretation of the bid, such translation shall govern.

## 2.4 Opening of Proposal

### A) Technical Round –

- All the documents comprising of technical bid/ cover shall be opened of only those bidders who have submitted the prescribed fees physically to RSLDC.
- The documents received in technical bid will be examined to ascertain fulfilment of pre - qualification criteria and will also be assessed on technical evaluation criteria. The bidders fulfilling the minimum eligibility criteria will be invited to make presentation before a committee constituted for this purpose.
- The eligible bidders whose bid is determined to be substantially responsive shall be considered to be qualified in the technical evaluation, unless disqualified pursuant to clause "Conflict of Interest" or "Disqualification".
- The Technical Evaluation Committee will assess the ability of the Bidder to render the requisite services based on its work capacity, past record, profile and on such other criteria as mentioned in Bid document and only those found fit will be eligible for financial bid opening.
- Based on the strength of their Technical Proposals, presentations and proposed Plan the agencies will qualify for opening of their financial bids.
- The firms getting at least 70 marks after technical evaluation and presentation round will be informed and their financial bid will be opened on the decided date.
- The bid evaluation committee shall have full powers to undertake negotiations, if any.

- Bidding authority's Right to accept/ Reject any or all of the Bids: The Bidding authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the bidders.

## B) Financial Round

- The financial bids/ cover of bidders who qualify in technical evaluation shall be opened ONLINE at the notified time, date and place in the presence of the bidders or their representatives, who choose to be present. Alternatively, the bidders may also view the financial bid opening status/ process online on e-proc website.

## 2.5 Evaluation of the Bid

- 2.5.1 The financial bids of only those bidders which get 70 or more marks after technical evaluation and presentation round will be opened.

- 2.5.2 The evaluation of financial proposals shall be based on QCBS (80:20).

Technical – 80% . Financial – 20%.

- 2.5.3 The bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of Technical and financial Bids and recommend the most advantageous bid.

- 2.5.4 The members of bid evaluation committee shall give their recommendations below the table regarding most advantageous Bid and sign it.

### 2.5.5

**Formula to determine the scores shall be as follows:**

**For the Financial Bids:**

$SF = (FL/F) * 100$ , Where SF is the Financial Score

\*FL is the value of lowest Commercial Bid. F is the price quoted in the bid under consideration.

**Combined Evaluation of Technical & Financial Bid:**

(i) The Total score of the Bidder will be determined as under

Total Score (TS)= (0.8 x ST) + (0.2 x SF)

ST = Technical Score obtained as per technical round + presentation

(ii) The Bid of the Bidder, who obtains the highest TS value, will be rated as the most advantageous Bid. In the event of a tie, the bid with the highest technical score (ST) will be rated as the most advantageous bid. Beyond that, Bidding Authority will decide the matter in its full discretion.

(iii) The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the most advantageous bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the most advantageous bid or any bid and reserves the right to accept any bid, wholly or in part.

## 2.6 Correction of Errors

The bidders are required to quote the values in BOQ both in words and figures (The bidder should also sign on any overwriting or any correction made in the Bided rate). If there is a discrepancy between words and figures, the bid evaluation committee shall correct arithmetical errors in substantially responsive bids, on the following basis, namely-

- (a) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
- (b) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error.

## 2.7 Disqualification

Bidding authority may at its sole discretion and at any time during the processing of bids, disqualify any bidder/ bid from the bid process, if the bidder:

- 2.7.1 Has not submitted the bid in accordance with the bidding document.
- 2.7.2 Has submitted bid without submitting the prescribed Bid Fee, Processing Fee, Bid Security or the Bidder's authorization certificate.
- 2.7.3 Has imposed conditions in his bid.
- 2.7.4 Has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 2.7.5 Has failed to provide clarifications related thereto, when sought.
- 2.7.6 Has submitted more than one bid. This will cause disqualification of all bids submitted by such bidders including forfeiture of the Declaration.
- 2.7.7 Is found of canvassing, influencing or attempting to influence in any manner for the qualification or selection process, including without limitation, by offering bribes or other illegal gratification.

## 2.8 Signing of Agreement and performance security

- 2.8.1 Successful bidder shall have to execute an agreement in format provided within 15 days from date of dispatch of Letter of Intent/ Letter of Acceptance and also have to deposit the Performance Security of 5% of bid value. It shall be in favour of Rajasthan Skill & Livelihood development corporation, Rajasthan payable at Jaipur.
- 2.8.2 The bid security deposited at the time of bidding will be adjusted towards Performance Security.
- 2.8.3 No interest shall be paid on the Performance Security.
- 2.8.4 The forms of Performance Security shall be as below:
- a) Bank Draft or Banker's Cheque of a scheduled bank
  - b) National Savings Certificates and any script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules
  - c) Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the rule 12 of RTPP Rules, 2013
  - d) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance
- 2.8.5 The Performance Security money shall / may be refunded within two month of successful completion of the contract or after the expiry of the period of guarantee/ warranty, if any.

