

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

**TERMS OF REFERENCE (ToR)**

**FOR**

**“Providing Skill Training to Candidates of Punjab under Punjab Hunar Vikas Yojana with captive employers.”**

**1. Purpose and Scope of work**

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

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

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

**3. Application Submission Guidelines**

The application shall be submitted on e-procurement portal [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) in accordance with the following guidelines:

- a) Application shall be submitted in the format as per **Annexure-C**.
- b) The application shall be unconditional; otherwise it shall be rejected.
- c) All the information/details are to be supported by authentic documents duly certified by the Applicant with signatures on each page.
- d) Applications shall be submitted on e-procurement portal [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). Any other means of submission will not be accepted and will be summarily rejected.
- e) Tender Fee shall be Rs 1000/-.
- f) Processing Fees shall be Rs 10,000/-.
- g) EMD shall be Rs. 25,000/-.
- h) Performance Bank Guarantee @ 10% of total project cost with validity till 30-09-2025 shall be submitted by the shortlisted agency within 07 days of issuance of work order.
- i) The EMD of successful bidder shall be refunded after submission of Performance Bank Guarantee (PBG).
- j) The Performance Bank Guarantee (PBG) shall be released in 01 month after completion of work order and payment of all installments as per schedule. Non submission/wrong submission of claim as per guidelines and timelines of any/all installment will result in forfeiture of Performance Bank Guarantee (PBG).
- k) One applicant is allowed only one application. The applicant may apply for multiple job roles at different /same centres.
- l) Bidding Schedule shall be as follows: -

S No.	Activity	Date/ Time : Duration
1.	Online Sale/Download date of Tender documents	From- 08-02-2025, time 01:00 PM <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a>

2.	Last Date of sending Pre-Bid queries by e-mail	14-02-2025 upto 12:00 PM on Email ID neeshukoshik.psdm@gmail.com
3.	Pre-bid meeting	18-02-2025 date, time 12:00 PM at PSDM Head Office Chandigarh.
4.	Last Date/Time for submission/ uploading of offer/Bid	01-03-2025 up to 03:30 PM ( <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a> )
5.	Application/ Proposal Opening Date and Time	02-03-2025 at 04:00 PM
6.	Presentation by the Applicant	The exact date will be intimated later by the PSDM at the email id mentioned at Annexure C at Sr. no. 5
7.	Issuance of Work order	07-03-2025

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

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

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

Name: Ms. Neeshu Koshik, 82957-48828

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

### Scope of Work

#### Role of Captive Employer

1. The captive employer will be responsible for ensuring the readiness of the Training Centre premises, including setting up the classroom for conducting the training, providing ToT-certified trainers, as well as managing the training, captive employment, monitoring and assessment of candidates by the Sector Skill Council. Please also see Annexure B1.
2. Entire training for which the work order that will be given to the successful captive employer (ies) by PSDM under this project including assessment and certification shall have to be completed before 30-05-2025. The placements can be done in the next financial year. Final installment bills must be submitted by 31-10-2025 after which no claims will be entertained and Performance Bank Guarantee (PBG) will be forfeited.
3. The Captive employment shall be allowed as per PMKVY 3.0 scheme guidelines at or above semi-skilled wages rates.
4. Failure to claim any/all instalments as per the guidelines may lead to de-empanelment of the Captive Employer.
5. Centre accreditation shall be under A&A. Further, infrastructure w.r.t area required for lab, CCTV cameras, Projectors in classroom, internet at the training centre, pantry, AC, biometric attendance shall be as per the guidelines of PMKVY scheme.
6. **Eligibility criteria of candidates to be trained will be as per Punjab Hunar Vikas Yojana (PHVY):-** "Candidates with Aadhaar card of Punjab and aged above 14 years as on commencement of training. For candidates belonging to vulnerable groups, they should have Aadhaar card." Only the candidate who can take up employment after successful completion of training should be inducted in training course.
7. Assessment fees is to be paid by the Captive Employer which shall be reimbursed to the Captive Employer by PSDM. Re-assessment fees shall not be paid / re-imbursed by PSDM.
8. The terms and conditions including penalties as applicable for PMKVY 3.0 scheme will also be applicable for project under consideration.

a. The following Common Cost Norms of PMKVY 3.0 will be applicable to the current project:-

- I. Category I- Rs. 49.00 per hour/per candidate
- II. Category II- Rs. 42.00 per hour/per candidate
- III. Category III- Rs. 35.00 per hour/per candidate

b. The following Tranches will be applicable for the payment:-

1	1st instalment (30%)	Proportionate basis on batch freezing on SIDH portal and distribution of induction kits.
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2	2nd Instalment (30%)	On successful completion of On-the-job training (OJT), Successful certification of candidates, distribution of certificates to candidates and payment of conveyance cost to candidates. Excess payment of first instalment will be recovered from instalment
3	3rd Instalment (40%)	Successful verified captive employment as proposed (70% or above) by the Captive Employer and payment of Post Placement Support.  If captive employment is 50%-69%, payment will be made on Proportionate basis  If captive employment is given to less than 50%, Captive Employer will be de-empaneled and PBG will be forfeited

