

Request for Proposal (RFP)

for

**Selection of Training Partner for Organizing
Capacity Building & Skill Development Training
under the Raising and Accelerating MSME
Performance (RAMP) Programme in the State of
Goa**

**Directorate of Industries, Trade, & Commerce
(Government of Goa)**

Tender No.: DITC/Reg/RAMP/RFP for Capacity Building Training /25-26/28/1777

Date:07/02/2025

Notice Inviting Tender

Date: 07.02.2025

Directorate of Industries, Trade, & Commerce (DITC), Government of Goa invites technical proposals from the reputed and experienced Training Organization for organizing Capacity Building and Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa.

The RFP document can be downloaded from the e-tender portal <https://eprocure.Goa.gov.in>. The cost of the RFP document is Rs.15000/- which is to be paid through NEFT, RTGS, and Net Banking in favor of the Directorate of Industries, Trade, & Commerce, Panaji, Goa.

The RFP document contains details about the scope of work, terms and conditions, and bidding procedure. Response to this RFP shall be deemed to have been done after careful study and examination of this document with a full understanding of its implications.

A pre-bid meeting shall be held on the date, time, and place mentioned in the Fact Sheet. The interested firms are requested to attend the meeting to clarify the RFP's requirements and conditions.

For further notice/corrigendum/addendum, the Bidders are advised to regularly visit the above-mentioned e-tender portal.

Issuer:

The Director
Directorate of Industries, Trade, & Commerce (DITC),
Udyog Bhavan, Panaji, Goa
Phone: 0832222241
Email: dir-indu.Goa@nic.in

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as the "RFP") document or subsequently provided to Bidders(s), whether verbally or in documentary form or any other form by the Directorate of Industries, Trade, & Commerce (DITC), Government of Goa (hereinafter referred to as the "Department"), or by any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer by the Department to the prospective Bidders or any other person. The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require.

This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

DITC, its employees and advisors make no representation or warranty and shall incur no liability to any person including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or to be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, reliability or completeness of the RFP document and any assessment, assumption, statement or information contained therein or deemed to form part for qualification of Bidder(s) and evaluation of Proposals of the Bidders for participation in the Bidding Process.

Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

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

The issue of this RFP does not imply that the Department is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the services and the Department reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

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1. Data sheet

S. No.	Particular	Details
1	RFP/ Tender Availability Date on the E-Tender Portal	Date: 07.02.2025
2	E-Tender Portal where the RFP document shall be available	https://eprocure.Goa.gov.in
3	Date of Pre-Bid Meeting	Date: 11.02.2025 Time: 03:00 PM Place: Directorate of Industries, Trade and Commerce, Panaji Goa Link to join the pre bid meeting: meet.google.com/zbq-hcek-jcm
4	Response to queries latest by	13.02.2025
5	Date of uploading of compliance in E-Tender Portal	18.02.2025
6	Last Date for Submission of Bid	28.02.2025
7	Technical Proposal Opening Date	03.03.2025
8	Technical Presentation	To be intimated to the Qualified Bidder
9	Letter of Award	To be intimated to the Qualified Bidder
10	Start Date	To be intimated to the Qualified Bidder
11	Cost of Tender	Rs.15,000/- (Rupees Fifteen Thousand)
12	Earnest Money Deposit (EMD) in the form of a Demand Draft	Rs. 40,00,000/- (Rupees Forty Lakh)
13	Tender processing fees	Rs. 3000/- (Rupees Three Thousand)
14	Performance Bank Guarantee	3% of the total contract value
15	Method of Selection	Fixed Budget Selection (FBS)
16	Contact Details	The Director, Directorate of Industries, Trade, & Commerce Udyog Bhavan, Panaji, Goa. Phone: 0832222241 Email: dir-indu.Goa@nic.in

Note:

- Department reserves the right to change the above schedule of bidding process. Please visit the E-Tender Portal regularly for the same.
- Proposals must be received not later than time, date and venue mentioned in the Fact Sheet above. Proposals that are received after the deadline **WILL NOT** be considered in this procurement process.

2. Definitions

Unless the context otherwise requires, the following terms whenever used in this RFP and Contract have the following meanings:

- (i) **“Assignment”** means the services to be provided by the Selected Bidder for the Request for Proposal (RFP) for the Selection of Training Partner for organizing the Capacity Building and Skill Development Training Programs under (RAMP) Programme in the state of Goa.
- (ii) **“Bidder”** means a LLP/Company who submits a proposal in response to this Request for Proposal document.
- (iii) **“Contract”** or **“Agreement”** means the Contract entered into by the parties for providing professional services along with the entire documentation specified in the RFP.
- (iv) **“Department”** means Directorate of Industries, Trade, & Commerce (DITC), Government of Goa.
- (v) **“Personnel”** means professionals including Key Staff as specified in the RFP and support staff provided by the selected consulting firm to perform services or any part thereof.
- (vi) **“Proposal”** means a proposal submitted by Bidders in response to this RFP issued by the Department for Selection of Training Partner for organizing the Capacity Building and Skill Development Training Programs under (RAMP) Programme in the state of Goa.
- (vii) **“Proposal Due Date”** means the date specified in the Fact Sheet or as may be extended by the Department from time to time in pursuance to a corrigendum.
- (viii) **“Proposal Validity Period”** means a period of 180 days from the Proposal Due Date during which the Proposal/ Bid of the Bidder shall remain valid.
- (ix) **“Selected Bidder”** means the highest technical score ranked Bidder to whom the Letter of Award is issued.
- (x) **“Services”** means the work to be performed by the professional manpower service provider pursuant to this RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the Department.

3. Background Information

To support the overall Covid Resilience and Recovery Programme of the Ministry of MSME (MoMSME), the Government of India, has launched a new World Bank-supported Central Sector Scheme, i.e., "Raising and Accelerating MSME Performance (RAMP)". The scheme has been launched for a period of five years, to be jointly funded by the World Bank and the Government of India. The RAMP Programme is a Programme-for-Results (P for R) and aims at improving MSMEs' access to market and credit, strengthening institutions and governance at the Centre

and State, improving Centre-State linkages and partnerships, addressing issues of delayed payments and greening of MSMEs. RAMP Programme seeks to address the generic and COVID-related challenges in the MSME sector by way of impact enhancement of existing MSME schemes, especially on the competitiveness front.