## 2.9 Currencies of Proposal and Payments

The quoted cost by the bidder should be in Indian Rupees and all payments shall be made in Indian Rupees.

## 2.10 Only One Proposal

The bidder (including any joint venture member) shall submit only one proposal. The submission of more than one Bid paper by a bidder for a particular work shall be disqualified and rejected.

## 2.11 Duration of Assignment

The duration of the assignment - FY 2023-24

## 2.12 Confidentiality:

- a. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any

other persons not officially concerned with such process until publication of the Contract award.

- b. Any attempt by a bidder to influence the Bidding authority or other officials in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of his bid.

### 2.13 Conflict of Interest

- a. Rajasthan Skill & Livelihood development corporation considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities through malpractices (Bribery etc.), or compliance with applicable laws and regulations. In pursuance of RSLDC's Procurement Ethics requirement, bidders, suppliers, and contractors under contracts, observe the highest standard of ethics. RSLDC will take appropriate actions against the bidder(s), if it determines that a Malpractice has flawed the integrity of any procurement process.
- b. A bidder may be considered to be in a conflict of interest if the bidder or any of its affiliates has authority in decision of the solicitation documents/RFP/Bid document for the procurement of the goods and services that are the subject matter of the bid.
- c. It may be considered to be in a conflict of interest with one or more parties in the bidding process if,
  - i. They have controlling shareholders in common; or
  - ii. It receives or have received any direct or indirect subsidy from any of them; or
  - iii. They have the same legal representative for purposes of the Bid
  - iv. The provisions of RTTP Act, 2012 and rules 2013/ RSR/ GF & AR/Labour Law will be applicable with respective amendments from time to time.

## 3. Eligibility Criteria & Technical Evaluation Criteria

### 3.1 Eligibility Criteria / Pre-qualification

In order to participate in the bidding process, the agencies/firms must fulfil the following eligibility & technical criteria (individually or in JV):

The Bidder shall meet the below criteria as mandatory requirements/ eligibility criteria

- 1.) It shall be a company registered in India under the Companies Act or a partnership firm registered under the Partnership Act, or an LLP Registered as Limited Liability Partnership or a proprietorship firm and operating for at least 10 years as on date of the publishing of RFP.
- 2.) The bidder must have a valid GST registration & PAN Card.



- 3.) The bidder should not be currently blacklisted by any agency of the central /State Government, Public Sector Undertaking.
- 4.) The bidder should possess valid ISO 9001:2015
- 5.) Bidder's average annual turnover from Indian operations in the last three financial years (FY 2019-20, 2020-21, and 2021-22) should be at least 50 Cr.
- 6.) The Bidder should have experience of **at least one completed/ ongoing** assignments with value more than 5 Cr. in central or state government department in last 3 years in the field of skill development/ Capacity Building / employment generation.
- 7.) The bidder should have experience of **at least one** project (completed/ongoing) in Rajasthan for any government department in the field of skill development/capacity building/ employment generation in last three years. The value of such assignment should be at least 10 Crore.

The technical bids of only those bidders will be evaluated which meets the eligibility criteria and they will be invited to give a presentation as a part of technical evaluation round.

**Technical Evaluation consists of two parts: Part A & Part B.**

**Part A**

S. N.	Sections	Specific Requirements	Criteria	Max. Marks	Supporting Document Required
1.	<b>Financial Capacity</b>	Bidder's average annual turnover from Indian operations in the last three financial years (FY 2019-20, 2020-21, and 2021-22)	50 Cr – 5 Marks	10	Copy of audited financial statements, with certificate from chartered accountant for the three previous financial years.
			More than 50 Cr – 10 Marks		
3.	<b>General Experience</b>	The Bidder should have experience of assignments (completed/ ongoing) with each of value more than 5 Cr. in central or state government department in last 3 years in the field of skill development/Capacity Building / employment generation	1 Project – 10 Marks	20	Copy of Work Order/ Completion certificate / letter from client
			2 or more Projects – 20 Marks		



4.	<b>Local Presence</b>	The bidder should have experience of working on projects (completed/ongoing Projects) in Rajasthan for any government department in the field of skill development/ capacity building / employment generation. The value of such project should be at least 10 Crore.	Project value 10 Cr or above - 5 Marks	20	Copy of work order/ Completion certificate/ letter from client
			Project value 15 Cr or above - 10 Marks		
			Project value 25 Cr or above - 20 Marks		
5.	<b>Proposed Methodology and Work Plan in response to Term of Reference / scope of work</b>	Understanding of Scope of Work, Approach & Methodology, Implementation Plan	20 Marks	20	Approach and methodology should be explained in detail in the proposal – including key activities, timeline etc.
			Total	70	

#### Part B:

#### Technical presentation - 30 Marks

The bidders which will qualify the pre-qualification criteria will be invited to give a technical presentation in front of the committee set up by the Rajasthan Skill & Livelihood development corporation. This technical presentation shall include the brief of the organization, work experience, understanding of scope of work, Implementation strategy, suggestions of improvement in scope of work, etc.

