

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
ITANAGAR.**

No.SDE/RFP-CMYKY/845/2013. /1458

Dated Itanagar, the 9th May '2023.

Request for Proposal.


Arunachal Pradesh Skill Development Mission (APSDM) invites proposal from the reputed organization with proven track records of having a thorough understanding and good experience in providing Training in High End Skill Development Training, Drone Pilot Training and International Language Training for implementation of Chief Minister Yuva Kaushal Yojana (CMYKY) etc.

The Proposal should be submitted to Director Skill Development & Entrepreneurship, Govt. of Arunachal Pradesh, Udyog Sadan. "C" Sector, Itanagar – 791111. Arunachal Pradesh on or before 4.30 pm of 30th May '2023 along with Non-refundable processing fee of Rs. 10,000/- in the form of DD in favour of Director, Skill Development & Entrepreneurship, Govt. of Arunachal Pradesh.

The proposal should be separately packed in separate packets and finally packed in one cover and super scribed as "**Request for Proposal (RFP) For Empanelment of Training Provider for High End Skill Development Training, Drone Pilot Training and International Language Training Under Chief Minister Yuva Kaushal Yojana (CMYKY)**" and also indicate the name and address of the bidder.

RFP format and other details can be collected from Directorate of Skill Development and Entrepreneurship, Itanagar during office hours till 26th May 2023 on these can be **downloaded from www.skillarunachal.nic.in**

Any incomplete or late receipt of RFP later than 4.30 pm of 30th May 2023 shall be summarily rejected. The RFP can be withdrawn/cancelled by the Govt. at any time without assigning any reason.


S.D Sundaresan, IAS
Secretary
Skill Development & Entrepreneurship
Govt. of Arunachal Pradesh
Itanagar.

**Arunachal Pradesh Skill Development Mission
(Directorate of Skill Development & Entrepreneurship,
Itanagar)**

**Request for Proposal (RFP) For Empanelment of Training Provider for High
End Skill Development Training, Drone Pilot Training and International
Language Training Under Chief Minister Yuva Kaushal Yojana (CMYKY)**

RFP No SDE/RFP-CMYKY/845/2013/1458 Dated 09-05(May)-2023

**Directorate of Skill Development & Entrepreneurship
Government of Arunachal Pradesh, Udyog Sadan,
'C' Sector, Itanagar- 791111
Tele-fax No. 0360-2214456,
E-mail: sdarunachal1@gmail.com | dtr-skill@arn.gov.in
Website: <https://www.skillarunachal.nic.in>**

Disclaimer

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

This RFP is not an agreement and is neither an offer nor an invitation by APSDM to interested parties who apply for empanelment (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for empanelment with Arunachal Pradesh Skill Development Mission for providing high end skill development training in Arunachal Pradesh under Chief Minister Yuva Kaushal Yojana (CMYKY).

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

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

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

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

1. Introduction

1.1. Contents of this RFP

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

1.2. Background of Arunachal Pradesh Skill Development Mission

1.2.1. Arunachal Pradesh Skill Development Mission ("APSDM") was formed and registered on 16th September 2009 under the Arunachal Pradesh Registration & Regulations of Societies Act, 2012 to function as an autonomous organization under Department of Skill Development & Entrepreneurship, Govt. of Arunachal Pradesh.

1.2.2. The primary objectives of APSDM are:

The mission shall function as a non-profit, independent, and autonomous Organization under the Department of Skill Development & Entrepreneurship for implementation of skill development mission in the State. The mission shall have the following specific objectives: -

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

- (xi) To enter into any arrangement/ agreement with any person, company or association having similar objectives.

1.3. Objective of the Empanelment Process

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

1.4. General Terms of Empanelment

- 1.4.1. Bidders must be eligible to apply for empanelment as per Clause 2.1. Bidding as a consortium is not permitted.
- 1.4.2. On the basis of proposals submitted by TPs in response to this RFP, APSDM/ Department of Skill Development & Entrepreneurship will constitute a Panel of TPs eligible for providing NSQF-aligned high-end skill training to the youth.
- 1.4.3. The tenure of the empanelment shall be for a period of three (3) years from the date of empanelment on the basis of:
- i) the TP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by APSDM from time to time.
- 1.4.4. APSDM, at its discretion, can modify or terminate the Panel earlier than the expiry of the three (3) year period in the event of change in law or due to other relevant reason(s).
- 1.4.5. APSDM, at its discretion, can terminate the empanelment of a TP earlier than the expiry of the three (3) year period in the event of failure of TP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the TP.
- 1.4.6. Empanelment with APSDM does not guarantee any form of income/ award of work/ retainer fees.

1.5. Description of Empanelment Process

1.5.1. Under CMYKY there are three components of training: -

1.5.1.1. Hi-End Skill Development Training

- i) training within the State, in their own training centre.
- ii) training outside the State, in their own training centre.