In addition to building the Ministry of MSME's capacity at the National level, the RAMP Programme also seeks to scale up implementation capacity and firm coverage in the participating States and UTs. Thus, as per the design of the programme, the State of Goa had prepared a Strategic Investment Plan (SIP) for enhancing the performance of the MSME sector through various interventions and the Ministry of MSME has approved funds for implementation of selected interventions.

The Directorate of Industries Trade and Commerce (DITC) intends to engage Training Organization for organizing the Capacity Building and Skill Development Training Programs under the (RAMP) Programme in the state of Goa to augment the capacity of MSMEs/SHGs and artisans in Goa.

4. Invitation for Bids

Bidders are advised to study the RFP document carefully. Submission of RFP shall be deemed to have been done after careful study and examination of the tender document with a full understanding of its implications. The Bidders are expected to examine all instructions, forms, terms, and other information in the tender document. Failure to furnish all information required as mentioned in the tender document may result in the rejection of the proposal.

Bidders are required to submit bids through the e-tender portal i.e., <https://eprocure.Goa.gov.in> not later than the date and time laid down for the bid submission.

Note:

- a. Directorate of Industries, Trade & Commerce shall not be responsible for any delay about non-receipt/ non-delivery of the EMD & document fees.
- b. Complete bids will only be accepted online i.e., through the e-tender portal i.e., <https://eprocure.Goa.gov.in>. Any document submitted in hardcopy shall not be considered in the bid evaluation.
- c. The terms & conditions are tentative and subject to change.
- d. Any modification of the RFP document which may become necessary shall be made by the Directorate of Industries, Trade & Commerce, Panaji, Goa, exclusively through the issue of an addendum/ corrigendum.
- e. If the opening of the bid or any other scheduled date falls on any gazette holiday, then the next working day will be treated as per schedule.

5. Bidders Queries & Clarifications

5.1. Bidder queries

- (i) Bidder to submit their queries/seek clarification by bringing their queries to the pre-bid meeting in the format below.
- (ii) The queries should necessarily be submitted in the following format.

Section/ Page No	Content of RFP requiring clarifications	Change/ Clarification Requested	Remarks

- (iii) The Directorate of Industries, Trade & Commerce, Panaji, Goa, shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the pre-bid meeting may not be entertained by the Directorate.
- (iv) The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and the opportunity to seek clarification regarding any aspect of the RFP and the project. However, the Directorate of Industries, Trade & Commerce, Panaji, Goa, reserves the right to hold or re-schedule the Pre-Bid meeting.

5.2. Responses to Bidders Queries and Issue of Corrigendum

- (i) The Directorate of Industries, Trade & Commerce, Panaji, Goa, will endeavor to provide timely responses to the queries. However, the Directorate makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the Directorate undertake to answer all the queries that have been posed by the bidders.
- (ii) At any time prior to the last date for receipt of bids, the Directorate may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- (iii) The Corrigendum (if any) & clarifications to the queries from all bidders will be uploaded on the e-tender portal i.e., <https://eprocure.Goa.gov.in>.
- (iv) Any such corrigendum shall be deemed to be incorporated into this RFP.
- (v) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the Directorate may, at its discretion, extend the last date for the receipt of Proposals.

6. Key Requirement of the Bid

6.1. RFP Document Fee

RFP document can be downloaded from the e-tender portal <https://eprocure.Goa.gov.in> after payment of the Online bid submission fee through NEFT, RTGS, and Net Banking of Rs. 15,000/- in favour of "Directorate of Industries, Trade & Commerce". Proposals received without the RFP Document Fee shall be rejected.

6.2. Earnest Money Deposit (EMD)

- (i) Bidders shall submit, along with their Bids, an Earnest Money Deposit (EMD) of Rs. 40,00,000/- (Rupees Forty Lakh Only), through NEFT, RTGS, and Net Banking in favour of the Directorate of Industries, Trade & Commerce.
- (ii) EMD of all unsuccessful bidders would be refunded by the Directorate within 60 Days of the Bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of the successful bidder would be returned upon submission of the Performance Bank Guarantee issued by any Nationalized Bank in favour of the Directorate of Industries, Trade & Commerce, as per the format provided in the RFP document.
- (iii) The EMD amount is interest-free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- (iv) The bid/ Proposal submitted without EMD, mentioned above, will be summarily rejected.
- (v) The EMD may be forfeited:
 - a. If a Bidder withdraws its Proposal during the period of Proposal/ bid validity.
 - b. In case of a successful bidder, if the Bidder fails to provide the Performance Bank Guarantee and/ or sign the Agreement within the time specified in this RFP document.

6.3. Submission of Responses

- (i) The Bidder shall submit the Proposal separately i.e., “Technical” and “Financial” electronically online on the e-Tender portal <https://eprocure.Goa.gov.in>.
- (ii) The Proposal response will include Annexures as mentioned below (use own formats for documents where not provided):

S. No.	Document	Annexure
1	Proposal Covering Letter	Annexure – I
2	Power of Attorney	Annexure – II
3	Financial Budget Acceptance Undertaking	Annexure – III
4	Performance Guarantee	Annexure – IV
5	Professional Experience	Annexure – V
6	CV of the Proposed Trainers	Annexure – VI
7	Financial Turnover for last 3 financial years reported (FY 2021-22, 2022-23 and 2023-24) Certificate from Chartered Accountant	Annexure – VII
8	Self-Declaration: Not Blacklisted/ Debarred	Self-Declaration
9	Self-Declaration: HR certificate for man-power strength	Self-Declaration
10	Proof of EMD	
11	Proof of Submission of RFP Document Fee	

- (iii) The last date for submitting bids electronically in the e-Tender portal on or before as mentioned in the e-Tender Portal.
- (iv) Late Bids are not allowed and will not be considered by the Department.
- (v) **Modification:** The Bidder can modify his Proposal only before the last date of submission of Proposals.
- (vi) **Withdrawal of Proposals:** The Bidder can withdraw his Proposal before the last date of submission of Proposals without forfeiting his EMD.