The technical presentation need not to be a part of the technical proposal and the presentation shall take place at the pre decided date, time, Venue. Technical presentation should not include any details of the financial proposal of the bidder otherwise the bidder will be disqualified.

**Total of Part A & B: 70 + 30 = 100 Marks**

### 3.2 Documents which need to be submitted as a part of Technical Proposal

Submission of all documents is mandatory. Failure to upload any of them will result in disqualification at the technical bid stage itself. Undertaking for subsequent submission of any of

Sr. No.	Documents forming Technical Proposal
1	Copy of Bid Document Fee, Bid Processing Fee, BID SECURITY
2	Incorporation certificate in the form of certificate of registration in case of a company, LLP certificate in case of LLP firm, partnership agreement in case of partnership firm, registration proof of proprietorship firm or Udyam Registration.
3	PAN Card
4	GST Certificate
5	Bidder's ITR of last 3 years (2019 to 2022)
6	Copy of audited financial statements of the bidder duly certified by the chartered accountant for last three year ; FY 2019-20, 2020-21, 2021-22.
7	Bidder profile includes organizational structure and the complete address of its Head office and branch offices.
8	Documents as per the eligibility criteria and the technical evaluation criteria
9	ISO registration Certificate
10	Approach & Methodology, Work Plan
11	POA by the firm in favour of the signing authority
12	All the Annexures and forms as per this RFP
13	Partnership/JV Agreement (If Applicable)
14	Declaration of non- blacklisting / Self-certification on 100 Rs of Stamp (as per given format)

the above documents will not be entertained under any circumstances, however RSLDC reserves the right to seek fresh set of documents or seek clarification on the already submitted documents.

## 4. Terms of Reference

Soft skill is a term that refers to personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees.

Soft skills are personality traits and behaviours that will help candidates get hired and succeed in their work. Unlike technical skills or “hard” skills, soft skills are interpersonal and behavioural skills that help an individual to work well with other people and develop his/her career. Soft skills cannot be crammed. However, it can be developed through proper training.

### **Objective:**

Rajasthan Skill & Livelihood development corporation seeks an eligible agency to conduct online training program on Soft Skills for the 2,15,000 students of Industrial Training Institutes, Colleges and selected Senior Schools. The project aims at supporting and enriching the required soft skill of students.

Implementing Agency is expected to design and deliver 100 hours online training course on Soft Skills, which shall at least necessarily cover the major points given in Annexure A on next page.

### **Scope of Work**

Major activities under this assignment shall include:

- Training to the Trainees (students) from Govt. ITIs & Selected Schools & colleges of Rajasthan.
- Implementing Agency will be responsible for regular training, monitoring, and assessment of the students.
- Development of e-learning portal for the Delivery of training with e-learning content through Learning Management System.
- The Portal should have features like User Registration, Module Description, Assignment, Assessment, Training Sessions, Online Test etc.
- Development of e-learning Content for topics as given in Annexure-A below.
- Providing login credentials to each student, Faculty, Admin, with appropriate rights.
- E-learning content shall contain e books, video lectures, assignments, lecture notes and online tests.
- The platform utilised for the delivery of the online training shall be user friendly and compatible with mobile as well as Desktop/ laptop.
- The Agency shall arrange for the Portal and e-learning content for training of soft skill.

- The portal shall be robust enough to handle high number of user access to the data.
- The trainers should also be available for clearing any doubts and providing learning assistance to the students.
- The portal shall be active for the whole training period / FY 23-24.

### **Assessment and Certification:**

Assessment of trainee's knowledge and competencies acquired should be conducted by the IA. For this purpose, IA will conduct continuous evaluation and assessment of the students. IA will also provide a certificate to trainees at the end of the course.

### **Annexure A**

Sl.	Topics	Hours
1	Soft Skill Importance of soft skills Desirable Soft Skills Developing Soft Skills Top 60 Soft Skills	06
2	Personality Development Interpersonal Skills	04
3	Communication Skill Communication process Making Communication Effective Essentials of effective communication system Step for making communication effective Types of Communication Verbal Communication Oral Communication Written Communication Non-Verbal Communication Formal Communication Informal Communication Barriers to communication How to Overcome Barriers to Effective Communication?	10