1.5.1.2. Drone Pilot Training

1.5.1.3. International Language Training

1.5.2. Interested eligible Bidders can participate in the Empanelment Process by submitting their proposal in the format given in the Appendix. Each Bidder must submit a separate proposal each for

1.5.2.1. training within the State

1.5.2.2. and/or outside the State irrespective of the number of sectors in which the Bidder wants to get empanelled. However, if the training provider wants to impart training in only one component of training i.e. inside or outside the State then a single proposal can be submitted.

1.5.2.3. Drone Pilot Training

1.5.2.4. International Language Training

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

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

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

S. No.	Details	Dateline
1.	Last date of issuance of RFP Form	Friday, 26 th May 2023
2.	Last date for submission of Proposals	Tuesday, 30 th May 2023
3.	Announcement of Qualified Bidders	Tuesday, 6 th June 2023
4.	Technical Presentation by Shortlisted Bidders	Monday, 12 th June 2023

1.6. Terms and Scope of Work

1.6.1. Subsequent to empanelment of TPs under the present Empanelment Process, work may be sanctioned to Empanelled TPs for imparting a) high end skill training under CMYKY either or in both the component of training i.e within the state /outside the state; b) Drone Pilot Training and c) International Language Training

- 1.6.2. If work is sanctioned to the TPs for training within the state then the TP shall require imparting a) high end skill training in one or more of the training location/s inside or outside Arunachal Pradesh; b) Drone Pilot Training inside or outside the State and c) International Language Training inside or outside the State. At the time of submitting proposal, each Bidder is required to propose the preferred training location for imparting skill training, in the format given at Appendix-VI. Training location shall be allocated to TPs on the basis of their Overall Score (as defined in Clause 3.3.6) training location preference ranking, state's priorities and through mutual consultation with APSDM. The decision of APSDM in this matter shall be final.
- 1.6.3. The following is the broad scope of work for Empanelled TPs if they are sanctioned work under various skill trainings. Detailed scope of work shall be incorporated into the Agreement signed between APSDM and the empanelled TP prior to execution of work.

a) Mobilization of Trainees

Prior to initiation of training, ground-level mobilization must be done by empanelled TPs at their own cost in areas identified by Deputy Commissioner in consultation/intimation with APSDM.

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

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

c) Categories of Trainings:

There will be 3 (three) categories of trainings under CMYKY: -

- **Category 1: Hi-End Skill Development Training**
 - i. Residential Training **outside the State** in a training centre to be setup by the Training Providers and in their existing and accredited/ affiliated TC complaint with NSQF/NOS norms applicable.
 - ii. Residential / Non - Residential Training **inside the State** in a training center to be setup by the Training Providers and in their existing and accredited/ affiliated TC complaint with NSQF/NOS norms applicable.
- i. **Training within the State**
 - Full-fledged training centre shall be developed as per course requirement compliant with NSQF/NOS norms in terms of classroom/ workshop/ laboratory, training equipment and

residential facility (wherever applicable) in consultation with the training providers selected through this RFP.

- After setting up of training centre by the Training Providers has to get the training center accredited by concerned Sector Skill Council SSC/s.
- The TPs shall be responsible for minimum 70% placement.
- Cost of Uniform/ Books shall be borne by Government.
- It is mandatory for the TP to provide On Job Training (OJT) wherever applicable for the concerned job roles.
- Boarding and Lodging is being provided during On Job Training (OJT) as per Common Cost Norms applicable on the date of start of training.
- The TPs should ensure participation in the Annual Skill Mela cum sensitization and awareness Rally in every district conducted as part of CM Yuva Kaushal Yojana to sensitize and mobilize candidate.
- The course content should be technically higher preferably of NSQF level 5 and above.

ii. **Training outside the State**

- The **District Skill Committee (DSC)** shall be given the responsibility to identify the youth for various courses. Department of Skill Development & Entrepreneurship may also conduct interviews in case of necessary. Efforts will be made to take those students who show inclination in undergoing training in the given sector.
 - The TPs outside the state should provide a guarantee of minimum 70% placement.
 - The training duration will range from 6 months to 1 year and course materials will be of higher technicality with minimum of NSQF level 5 or higher.
 - The TP who gets empanelled through this RFP for training the youth outside Arunachal Pradesh under Chief Minister Yuva Kaushal Yojana should have the training centre with minimum star rating of 4 & above according to NSQF norms.
 - Training cost shall be minimum of notified Common Cost Norms of Ministry of Skill Development & Entrepreneurship; Government of India as applicable.
- **Category 2: Drone Pilot Training**
 - **Category 3: International Language Training**

d) Training Delivery

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

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

e) Curriculum

i. Hi-End Skill Development Trainings:

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

For training, the course can either be a standalone or a combo course (combination of 3 to 4 courses from same sector) of which one course must be minimum of NSQF level 5 & above with total minimum duration of 6 months to maximum 12 Months preferably. The training curriculum must have mandatory modules on soft skills, computer literacy, financial literacy and entrepreneurship.