6.4. Authentication of Proposals by Authorized Signatory

A Proposal should be accompanied by an authorization letter/power of attorney in the name of the signatory of the Proposal as per Annexure-II mentioned in this RFP. Such Power of Attorney should be certified under the hands of a Partner or Director of the Bidder and notarized by a notary public in the form specified hereunder this RFP. But if the Proposal is signed by the Director or Partner of the professional manpower service provider firm then the power of attorney is not required.

6.5. Rights to Terminate the Process

- (i) The Department may terminate the RFP process at any time and without assigning any reason. The Department makes no commitments express or implied, that this process will result in a business transaction with anyone.
- (ii) This RFP does not constitute an offer by the Department. The Bidders' participation in this process may result in the Department selecting the Bidder to engage towards execution of the Contract.

6.6. Preparation and Submission of Proposal

6.6.1. Preparation of Proposal

The Bidder shall prepare one original set of the Proposal bearing page numbers in serial order and having an index. The Proposal shall be typed or written in indelible ink and signed & stamped by the Authorized Signatory of the Bidder who shall initial each page. The Authorized Signatory signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal. The scanned copies of the online payment receipt for the RFP Document Fee and EMD shall be scanned along with other documents forming part of the Proposal and submitted online on the e-tender portal.

6.6.2. Proposal Preparation Costs

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions, preparation of Proposal, in providing any additional information required by the Department to facilitate the evaluation process, and in the execution of a definitive contract or all such activities related to the bid process. The

Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.6.3. Language

The Proposal should be filled by the Bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

6.6.4. Late Bids

- (i) Original hard copy of RFP Document Fees and EMD received after the Proposal Due Date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened by the Department.
- (ii) The Bids/Proposals submitted through hard copy shall not be considered. No correspondence will be entertained on this matter.

6.7. Evaluation Process

- (i) The Department has adopted a two-stage bidding process with a quality and cost-based method of selection comprising two steps of evaluation (collectively the "Selection Process") in evaluating the Proposals.
- (ii) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

6.8. Proposal Validity

The offer submitted by the Bidders should be valid for a minimum period of 180 days from the Proposal Due Date.

6.9. Modification and Withdrawal of Bids

- (i) The Bidder is allowed to modify or withdraw its submitted proposal at any time prior to the last date prescribed for receipt of bids.
- (ii) Subsequent to the last date for receipt of bids, no modification of bids shall be allowed.
- (iii) The Bidders cannot withdraw the proposal in the period between the last date for receipt of bids/Proposals and the expiry of the Proposal Validity Period specified in the Proposal. Such withdrawal may result in the forfeiture of its EMD from the Bidder.

6.10. Local Conditions

- (i) Each Bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the Contract and/ or the cost of the assignment.
- (ii) The Bidder is expected to know all applicable laws, conditions, and factors, which may have any effect on the execution of the Contract after the issue of Letter of Award as described in

the RFP document including the Agreement format provided herein. The Department shall not entertain any request for clarification from the Bidder regarding such local conditions.

- (iii) It is the Bidder's responsibility that such factors have been properly investigated and complete all necessary due diligence before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the RFP document, will be entertained by the Department. Neither any change in the time schedule of the Contract nor any financial adjustments arising there-of shall be permitted by the Department on account of failure of the Bidder to know the local laws/ conditions. The Bidder is expected to visit, examine, and study the location of Govt. offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

6.11. Opening of Proposal

First, the Technical Proposal will be opened in the presence of eligible Bidders, who wish to be present at the time of the opening of the Technical Proposal. Based on the pre-qualification criteria, technical evaluation shall be carried out as specified in the RFP document. The Committee or its authorized representative will open the Proposals received by the Proposal Due Date. The sequence of opening is as follows:

- (i) Opening of Technical Proposals followed by Technical Presentation by the Bidders whose Technical Proposal was found responsive, before the Department on the date, time, and place to be informed in due course; and

6.12. Award of Contract

The Selected Bidder shall be issued a Letter of Award (LoA) in duplicate by the Department and the Selected Bidder shall within seven (7) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof. In the event the duplicate copy of the LoA duly signed by the Selected Bidder is not received within the stipulated time, the Department may disqualify the Selected Bidder from the Assignment and appropriate the Bid Security as Damages on account of failure of the Selected Bidder to acknowledge the LOA, and the consequences set out in this RFP/Agreement shall follow.

After acknowledgement of the LoA as aforesaid by the Selected Bidder, the Department shall issue an Agreement to the Selected Bidder, which shall govern the provision of services and terms thereof. The Selected Bidder shall not be entitled to seek any deviations in such Agreement.

6.13. Furnishing of Performance Security and Execution of Agreement

After acknowledgement of the LoA by the Selected Bidder, a Performance Guarantee of 5% of Total Professional Fee has to be deposited in the form of Bank Guarantee from any Nationalized/ Scheduled Bank in the name of the Directorate of Industries, Trade & Commerce, Goa, payable at Panaji within a period of 21 days from the date of receipt of LOA from the Department. The Performance Guarantee shall be valid for period of 90 days beyond the duration of the Contract as specified in the RFP document. The Selected Bidder shall sign the Agreement within 30 days from the issue of LOA.

6.14. Confidentiality

- (i) As used herein, the term “Confidential Information” means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services here under are the Confidential Information of the Bidder.
- (ii) The Bidder shall keep confidential, any information related to this tender, with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this tender and shall not be disclosed to any third party for any reason what-so-ever.
- (iii) At all-time of the performance of the services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines, and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms no less onerous than those contained under these tender and such rules, policies, standards, guidelines and procedures by its employees or agents.
- (iv) The Bidder should not disclose to any other party and keep confidential the terms and conditions of this Contract agreement, any amendment hereof, and any Attachment or Annexure hereof.
- (v) The obligations of confidentiality under this section shall survive rejection of the contract.