4	<p>Art of Listening</p> <p>Kinds of listening</p> <p>Seven active listening techniques</p> <p>How to Master the Art of Listening?</p>	04
5	<p>Art of Reading</p> <p>Benefits of reading</p> <p>Tips for effective reading</p> <p>Types of reading skills</p> <p>Other reading skills</p> <p>The 4 Stages of reading skills development</p>	04
6	<p>Art of speaking</p> <p>Importance of public speaking</p> <p>Benefits of public speaking</p> <p>Public speaking tips</p> <p>5 P's of Public Speaking</p>	04
7	<p>Art of Writing</p> <p>Importance of writing</p> <p>Creative Writing</p> <p>Writing tips</p>	04
8	<p>Know Yourself</p> <p>Importance of knowing yourself</p>	04
9	<p>Adapting to Change</p> <p>ways to adapt to change in the workplace</p>	04
10	<p>Positive attributes</p> <p>Examples of personal attributes</p> <p>Attitude</p> <p>Attitude in a workplace</p> <p>The power of positive attitude</p> <p>Staying negative</p>	06
11	<p>Managing Your Time</p> <p>Time management matrix</p> <p>Balancing the quadrants</p> <p>Five steps to successful time management</p> <p>Difficulties in time management</p> <p>Time Management Skills</p> <p>Stay Organized</p> <p>Time Management Tips for Professionals</p>	08

	<p>Time Management Tips for Students</p> <p>Role of Managers in Time Management</p> <p>How to Practice Effective Time Management at Workplace</p>	
12	<p>Stress Management</p> <p>Two Faces of Stress</p> <p>Optimum Level of Stress</p> <p>Symptoms of Stress</p> <p>Sources of Stress</p> <p>Few other common sources of stress</p> <p>How do I know if I'm stressed?</p> <p>Stress management tips</p> <p>Teenage Stress</p>	08
13	<p>Team building/Teamwork</p> <p>Difference between Group and Team</p> <p>Aspects of Team Building</p> <p>Team building process</p> <p>Team Models - Different types of teams</p> <p>Tips for a better team work</p>	08
14	<p>Leadership</p> <p>Styles of Leadership</p> <p>Importance of Leadership</p> <p>Features of Leadership</p>	06
15	<p>Preparing CV/Resume</p> <p>Difference Among Bio-data, CV and Resume</p> <p>Cover letters</p>	06
16	<p>Group Discussion</p> <p>Types of Group Discussion (GDs)</p> <p>Prerequisites of Group Discussion (GD)</p> <p>Steps of Effective Group Discussion</p> <p>Do's and Don'ts of Group Discussion</p> <p>Group Discussion Evaluation Criteria</p> <p>Clear communication of results post GD</p>	06
17	<p>Interview Skill</p> <p>Types of Interview</p> <p>Interview Questions</p> <p>The Phone Interview</p>	08
Total (Hours)		100

## 5. General Conditions of Contract

### 5.1 Compliance with the code of integrity and no conflict of Interest:

The bidder will follow the code of integrity and No conflict of Interest as mentioned in RTTP Act, 2012 & Rules 2013. In case of breach of any provision of the code of integrity by a bidder or a prospective bidder as the case may be, the DCR may reject the proposal of the said bidder without consideration.

### 5.2 Termination:

#### 5.2.1 Termination for Default:

The Bid sanctioning authority of RSLDC may, without prejudice to any other remedy for breach of contract, by a written notice of default, of at-least 30 days, sent to the selected bidder(s), terminate the contract in whole or in part: -

- i) If the selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any time extension thereof granted by RSLDC; or If the selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any time extension granted thereof.
- ii) If the selected bidder commits breach of any condition of the contract.

#### 5.2.2 Termination for Insolvency:

RSLDC may at any time terminate the Contract by giving a written notice of at least 30 days to the selected bidder(s), if the selected bidder become bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected bidder(s), provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to RSLDC.

### 5.3 Exit Management:

The successful bidder may exit the project after handover of all the reports, completion of training targets (100 Hrs).

#### a) **Transfer of Knowledge**

That on the expiry of this clause, the bidder and any of its resources assigned for the performance of the services under this contract shall hand over or cause to be handed over all confidential information in its possession.



#### b) **Transfer of data**

The bidder will promptly on the commencement of the exit management period shall supply to RSLDC the following:

- Documentation relating to Intellectual Property Rights(If any) belonging to RSLDC. Project related data and confidential information.

#### 5.4 Force Majeure

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Procurer either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procurer in writing of such conditions and the cause thereof. Unless otherwise directed by the Procurer in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### 5.5 Pre-Bid clarifications:

Any clarification regarding this Bid document clauses shall be raised in the pre bid queries. The pre bid queries must be sent only through email [gm1.rslde@rajasthan.gov.in](mailto:gm1.rslde@rajasthan.gov.in) and in the prescribed format as given in this bid document before pre bid date.

Prebid queries must be sent before the pre bid meeting time.

#### 5.6 Joint Venture /Consortium

The combined credentials of firms in JV/consortium will be considered for fulfilling eligibility and technical evaluation criteria. JV/Consortium is allowed.