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

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

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

ANNEXURE-B

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

A. Basic Eligibility Criteria				
S. No.	Eligibility Criteria	Documents required (documents must be legible, otherwise the application will be rejected)	Page number of application (to be filled by the applicant)	Marks/Remarks
1	Training Partners that are empaneled with PSDM as Captive Employers	1. Self-certified (signed /stamped with name and date) copy of letter of empanelment issued by PSDM.		No marks but only empaneled Captive Employers of PSDM are eligible to apply.
2)	ToT certified trainers as on date of applying of EOI in course (updated version) in which the TP is seeking work order as per Annexure-A	1. Self-certified (signed /stamped with name and date) copy of ToT certificate issued by Sector Skill Council. 2. Undertaking that training will be conducted through this ToT certified trainer.		No Marks.
B. Technical Eligibility				
Scoring 0 marks in the following eligibility criteria shall automatically make the applicant ineligible for consideration under this EOI.				
1	Training Partners that are empaneled with PSDM as Captive Employers	1. Proposal for placement as a captive employer with minimum wages at or above the semi-skilled category.  Tick Relevant:  0-49%- <input type="checkbox"/>  50-59%- <input type="checkbox"/>  60-69%- <input type="checkbox"/>  70% or above - <input type="checkbox"/>		Captive Employer proposed Minimum 0-49% employment of the proposed target within their organization - 0 Marks  Captive Employer proposed Minimum 50% -59% employment of the proposed target within their organization – 25 Marks  Captive Employer proposed 60-69% employment of the proposed target within their organization -35 Marks  Captive Employer proposed above 70% employment of

				the proposed target within their organization - 40 Marks
<p>Important Note</p> <ol style="list-style-type: none"> <li>1. PSDM empaneled Applicants/ Agencies scoring atleast 25 marks in the above eligibility criteria will be eligible to be called for presentation.</li> <li>2. Presentation shall be of 25 marks.</li> <li>3. Presentation shall consist of following: -             <ol style="list-style-type: none"> <li>i. Approach and methodology towards the project;</li> <li>ii. Proposed setup plan;</li> <li>iii. ToT certified trainers in the applied job role (including details of ToT certified trainers (details should include name of the trainer, certificate copy, certificate number, trainer ID, validity of ToT certificate, since when the ToT certified trainer is engaged by the Captive Employer);</li> <li>iv. Proposed staffing Plan;</li> <li>v. Proposed training schedule;</li> <li>vi. Proposed quality assurance methodology;</li> <li>vii. Proposed monitoring and follow up with Training Centre authorities;</li> <li>viii. Proposed assessment schedule and tie-ups</li> <li>ix. Proposed payment claim schedule</li> <li>x. Placement proposal</li> </ol> </li> <li>4. Applicants/ Agencies scoring less than 12.5 marks in presentation/not present in the presentation will be considered ineligible for further evaluation. Failing to meet this eligibility criteria will make the applicant ineligible under this ToR.</li> <li>5. Captive Employer clearing both rounds may be considered by PSDM to allocate skill training &amp; placement targets to be accomplished within the timelines mentioned in the work order.</li> </ol>				

ANNEXURE-B 1

### **Undertaking**

I/We hereby undertake that the Training will be started within seven days of the issuance of the work order.

Name of the Captive Employer Centre—

Name of the Captive Employer-

Name of the District-

Date:

Sign/Stamp

## ANNEXURE-C

## Application Format

Sr.No.	Particulars				Details				
1	Name of Captive Employer				Data to be shared as below:				
Sr. No.	Name of Training centre	District	Proposed Job Role	Proposed number of trainees	QP Code	NSQF level	Total Hours	Per day Training Hours	Category
2	Name of the Applicant agency								
3	Certificate of empanelment with PSDM				Letter Number of PSDM: Date: Validity till (Date):				
4	Office Address of applicant agency								
5	Authorized contact person details (Name, designation, Telecom no., email)								
6	PAN details and GST No of the Training Provider								
7	Eligibility (As per Annexure-B, and Annexure D)				Whether eligible: (Yes/ No)  Whether documents as per <b>Annexure-B</b> , attached (Yes/No) Whether documents as per <b>Annexure-D</b> , attached (Yes/No)				
8	Undertaking				Whether documents as per <b>Annexure-B1</b> , attached (Yes/No)				

Date:

Sign/Stamp



Annexure D

**I/we hereby give our application/ proposal for Providing Skill Training and placement to Candidates in Punjab through captive employment and declare that:**

1. I/We declare that the particulars furnished in the application/ proposal are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application and de-empement of Captive Employer.
2. I/We understand and accept that work to be given shall be at the discretion of PSDM as per requirement and PSDM has a right to reject our application/ proposal after assigning reasons thereof.
3. If my/our application is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by PSDM from time-to-time.
4. I/We understand that consideration and finalization of our application/ proposal as such does not guarantee award of assignment by PSDM.
5. I/We understand that entrustment of assignment is subject to periodical review by PSDM.
6. I/We understand that PSDM reserves the right to stop awarding future assignments without prior notice or assigning any reasons whatsoever.
7. The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by PSDM from time-to-time.
8. I/We shall maintain secrecy of the business allotted by PSDM.
9. Under no circumstances, I/we shall use the name or logo of PSDM in my/ our correspondence with other institutions.
10. If any wrong practice is detected, I/We hereby consent that PSDM may take steps as deemed fit.
11. I/We undertake to keep PSDM informed of any events or happenings which would make me/us ineligible for work with Punjab Skill Development Mission.
12. I/We have not concealed or suppressed any material information, facts and records and we have made a complete and full disclosure.
13. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988"; or other relevant statutes.

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

Date:

Place:

Signature of the Applicant  
/Stamp

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