6.15. Fraud and Corrupt Practices

- (i) The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Department shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the Department shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case maybe, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost, and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidders Proposal.
- (ii) Without prejudice to the rights of the Department under Clause above and the rights and remedies which the Department may have under the LoA or the Agreement, if an Bidder or

Systems Implementation Agency, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the Department during a period of 2 (two) years from the date such Bidder or the Selected Bidder, as the case may be, is found by the Department to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

(iii) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **“Corrupt Practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Department who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Department, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LoA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser/ professional manpower service provider of the Department in relation to any matter concerning the Project;
- b. **“Fraudulent Practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c. **“Coercive Practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. **“Undesirable Practice”** means (i) establishing contact with any person connected with or employed or engaged by Department with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. **“Restrictive Practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

6.16. Liability

In accordance with standard industry practice, the aggregate liability of professional manpower service provider under this Agreement and in connection with the services shall be for direct

damages only and shall, in all circumstances and events, be limited to one time the fees paid to the professional manpower service provider under the engagement. Professional manpower service provider shall not be liable for any indirect or consequential losses.

6.17. Miscellaneous

- (i) The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Goa shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- (ii) The Department, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - a. suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
 - b. consult with any Bidder in order to receive clarification or further information;
 - c. retain any information and/or evidence submitted to the Department by, on behalf of and/or in relation to any Bidder; and/or
 - d. 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.
- (iii) It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Department, its employees, agents, and advisors, 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 claims it may have in this respect, whether actual or contingent, whether present or future.

7. Scope of Work

DITC intends to select a Training Partner, responsible for organizing the Capacity Building and Skill Development Training Programs in Goa as approved under the RAMP Programme. To augment the efforts of the Government of Goa across the various sectors, a series of skill development and capacity-building trainings will be organized to cater to the needs of existing and prospective entrepreneurs. The training in the areas of Skill Development (Handloom, Textile, Handicraft & Coir), Technical Training, Institutional Training, Tourism Training, Business Management Training, and other training will be organized to enhance the capacity and capabilities of the existing and prospective entrepreneurs/SHGs in Goa. Further, need-based, and sector-specific training will be imparted across 31 courses to both the existing and aspiring entrepreneurs. Additionally, specialized training will be provided in the Tourism sector, Business Management, and other sector-specific training. Institutional Training shall be provided to the government officers from the relevant state departments with an aim to augment the capacity of the state machineries for the effective implementation of the MSME Schemes in Goa.

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

Targeted beneficiaries under these programs include the existing and prospective entrepreneurs, SHG members, with the minimum age of 18 years and above. For the institutional training, government officers employed under the relevant departments of the State Govt of Goa will be eligible. For the skill development trainings, artisans will be eligible.

Key activities to be undertaken for organizing the capacity building and skill development trainings under RAMP will include but not limited to:

- Submit a detailed project plan along with the timeline for imparting the training as per the assigned targets and beneficiaries under RAMP.
- End – to- end management of the capacity building and skill development training as per the assigned target and directed by the DITC, Govt. of Goa.
- Define the selection and eligibility criteria for enrolling candidates in various training programs.
- Ensure ground level mobilization through outreach activities and collaboration with Industry Association established in Goa.
- Design course curriculum and other related materials in English, Hindi, and Konkani language.
- Finalize the Training Calendar – district and block wise.
- Ensure registration of the candidates, collection of the feedback, assessment, and certification post training.
- Audio-visual recording of the each of the training sessions organized under RAMP.
- Maintain a consolidated MIS (Management Information System) Portal /Mobile Application to capture all data of the Capacity Building and Skill Development Training Programs like unique ID, Name, Age, Gender, Social Category, Address, Mobile No, E-Mail Id of Trainee, Name of the Training Course, Duration, Name of the Trainer, Type of MSME, Name of District/Block, Certification etc. The data captured through MIS Portal /Mobile application should have capabilities to share the real time data and to be integrated with the Unified Digital Platform developed by DITC, Goa. The agency shall provide the details to the DITC, Goa including Admin log-in within 45 days of the commencement of the services.

Summary of the Approved Training Programs along with Training Cost

S. No.	Training Courses	Approved number of Training Courses	Approved number of the Trainees	Total Amount Budgeted (Rupees in Lakhs)	Remarks
1	Institutional Training	6	1200	0.3	<i>The detailed trade-wise training category, number of training & duration will be provided to the selected agency at the signing of the contract.</i>
2	Other trainings	9	920	0.23	
3	Skill Development Training	31	6200	7.75	
4	Technical Trainings	10	1720	3.85	
5	Tourism Training	14	11200	2.8	
6	Business Facilitation Centre Training	5	400	0.16	
7	WEFC Training	13	780	0.2	
Total		83	22420	15.29	

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

*Note - The above mentioned training cost includes end to end cost of organizing the training of assigned number of candidates including the cost of venue, trainer remuneration, mobilization cost, design of training content/material, food & logistics, and other all incidental expenditure.

The detail list of Course wise Training, Duration, Nos of trainee to be trained and Cost per trainee per day is as follows.