#### 5.7 Grievance redressal during the Procurement Process:

Any grievance of a bidder pertaining to the procurement process shall be by way of filing an appeal to the First or second Appellate Authority, as the case may be, in accordance with the provisions of RTTP Act 2012 and RTTP Rules 2013 and as per prescribed format in this bid.

## 5.8 Forfeiture of Performance Security

Performance Security amount in full or in part may be forfeited by the RSLDC in any of the following cases:-

- a) If the service provider fails to commence the services within the specified time period after signing of the agreement with the RSLDC.
- b) If any of the terms and conditions of the contract is breached.
- c) When the service provider fails to execute the contract.
- d) If the service provider breaches any provisions of the code of integrity prescribed in the Act.
- e) When the contract is terminated due to any reasons stated in clause 5.2.

The decision of the procurer shall be final in this regard.

## 5.9 Expiration of Contract

Unless terminated earlier, this contract shall expire on completion of 2 months after the effective project end date and completion of deliverables.

## 5.10 Modification or Variation

Any modification or variation of the terms and conditions of this contract, including any modification or variation of the scope of the services, may only be made by competent authority by mutual written agreement between the parties. However, each party shall give due consideration to any proposals for modification or variation made by the other party.

## 5.11 Extension in period of deliverables and liquidated damages

If the service provider considers at any time during the performance of the contract that he is unable to meet the agreed dates and deadlines set forth for various deliverables due to occurrence of an event of Force Majeure or any other reasons, it may request in writing immediately in the occurrence of cause of hindrance to the RSLDC to extend the period of submission of an output. The RSLDC, after considering the reasons and justifications, may extend the period with or without liquidated damages.

## 5.12 Standard of Performance

5.12.1 The service provider shall perform the services and carry out its obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, approved professionals, machinery, materials and methods.

5.11.2 The service provider shall employ and provide such qualified and experienced experts as are required to carry out the services.

### 5.13 Obligations of the Client (RSLDC)

RSLDC shall put its best efforts to

- a) Assist the service provider in obtaining such documents as shall be necessary to enable the service provider to perform the services.
- b) Issue to officials ( ITI/ School education/ College education) agents, and representatives of the Government all such instructions and information as may be necessary or appropriate for the on time and effective implementation of the services.
- c) Shall help in 2,15,000 students registration on the developed portal.
- d) Provide data of students for training, and guide the school, college & ITI authorities by issuing necessary letters & instructions.
- e) Provide data of ITIs, colleges & Schools for whom the training needs to be conducted. Mobile numbers and emails of the concerned authorities for easy coordination (if required) and timely project implementation shall be provided.
- f) Provide to the service provider any such assistance as may be requested by the service provider and agreed by RSLDC.
- g) In consideration of the services performed by the service provider under the contract, the RSLDC shall get such payments done to the service provider for the deliverables specified in Terms of Reference and in such manner as provided in clause 5.14.

### 5.14 Payments to Service Provider

5.14.1 The lump sum contract price as defined by RSLDC is approx. Rupees 41.90 Cr Excluding goods and service tax. which shall be the maximum amount payable to the service provider for the services under the contract and shall remain maximum during the contract period unless any variation in scope of services is agreed by the parties. This amount includes cost of training / trainers / content development / learning modules, video lectures / e books / communication etc.

5.14.2 In consideration of the services performed by the service provider under this contract, RSLDC shall make to the service provider such payments and in such manner as is provided in the contract. This amount has been established based on the understanding that it includes all the service provider's costs as well as any tax obligation that may be imposed on the service provider, excluding the Goods and Service Tax.

#### 5.14.3 Payment

The payments will be made on completion of deliverables, the service provider has to submit an invoice in triplicate to RSLDC on completion of deliverable. RSLDC will verify the invoices on the basis of completion of training hours, Post which the funds will be released within 15 days of invoice submission.

## 6. Forms and Annexures

### Annexure 1

#### Format for pre-bid queries

BIDDER'S REQUEST FOR CLARIFICATION			
<<Name of Agency/firm submitting query/request for clarification>>			
Details of the concerned bidder representative sharing the pre-bid queries		Name:	
		Designation:	
		Email id & Phone No.:	
S. No	RFP Reference (SectionNo. / Page No.)	Content of RFP requiring clarification	Query/ Suggestion
1			
2			
3			
4			

\*should be sent in excel/word format

Annexure 2

### Letter of Proposal

(Location, Date)

To,

The Managing Director,

Rajasthan Skill & Livelihoods development corporation, Rajasthan

Subject: Submission of proposal in response to the RFP for .....(RFP Ref. No.\_\_\_\_)

Dear Sir/Madam,

We, the undersigned, offer to provide the services/job for in accordance with your Request for Proposal (RFP Ref. No[●]) dated [●Insert Date]. We are hereby submitting our Proposal, which includes technical bid & the financial bid in separate folders/attachment.

We hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid as per bid validity period stipulated in the RFP document.

Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations. We understand you are not bound to accept any proposal you receive.

Yours Sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm/Agency:

Address:

Annexure 3

#### Format to share Agency/firm Particulars:

The table below provides the format in which general information about the bidder must be furnished.

S. No.	Information	Details
1.	Name of Bidding firm/agency:	
2.	Address and contact details of Bidding firm/agency:	
3.	Year of Incorporation	
4.	Status of Company/firm (Public Ltd., Private Ltd., LLP, Partnership, Proprietorship etc.)	
5.	Firm/ Company's GST Registration No.	
6.	Firm/ Company's Permanent Account Number (PAN)	
7.	Name of the Authorized Signatory with phone number and e-mail id	
8.	Name, Designation of the contact person to whom all references shall be made regarding this Bid:	
9.	Telephone number of contact person:	
10.	Mobile number of contact person:	
11.	E-mail address of contact person:	

Note: Details filled in this form must be accompanied by relevant documentary evidence, to verify the correctness of the information.

Signature & Seal of the Bidder

Date:

## Annexure 4

### Agency/firm- Breadth of Coverage

S.N.	State	District	Office address with Pin code

Signature & Seal of the Bidder

Date:



## Annexure 5

### Format for providing details of prior work experience (As per eligibility and Technical Evaluation Criteria)

Assignment name:	Approx. value of the contract (in INR):
Name of Client:	Duration of assignment (months):
Location/Address:	
Start date (month/year):	
Brief description of Project:	
Description of services provided by your staff within the assignment:	

\*Attach proof of experience for each project – Work order/Completion Certificate etc.

## Annexure 6

### Self-declaration for non-blacklisting

(To be submitted on the Rs 100 stamp, in case of JV all the firms should submit this declaration)

Date:

Ref: RFP Notification no \_\_\_\_\_ Dated: \_\_\_\_\_

To,

The Managing Director,

Rajasthan Skill & Livelihood development corporation, Rajasthan

In response to the “RFP for .....”. I/We hereby declare that presently our company/firm (Name of the agency/firm/organization) is having an unblemished record, we are neither blacklisted nor debarred by any PSU or any Regulatory Body or Government of India or any State Government or any of its agencies for any reasons whatsoever.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

## Annexure 7

### BIDDER'S AUTHORIZATION CERTIFICATE {in case of JV, to be filled by the bidder}

To,

{Bidding Authority},

\_\_\_\_\_  
\_\_\_\_\_

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to Sign relevant documents on behalf of the company/ firm in dealing with Bid **with Rajasthan Skill & Livelihood development corporation, Rajasthan.**

He/ She is also authorized to attend meetings & submit technical & commercial information/ Clarifications as may be required by you in the course of processing the Bid. For the purpose of Validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -  
Signature:

Verified

Seal of the Organization: -

Date:

Place

## Annexure 8

### Declaration by the Bidder

#### On Non Judicial stamp of Rs 100

In relation to our Proposal submitted to Managing Director, Rajasthan Skill & Livelihoods development corporation, Rajasthan for procurement of .....in response to their Request for Proposal No \_\_\_\_ Dated \_\_\_\_ we hereby declare that;

1. We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Rajasthan Skill & Livelihood development corporation, Rajasthan;
2. We have fulfilled our obligation to pay such of the taxes payable to the Central Government or the State Government or any local authority, as specified in the Bidding Document.
3. We are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of the foregoing reasons;
4. We do not have, and our directors and officers not have, been convicted of any criminal offence related to our professional conduct or the making of false statements or misrepresentations as to our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. We do not have a conflict of interest as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, which materially affects fair competition;
6. We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract.

Date: Signature of Bidder

Place: Name:

Designation:

Address:

## Annexure 9

### Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No. \_\_\_\_\_ of \_\_\_\_\_

Before the \_\_\_\_\_ (First/Second Appellate Authority)

1. Particulars of appellant:
  - a. Name of the appellant:
  - b. Official address, if any:
  - c. Residential address:
2. Name and address of the respondent(s)
  - a.
  - b.
  - c.
3. Number and date of the order appealed against and name and designation of the officer authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal
6. Grounds of appeal -  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Supported by an affidavit)

7. Prayer

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Place.....

Date .....

Appellant's Signature

## Annexure 10

### Performance Security

(To be given by a scheduled Bank in India or other issuer acceptable to the Procuring Entity)

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

LAO No.: \_\_\_\_\_

WHEREAS \_\_\_\_\_ (Hereinafter "the Service Provider") has undertaken, pursuant to Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ to provide \_\_\_\_\_ (hereinafter "the Contract").