S. No.	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
1	Capacity Building Training	Skill Development Training	Papier Mache	5	50	200	2500	25,00,000
2	Capacity Building Training	Skill Development Training	Bamboo Craft/Furniture	5	50	200	2500	25,00,000
3	Capacity Building Training	Skill Development Training	Terracotta Pottery	5	50	200	2500	25,00,000
4	Capacity Building Training	Skill Development Training	Woodcarving	5	50	200	2500	25,00,000
5	Capacity Building Training	Skill Development Training	Seashell Craft (Chandlier, Mirror, Idol etc.)	5	50	200	2500	25,00,000
6	Capacity Building Training	Skill Development Training	Artificial flower making	5	50	200	2500	25,00,000
7	Capacity Building Training	Skill Development Training	Intricate crochet and embroidery	5	50	200	2500	25,00,000
8	Capacity Building Training	Skill Development Training	Coconut masks	5	50	200	2500	25,00,000
9	Capacity Building Training	Skill Development Training	Cotton bags	5	50	200	2500	25,00,000
10	Capacity Building Training	Skill Development Training	Crochet and embroidery,	5	50	200	2500	25,00,000
11	Capacity Building Training	Skill Development Training	Coconut shell carving	5	50	200	2500	25,00,000
12	Capacity Building Training	Skill Development Training	Cotton dolls	5	50	200	2500	25,00,000
13	Capacity Building Training	Skill Development Training	Soft toys	5	50	200	2500	25,00,000

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

S.N.O.	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
14	Capacity Building Training	Skill Development Training	Self Help Groups Trainings	5	50	200	2500	25,00,000
15	Capacity Building Training	Skill Development Training	Cookery course	5	50	200	2500	25,00,000
16	Capacity Building Training	Skill Development Training	Brass Work	5	50	200	2500	25,00,000
17	Capacity Building Training	Skill Development Training	Wooden Lacquerware	5	50	200	2500	25,00,000
18	Capacity Building Training	Skill Development Training	Goan tribal art	5	50	200	2500	25,00,000
19	Capacity Building Training	Skill Development Training	Jute macramé	5	50	200	2500	25,00,000
20	Capacity Building Training	Skill Development Training	Delicate fibre craft	5	50	200	2500	25,00,000
21	Capacity Building Training	Skill Development Training	Wooden toys	5	50	200	2500	25,00,000
22	Capacity Building Training	Skill Development Training	Table mats from various fibres	5	50	200	2500	25,00,000
23	Capacity Building Training	Skill Development Training	Jute Macrame	5	50	200	2500	25,00,000
24	Capacity Building Training	Skill Development Training	Fabric Collage	5	50	200	2500	25,00,000
25	Capacity Building Training	Skill Development Training	Handicraft from Plaster of Paris	5	50	200	2500	25,00,000
26	Capacity Building Training	Skill Development Training	Fiber and batik prints	5	50	200	2500	25,00,000
27	Capacity Building Training	Skill Development Training	Stone carving	5	50	200	2500	25,00,000
28	Capacity Building Training	Skill Development Training	Metal embossing	5	50	200	2500	25,00,000
29	Capacity Building Training	Skill Development Training	Silver and imitation jewelry	5	50	200	2500	25,00,000

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

S. No.	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
30	Capacity Building Training	Skill Development Training	Woolen tapestry	5	50	200	2500	25,00,000
31	Capacity Building Training	Skill Development Training	Artistic weaving	5	50	200	2500	25,00,000
32	Capacity Building Training	Tourism Training	Homestay Operations	1	100	800	2500	20,00,000
33	Capacity Building Training	Tourism Training	Wellness Training (Aroma Therapy)	1	100	800	2500	20,00,000
34	Capacity Building Training	Tourism Training	SPA, Beauty Parlour & Salon	1	100	800	2500	20,00,000
35	Capacity Building Training	Tourism Training	Adventure Tourism	1	100	800	2500	20,00,000
36	Capacity Building Training	Tourism Training	Village Tourism	1	100	800	2500	20,00,000
37	Capacity Building Training	Tourism Training	Tourist Guide & Translators	1	100	800	2500	20,00,000
38	Capacity Building Training	Tourism Training	Rural & Village Tourism	1	100	800	2500	20,00,000
39	Capacity Building Training	Tourism Training	Bird Watching	1	100	800	2500	20,00,000
40	Capacity Building Training	Tourism Training	Trekking & Rock Climbing	1	100	800	2500	20,00,000
41	Capacity Building Training	Tourism Training	Water Sports	1	100	800	2500	20,00,000
42	Capacity Building Training	Tourism Training	MICE Tourism	1	100	800	2500	20,00,000
43	Capacity Building Training	Tourism Training	Cruise Tourism	1	100	800	2500	20,00,000
44	Capacity Building Training	Tourism Training	Training on registration, permits and license related to tourism	1	100	800	2500	20,00,000

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

S. No.	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
45	Capacity Building Training	Tourism Training	Training on international best practices in tourism to attract foreign tourist in Goa	1	100	800	2500	20,00,000
46	Capacity Building Training	Technical Trainings	ToT in ITIs (2 days each in all 10 ITIs)	20	10	40	2500	20,00,000
47	Capacity Building Training	Technical Trainings	Technical Workshop in ITI (2 day each in all 10 ITI)	20	20	80	2500	40,00,000
48	Capacity Building Training	Technical Trainings	Creative Design/ Animation/ Gaming/ Film Editing, sound editing etc.	15	50	200	2500	75,00,000
49	Capacity Building Training	Technical Trainings	3D Printing	5	50	200	2500	25,00,000
50	Capacity Building Training	Technical Trainings	MS Office and Internet	5	50	200	2500	25,00,000
51	Capacity Building Training	Technical Trainings	Food Processing	10	50	200	2500	50,00,000
52	Capacity Building Training	Technical Trainings	Machining, Forging and Casting	10	50	200	2500	50,00,000
53	Capacity Building Training	Technical Trainings	Mouldings & Pattern Making	5	50	200	2500	25,00,000
54	Capacity Building Training	Technical Trainings	Sports Equipment Training	5	50	200	2500	25,00,000
55	Capacity Building Training	Technical Trainings	Designing and Manufacturing of Artificial Jewellery	10	50	200	2500	50,00,000
56	Capacity Building Training	Institutional Training	Workshop for Line Departments on SIP and SIP implementation roadmap	1	60	240	2500	6,00,000

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

S.N o	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
57	Capacity Building Training	Institutional Training	Workshop on TReDs, ONDC, and ODR (with all departments)	1	50	200	2500	5,00,000
58	Capacity Building Training	Institutional Training	Workshop on understanding Unified Digital Platform	1	40	120	2500	3,00,000
59	Capacity Building Training	Institutional Training	Workshop on Business Facilitation Cell & Women Entrepreneurship Facilitation Cell	1	20	40	2500	1,00,000
60	Capacity Building Training	Institutional Training	Training on Government Bidding Process (Documentation, Portals, GeM, etc.)	1	50	200	2500	5,00,000
61	Capacity Building Training	Institutional Training	Technical Trainings on MS Office (Excel, Word & Power Point) & Statistical Methods	1	50	400	2500	10,00,000
62	Capacity Building Training	Other trainings	Traditional Snacks & Confectionary	1	50	100	2500	2,50,000
63	Capacity Building Training	Other trainings	Spices Cluster Training	1	50	100	2500	2,50,000
64	Capacity Building Training	Other trainings	Packaging	1	50	100	2500	2,50,000
65	Capacity Building Training	Other trainings	Meat processing	1	50	100	2500	2,50,000
66	Capacity Building Training	Other trainings	Fish Processing and Packaging	1	50	100	2500	2,50,000
67	Capacity Building Training	Other trainings	Milk Processing	1	50	100	2500	2,50,000
68	Capacity Building Training	Other trainings	Millet, Pulses & Grains Processing & Value Addition	1	50	100	2500	2,50,000

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

S. No.	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
69	Capacity Building Training	Other trainings	Apparel Manufacturing	1	50	100	2500	2,50,000
70	Capacity Building Training	Other trainings	Repair & Maintenance of vehicles etc.	1	50	100	2500	2,50,000
71	Business Facilitation Centre	BFC Trainings	Training on various MSMEs related schemes & their benefits	1	20	20	4000	3,20,000
72	Business Facilitation Centre	BFC Trainings	Training on various compliances for MSMEs	1	20	20	4000	3,20,000
73	Business Facilitation Centre	BFC Trainings	Detailed training on functionalities & benefits of TReDS, ONDC, ODR etc.	1	20	20	4000	3,20,000
74	Business Facilitation Centre	BFC Trainings	Refresher trainings on Central and State schemes (every 6 Months)	1	20	20	4000	3,20,000
75	Business Facilitation Centre	BFC Trainings	Training on export related compliances & documentation	1	20	20	4000	3,20,000
76	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Conducting Motivation Campaigns in collaboration with educational institutions, developmental agencies and NGOs Etc.	1	20	60	2500	1,50,000
77	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Conducting General/Product-cum-Process Oriented EDP/MDP for women.	1	20	60	2500	1,50,000

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

S. No.	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
78	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Handholding & Assisting Women entrepreneurs in getting land, shed and other facilities required to start the enterprise especially in industrial estates	1	20	60	2500	1,50,000
79	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Assistance and Training on getting clearances and licenses from concerned statutory bodies.	1	20	60	2500	1,50,000
80	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Training cum workshop on financial & technical guidance	1	20	60	2500	1,50,000
81	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Training cum workshop on assess to market, raw material, market linkages promotion etc.	1	20	60	2500	1,50,000
82	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Monthly/Quarterly workshop/Meeting with trained women to assess their present position to take stock of the problems/impediments and to find possible solutions to it.	1	20	60	2500	1,50,000
83	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Collaboration and dissemination of latest information/policy matters relating to women industrial sector.	1	20	60	2500	1,50,000

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

S.N o	Intervention Name	Subcategory	Course/Training Name	Duration of the Training (Days)	No. of beneficiaries per training batch	Total number of beneficiaries in 3 yrs	Person/ Day cost (In Rs.)	Total Cost of training in 3 yrs. (In Rs.)
84	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Industrial Motivation Campaigns	1	20	60	2500	1,50,000
85	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Entrepreneurship Awareness Programmes	1	20	60	2500	1,50,000
86	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Entrepreneurship-cum-Skill Development Programme	1	20	60	2500	1,50,000
87	Gender inclusion and Greening initiatives	Training & Capacity Development by WEF	Management Development Programmes	1	20	60	2500	1,50,000
88	Gender inclusion and Greening initiative	Training & Capacity Development by WEF	Webinars/Campaigns/ Seminars/Awareness activities	1	20	60	2500	1,50,000

**Note: Above are the Indicative list of training, The actual number of training may be increase or decrease as per project requirement and accordingly the selected bidder must deliver the services as per defined scope of work mentioned in this RFP document.*

7.1.1. Payment Schedule

Milestone	Payment Terms
Mobilization of candidate	DITC to release 10% advance payment to selected bidder upon submission of the details of the mobilized candidate.
Commencement of Training	DITC to release 20% advance payment to selected bidder. Advance to be released upon the commencement of training as per the actual number of candidates enrolled in each training batch.
Completion of Training	DITC to release balance 70% of payment to selected bidder post the completion of training and submission of training report as per format finalized DITC.

8. Pre-qualification Criteria

S. No	Parameters	Documentary evidence
1	General Eligibility: Registered organization (Company, Trust, Association, Society, Cooperative, Limited Liability Partnership, etc.	Certificate of Incorporation or Registration or any other relevant documents.
2	Financial Eligibility: The agency must have minimum average annual turnover of INR 2 Crores over the last three FY (2021-22, 2022-23 and 2023-24)	Audited financial statements certified by CA having UDIN no for the last three financial years.
3	Experience: The bidder should have successfully executed at least 3 projects related to Entrepreneurship or Skill Development Training with any State/ Central Govt. Organizations/PSUs during the last three (3) financial years, FY 2021-22, and 2022-23, 2023-24	Work Orders, Contract Agreements, or Completion Certificates from previous projects
4	Resource Availability: The applicant should have at least 10 trainers preferably certified by any Government recognized body.	Profiles of key trainers and facilitators
5	Non-Blacklisting Certificate: Declaration that the agency has not been blacklisted by any government organization.	Self-declaration letter on agency letterhead as per Annexure 4

Note: *Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority. The evaluation of Technical Proposal of only those bidders who have qualified in the pre-qualification will be carried out. If the Technical proposals are found to be inadequate and do not correspond to the scope of service and terms of reference, they shall be summarily rejected.