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Consultant shall furnish you with Security \_\_\_\_\_ Issued by a reputable guarantor for the sum specified therein as Security for compliance with the Service Provider's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned \_\_\_\_\_ legally domiciled \_\_\_\_\_ herein "the Guarantor"), have agreed to give the service provider a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of \_\_\_\_\_ and we undertake to pay you unconditionally and irrevocably, upon your first written demand declaring the Consultant to be in default under the Contract, without cavil or argument, any sum or sums within the limits of----- as aforesaid, without your needing to prove or to show grounds or reason for your demand or the sum specified therein.

This Security is valid until the \_\_\_\_\_ day of \_\_\_\_\_,

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

Bank's Seal \_\_\_\_\_

## Annexure 11

### Compliance with the Code of Integrity and No Conflict of Interest

**Code of Integrity:** As per Finance (G&T) Department, Govt. of Rajasthan Circular No. 3/2013 dated 04.02.2013 in reference to Rajasthan Transparency in Public Procurement Act 2012 and Rajasthan Transparency in Public Procurement Rules 2013

Any person participating in a procurement process shall

- a. Not offer any bribe, reward or gift of any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process
- b. Not misrepresent or omit that misleads or attempts to mislead so as to obtain financial or other benefit or avoid an obligation.
- c. Not indulge in any collusion. Bid rigging or anti-competitive behaviour to impair the transparency fairness and progress of the procurement process.
- d. Not misuse any information shared between the procuring Entity and the bidders with an intent to gain unfair advantage in the procurement process
- e. Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process
- f. Not obstruct any investigation or audit of a procurement process
- g. Disclose conflict of interest, if any; and.
- h. Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### No Conflict of Interest:

The Bidder participating in a bidding process must not have a conflict interest.

A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliances with applicable laws and regulations.

A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but limited to:

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the bidder is involved.

However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or

- e. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- f. Bidder or any of its affiliates has been hired (or to proposed to be hired) by the Procuring Entity as engineer-in charge/consultant for the contract.

## Signature of the Bidder

## Annexure 12

### Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is - Commissioner Dept. of Skill Employment & entrepreneurship. J-8A, EMI Campus, Jhalana Institutional Area, Jaipur – 302004.

The designation and address of the Second Appellate Authority is- Secretary Dept. of Skill Employment & entrepreneurship. J-8A, EMI Campus, Jhalana Institutional Area, Jaipur – 302004.

#### 1) Filing an appeal: -

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or the guidelines issued there under he may file an appeal to First Appellate authority, as specified in the ITB Clause 7.1 within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a bidder as successful the appeal may be filed only by a bidder who has participated in procurement proceedings:

Provided further that in case a Procuring entity evaluates the technical bids before the opening of the Financial bids, an appeal related to the matter of Financial bids may be filed only by a bidder whose Technical bid is found to be acceptable.

- 2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- 3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.
- 4) Appeal not to lie in certain cases



No appeal shall lie against any decision of the procuring entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of bidders in the bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

5) Form of Appeal

- a) An appeal under Para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
- b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or authorized representative.

6) Fee for filing Appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of Appellate Authority concerned.

7) Procedure for disposal of appeal

- a) The First Appellate Authority or Second Appellate Authority as the case may upon filing of an appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to respondents and fix date of hearing.
- b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall-
  - i. hear all the parties to appeal present before him: and
  - ii. peruse inspect documents, relevant records or copies thereof relating to the matter.
- c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

## Annexure 13

### Additional Conditions of Contract

#### 1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetic errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;
- iii. If there is discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- iv. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

Signature & Seal of the BidderDate:

**Joint Bidding Agreement (if bidding in consortium/ JV)**

**(To be executed on Stamp paper of 500 INR)**

THIS JOINT BIDDING AGREEMENT is entered into on this the..... day of.....20...

AMONGST

[..... Limited, a company incorporated under the Companies Act, or Limited Liability Membership or Partnership Firm or Proprietorship firm having its registered office \_\_\_\_\_  
(Hereinafter referred to as the First Part which expression shall, unless repugnant to the context include its successors and permitted assigns)

AND

[.....Limited, a company incorporated under the Companies Act, or Limited Liability Membership Act or Partnership Firm or Proprietorship firm and having its registered office at..... (Hereinafter referred to as the "Second Part/sub-consultant which expression shall, unless repugnant to the context include its successors and permitted assigns))

The above-mentioned parties of the FIRST and SECOND PART are collectively referred to as the "Parties and each is individually referred to as a "Party"

WHEREAS

Rajasthan Skill & Livelihood development corporation (hereinafter referred to as the "RSLDC" or the "Authority" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited Bid vide No..... dated..... (the BID DOCUMENT) for qualification of bidders for..... (the "Project").

The Parties are interested in jointly bidding for the Project as members of a Consortium/partnership and in accordance with the terms and conditions of the BID Document.

It is a necessary condition under the BID Document that the members of the Consortium/partnership shall enter into a Joint Bidding Agreement and furnish a copy thereof with the bid response.