9. Technical Evaluation Criteria:

#	Technical Evaluation Criteria	Maximum Marks
1	Bidder's Financial Capacity	10
2	Relevant Firm Experience	50
3	CVs of Proposed Resources	10
4	Technical Presentation	30
	Total	100

9.1. Detailed Evaluation Criteria

No.	Parameter	Max. Marks	Criteria
1.	Relevant experience of the applicant	70	
1.1	Financial Turnover – Average Annual Turnover of last three (3) financial years (2021-22, 2022-23 & 2023-24)	10	INR >= 2 Crores and < 4 Crores – 5 marks INR >= 4 Crores and < 6 Crores – 7.5 marks More than 6 Crores – 10 marks
1.2	Number of Entrepreneurship and Skill Development Training Programs organized during last 3 financial years. (Example – PMKVY, DDU -GKY, NSSH Training, ESDP Training or any other related training)	20	4 to 6 projects - 10 Marks 7 to 9 projects – 15 Marks More than 9 projects – 20 marks
1.3	Number of certified trainers, preferably Government Body	10	3 to 5 trainers - 6 Marks 6 to 8 trainers - 8 Marks More than 8 trainers - 10 Marks
1.4	Number of candidates trained during last 3 financial years	10	1,500 - 2,000 candidates – 3 marks 2,001 – 2,500 candidates – 6 marks More than 2,500 candidates – 10 marks
1.5	Empanelment of the Training Partner with NSDC/State Govt/ Central Government Agencies	20	None – 0 marks Empaneled by the State/Central Government – 10 marks NSDC Empanelment – 20 marks
2.	Approach methodology	30	Presentation to include 15-20 slides demonstrating: <ul style="list-style-type: none"> • Understanding scope of assignment • Training Work Plan along with the timelines • Experience of the training done in the past
	Total	100	

Note:

- Both ongoing/completed projects shall be considered for evaluation
- Supporting documents to include copy of contract agreement/ addendum/ work order/LoA and self-declaration from the agency/ firm on the status of the engagement.
- The minimum technical score required to pass is 70 marks.

- 3. Final Selection of Training Partner:** All the applicant Agencies who are technically qualified (i.e., obtain minimum 70 Marks in Technical Evaluation) shall be ranked based on marks obtained in the Technical Evaluation and the **Training Partner scoring the highest marks** will be selected by the Client.

10. Project Duration and Payment Terms

a. Project duration:

The project shall initially be valid for a period of March 2027, and shall be co-terminus with the RAMP programme. In the event of extension of RAMP programme, the engagement contract may be extended on mutual agreement and availability of funds from the Government of India.

b. Payment terms:

Payment to the Agency will be made after completion of training-to-training basis depending on the need of the project. Training Partner will be required to furnish the weekly/Monthly Progress Report and the Project as a whole along with other necessary compliance reports. Monthly Progress Reports will be assessed by DITC before disbursement of the payment, for the purpose of which DITC may ask for clarifications or information, which the Training Partner shall be obligated to provide. DITC shall pay all invoices within 45 days from the date of receipt of the verified invoice. The invoice amount would be paid after the evaluation of performance against the assigned deliverables.

11. Annexures

A. Annexure I – Proposal Covering Letter

(On Bidder's letter head)

Date: DD.MM.YYYY

To,

The Director,
Directorate of Industries, Trade, & Commerce (DITC) Udyog Bhawan,
Panaji, Goa.
Phone: 08322222241
Email: dir-indu.Goa@nic.in

Subject: Request for Proposal (RFP) for the Selection of Training Partner for organizing the Capacity Building and Skill Development Training Programs under (RAMP) Programme in the state of Goa.

Dear Sir,

We _____ (Name of the Bidder) hereby submit our Proposal in response to notice inviting tender dated _____ and the RFP document no. _____ dated _____ and confirm that:

1. All information provided in this Proposal and in the Annexures along with the attachments thereto is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement or as may be required for supplementing or authenticating the Proposal, if requested by the Department.
3. I/ We acknowledge the right of the Department to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/ We understand that you may cancel the bidding process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
5. Certified that the period of validity of bids is 180 days from the last date of submission of Proposal.
6. We are quoting for all the services mentioned in the Scope of Work of the RFP.

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

7. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
8. Directorate of Industries, Trade & Commerce (DITC), Government of Goa may contact the following person for further information regarding our Proposal:
9. Name and full address of office, Contact No., Email ID, Company Name
10. We are submitting our Eligibility criteria, Proposal bid documents and technical bid documents along with original NEFT, RTGS and Net Banking of both EMD and RFP Document Fee.
11. I/We agree and undertake to abide by all the terms and conditions of the RFP document.

Yours sincerely,
Signature of Authorized Signatory Full name
Designation
Name of the Bidder

B. Annexure II – Power of Attorney

(To be provided in original as part of Technical Proposal on Rs. 100 non-judicial stamp paper)

We, _____ (name and registered office address of the Bidder), (“Company”) do hereby authorize _____, to do all of the following things:

1. To sign, execute, forms, undertakings, affidavits, declarations, applications, documents, papers, and other related documents with “Directorate of Industries, Trade, and Commerce (DITC)” in connection with response to “**Selection of Training Partner for organizing the Capacity Building and Skill Development Training Programs under (RAMP) Programme in the state of Goa**” vide Tender Ref. No.: _____ and Tender ID: _____ dated DD.MM.YYYY.
2. To represent the Company in all respects in connection with above matter.
3. To do all other incidental things for carrying out the action required under point No. 1 & 2.
4. We hereby agree to ratify the lawful actions in relation to the aforesaid proposal, which the person authorized herein above shall do, perform on our behalf.

This Specific Power of Attorney has been issued under the authority of _____ (Name and Designation), on this ___ day of _____ 2025 at _____ and shall be valid for a period of four years from the date of its execution unless revoked earlier.