NOW IT IS HEREBY AGREED as follows:

Definitions and interpretations

In this Agreement, the capitalized terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the BID DOCUMENT.

Consortium/partnership/Sub-consultant

The Parties do hereby irrevocably constitutes a consortium partnership (the consortium partnership) for the purposes of participating in the bidding Process of the project.

The Parties hereby undertake to participate in the bidding Process though Consortium/partnership Subs-consultancy and not individually and/or through any other Consortium/partnership constituted for this Project, either directly or indirectly through any of the Associates.

### Covenants

The Parties hereby undertake that in the event the Consortium/partnership is declared successful the parties will execute a tripartite or multi-party) agreement with the Authority for performing all its obligations for the Project.

### Termination

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the implementation of the Project is achieved. However, in case the Consortium/partnership is either not qualified for the Project or does not get selected for award of the Project, the Agreement will stand terminated.

### Miscellaneous

6.1 This Joint Bidding Agreement shall be governed by laws of (India).

6.2 The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED

SIGNED, SEALED AND DELIVERED

For and on behalf of

For and on behalf of

FIRST PARTY

SECOND PARTY

(Signature)

(Signature)

(Name

(Name)

(Designation)

(Designation)

(Address)

(Address)

DELIVERED SIGNED, SEALED

DELIVERED SIGNED, SEALED

## Annexure 15

### Power of Attorney for Authorized signing Member of Consortium/Partnership

#### (If applicable)

Whereas the Rajasthan Skill & Livelihood development corporation (the "RSLDC" or the "Authority") has invited bid response from interested parties for----- (the "Project")

Whereas, M/s.----- and M/s.----- (collectively the "Consortium") being members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Bid Document and other connected documents in respect of the Project, and Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member for signing with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the consortium bid for the Project and its execution

#### NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, M/s. ....having our registered office at.....

and M/s. ....having our registered office at -----(hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s. .... having its registered office at----- being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the "Attorney"). We hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the qualification of the Consortium and submission of its bid for the Project, including but not limited no signing and submission of all bids and other documents and writings, participate in conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority or any person, on all matters in connection with or relating to or arising out of the Consortium's bid for the Project and /or upon award there all the Agent with Authority is entered into.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTE THIS POWER OF ATTORNEY ON THIS DAY OF .....20....

For.....(Signature)

(Name & Title)

For..... (Signature)

(Name & Title)

Witnesses : 1. And 2.

Annexure 16

### Technical Evaluation Criteria assessment Form

S.N.	Sections	Specific Requirements	Criteria	Max. Marks	Supporting Document Required	Page Number
1.	<b>Financial Capacity</b>	Bidder's average annual turnover from Indian operations in the last three financial years (FY 2019-20, 2020-21, and 2021-22)	50 Cr – 5 Marks	10	Copy of audited financial statements, with certificate from chartered accountant for the three previous financial years.	
			More than 50 Cr – 10 Marks			
3.	<b>General Experience</b>	The Bidder should have experience of assignments (completed/ ongoing) with each value more than 5 Cr. in central or state government department in last 3 years in the field of skill development, Capacity Building or employment generation	1 Project – 10 Marks	20	Copy of Work Order/ Completion certificate / letter from client	
			2 or more Projects – 20 Marks			
4.	<b>Local Presence</b>	The bidder should have experience of working on projects in Rajasthan for any government department in the field of skill development/ capacity building / employment generation. The value of such project should be at least 10 Crore. (completed/ongoing Projects)	Project value above 10 Cr - 5 Marks	20	Copy of work order/ Completion certificate/ letter from client	
			Project value above 15 Cr - 10 Marks			
			Project value above 25 Cr - 20 Marks			
5.	<b>Proposed Methodology</b>	Understanding of Scope of Work,	20 Marks	20	Approach and methodology	

	<b>and Work Plan in response to Term of Reference / scope of work</b>	Approach & Methodology, Implementation Plan			should be explained in detail in the proposal – including key activities, timeline etc.	
			Total	70		

Financial Proposal Submission Form - BOQ

Validate

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Help

Item Rate BoQ

Tender Inviting Authority:Rajasthan Skill and Livelihoods Development Corporation

Name of Work: Selection of Service Provider for providing training on Soft Skill to students of Govt. ITI's & Selected Schools & colleges of Rajasthan in online mode

RFP No: \_\_\_\_\_

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE without GST, In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT in Rs. P	Total Amount of GST (18%)	TOTAL AMOUNT With GST	TOTAL AMOUNT In Words
1	2	3	4	5	6		54	7
1	To be quoted Lump-sum/ Consolidated cost for conducting training, monitoring / assessment / certification. This total lump-sum/ consolidated cost by the Bidders shall be considered for the financial bid value.	1.000	Lump-sum		0.00	0.00	0.00	INR Zero Only
Total in Figures					0.00	0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only						