For _____ (name of the Bidder)

Accepted

Signature

(Name and Designation)

Signature

(Name and Designation)

Witness:

1. _____

2. _____

C. Annexure III – Financial Budget Acceptance Undertaking

(On Bidders Letter Head)

Date

Location

DITC, Goa

Detail Address

Dear Madam,

We, the undersigned, offer to provide services for the assignment 'Selection of Training Partner for organizing the Capacity Building and Skill Development Training Programs under (RAMP) Programme in the state of Goa' in accordance with your Request for Proposal (RFP) dated. -----
----- .

We fully accept the proposed financial budget in the RFP. The proposed budget (includes the all expenditure related to the training) shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that the management fee will be released on the yearly audit as specified of the RFP documents. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

Yours faithfully,

Authorized Signatory with Date and Seal :

Name :

Designation :

Address of Bidder

Contact Number of Bidder:

Email id of Bidder:

D. Annexure IV – Performance Guarantee

(To be issued by a Nationalized/Scheduled Commercial Bank)

This Deed of Guarantee is executed at _____ by _____ (Name of the Bank) having its Head/ Registered office at _____ (hereinafter referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors and assigns

In favour of the Directorate of Industries, Trade, & Commerce (DITC), Government of Goa, having its office at Udyog Bhavan, Panaji, Goa, India (hereinafter called the “Director DITC” which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors, and assigns).

Whereas M/s a company/ LLP formed under (specify the applicable law) and having its registered office at _____ has been, consequent to conduct and completion of a competitive bidding process in accordance with the RFP document No. _____ dated _____ issued by the Director, Directorate of Industries, Trade, & Commerce, and selection of M/s (hereinafter referred to as the “Selected Bidder/ professional manpower service provider”) vide Letter of Award No. _____ dated valued at Rs. _____ (_____ Rupees in words), (hereinafter referred to as the “LoA”) for providing professional manpower services for “Selection of Training Partner for organizing the Capacity Building and Skill Development Training Programs under (RAMP) Programme in the state of Goa to provide comprehensive support to the MSMEs in Goa” (hereinafter the “Assignment”).

Whereas in terms of the LoA, the Selected Bidder/ professional manpower service provider is required to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. _____/- (Rupees in words) by way of security for guaranteeing the due and faithful compliance of its obligations and provision of Services in accordance with the provisions of the RFP document read with the Agreement to be executed between the Directorate of Industries, Trade, & Commerce, Panaji, Goa and the Selected Bidder/ professional manpower service provider.

Whereas, the Selected Bidder/ professional manpower service provider approached the Guarantor and the Guarantor has agreed to provide a Guarantee being these presents:

Now this Deed witnessed that in consideration of the premises, we, _____ Bank hereby guarantee as follows:

1. The Bidder shall execute the Assignment, in accordance with the terms and subject to the conditions of the RFP document, LoA and the Agreement, and fulfil its obligations including provision of Services thereunder.

2. We, the Guarantor, shall, without demur, pay to the Director DITC an amount not exceeding INR _____ (Rupees _____ only) immediately upon receipt of a written demand therefore from the Director DITC, stating that the Selected Bidder/ professional manpower service provider has failed to fulfil its obligations as stated in Clause 1 above.
3. The above payment shall be made by us without any reference to the Selected Bidder/ professional manpower service provider or any other person and irrespective of whether the claim of the Director DITC is disputed by the Selected Bidder or not.
4. The Guarantee shall come into effect from _____ (Start Date) and shall continue to be in full force and effect till its expiry at 1700 hours Indian Standard Time on _____ (Expiry Date) (both dates inclusive) or till the receipt of a claim from the DITC under this Guarantee within the claim period of 365 days whichever is later. Any demand received by the Guarantor from the Director DITC prior to the Expiry Date or claim period shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to Director DITC is paid.
5. In order to give effect to this Guarantee, the Director DITC shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by the Director DITC or by the extension of time of performance granted to the Selected Bidder/ professional manpower service provider or any postponement for any time of the power exercisable by the Director DITC against the Selected Bidder/ professional manpower service provider or forebear or enforce any of the terms and conditions of the LoA and the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation, extension, forbearance or omission on the part of the Director DITC or any indulgence by the Director DITC to the Selected Bidder/ professional manpower service provider to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. This Guarantee shall be irrevocable and shall remain in full force and effect until all our obligations under this guarantee are duly discharged.
7. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under.

In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first here-in above written.

The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under.

Signed and delivered by _____ Bank by the hand of Shri _____ its _____ and authorized office.

Authorized Signatory _____ Bank

F. Annexure VI – CV Template for the Trainers

1	Proposed Position:			
2	Name of Expert:			
3	Date of Birth:			
4	Education:			
	Institute	Degree	Year	
5	Countries of Work Experience:			
6	Languages:			
	Language	Speaking	Reading	Writing
7	Employment Record:			
	From	To	Employer	Position Held
8	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned			
(i)	Name of assignment or project: Month / Year: Client: Main project features: Activities performed:			
(ii)	Name of assignment or project: Month / Year: Client: Main project features: Activities performed:			

Request for Proposal (RFP) for Selection of Training Partner for Organizing Capacity Building & Skill Development Training under the Raising and Accelerating MSME Performance (RAMP) Programme in the State of Goa

G. Annexure VII – Financial Turnover for last 3 financial years

(To be submitted on the letterhead of Chartered Accountant/ Statutory Auditors)

To,

The Director,
Directorate of Industries, Trade, & Commerce (DITC) Udyog Bhawan,
Panaji, Goa.

Phone: 08322222241

Email: dir-indu.Goa@nic.in

Name of the Bidder: _____

Turnovers from providing services in India and Net Worth for the period from FY 2021-22, FY 2022-23, and FY 2023-24

S. No.	Financial Year	Turnover from providing services in India (In INR Crores)	Net Worth (In INR Crores)
1.	2021-22 (A)		
2.	2022-23 (B)		
3.	2023-24 (C)		
Total (a) + (b) + (c)			
Average [(a) + (b) + (c)] / 3			