Adequate practical and mandatory On Job Training (OJT)/ internship must be incorporated into the training module.

ii. Drone Pilot Training

Curriculum must be based on Qualification Packs (QPs) which are NSQF compliant developed by concerned Sector Skill Councils established under the National Skill Development Corporation (NSDC) / National Council for Vocational Education and Training (NCVET) / Directorate General of Training (DGT) or as per Director General of Civil Aviation (DGCA) Norms.

iii. International Language Training

Curriculum must meet international minimum speaking, writing, and reading Standards for working full time or on the job training (OJT) in the respective country.

f) Trainers

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

For each trade offered under skill trainings by APSDM, instructors must be certified trainers.

g) Assessment and Certification

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

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

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

h) Facilitating Trainees in securing Wage or Self Employment

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

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

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

For wage employment, trainees should secure a job within three (3) months of completion of training and should retain the same/ similar job for a subsequent period of six (6) months for the trainee to be considered 'successfully placed'.

i) Post Placement Tracking and Support

To ensure sustained benefits from high end training, Empanelled TPs are required to track and report successfully placed candidates for a period of 6 months.

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

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

2. Instructions

A. General

2.1. Eligibility Criteria

- 2.1.1. An eligible Bidder must be a legal entity in the form of Proprietorship Firm/ Partnership Firm/ Private Limited Company/ Public Limited Company/ Society / Trust etc.
- 2.1.2. An eligible Bidder must not have been blacklisted by any State Government/ Central Government

2.2. General Terms of Proposal Submission

- 2.2.1. Each Bidder must submit a separate proposal each for training within & outside the State, irrespective of the number of sectors in which the Bidder wants to get empanelled. However, if the training provider wants to impart training in only one component of training i.e. inside or outside the State then a single proposal can be submitted.
- 2.2.2. APSDM shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by APSDM pursuant to this RFP as amended/clarified from time to time by APSDM.
- 2.2.3. Along with the Bid, the Bidder is required to deposit a non-refundable Processing Fee of **Rs. 10,000/- (Rupees Ten Thousand only)** in line with details provided in Clause 1.5.3. **The RFP shall be summarily rejected if it is not accompanied by the Processing Fee.**
- 2.2.4. Bidders shall not have a conflict of interest that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.5. Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.6. APSDM will not return any proposal, or any information provided along therewith.
- 2.2.7. In case it is found at any time during or subsequent to the Empanelment Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement/ Contract, if signed, shall be liable to be terminated by a

communication in writing by APSDM to the Bidder, without APSDM being liable in any manner whatsoever to the Bidder.

2.2.8. APSDM reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of APSDM to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of APSDM thereunder.

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

2.3. Due Diligence, site visit and verification of information

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

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

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

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

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

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

B. Documents

2.5. Contents of the RFP

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

- I. Format for Covering Letter for the Proposal
- II. Format for Affidavit on not being blacklisted
- III. Format for Bidder Details
- IV. Format for Financial Capability Statement
- V. Format for Training and Placement Record (all-India)
- VI. Format for Training and Placement Record (Arunachal Pradesh)
- VII. Format for District and Sector Preferences for Empanelment

VIII. Format for Additional Information

IX. Format for Board Resolution for Proposal Submission

X. Format for Authorization for signing of Proposal & Other Documents

2.6. Clarifications

- 2.6.1. Bidders requiring any clarification on the RFP may notify APSDM in writing or by letter and/or e-mail. Queries should be sent in before the last date for submission of proposal. APSDM shall post queries and responses thereto on its website without identifying the source of queries.
- 2.6.2. APSDM shall endeavour to respond to the queries within the period specified therein through letter/e-mail. However, APSDM reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring APSDM to respond to any question or to provide any clarification.
- 2.6.3. APSDM may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by APSDM shall be deemed to be part of the RFP. Verbal clarifications and information given by APSDM or its employees or representatives shall not in any way or manner be binding on APSDM.

2.7. Amendments of RFP

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

C. Preparation and Submission of Proposals

2.8. Format of Proposal Submission

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

2.9. Sealing and Submission of Proposals

- 2.9.1. The Bidder shall submit the proposal in the formats specified in the Appendices, inside a sealed envelope marked as: "Proposal for Empanelment of Training Providers to impart skill development training within the State/outside the State" (Tick the appropriate options). The envelope shall clearly indicate the name and address of the TP.
- 2.9.2. The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

S. No.	Description	Reference
1.	Cover Letter with the Bid	Appendix-I
2.	Affidavit on not being blacklisted	Appendix-II
3.	Bidder Details	Appendix-III
4.	Financial Capability Statement	Appendix-IV
5.	Training and Placement Record (all-India)	Appendix-V
6.	Training Location and Sector Preferences	Appendix-VI
7.	Additional Information	Appendix-VII
8.	Board Resolution for Proposal Submission	Appendix-VIII
9.	Authorization for Signing of Bid	Appendix-IX
10.	Pre-Bid Queries editable MS Excel format	Appendix-X
11.	Proposal Fee	-
12.	Pen-drive/CD/DVD containing soft copy of the Proposal including all information provided as part of Appendix I-VII in editable MS Excel format	-

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

**Director,
Department of Skill Development & Entrepreneurship,
Government of Arunachal Pradesh,
Udyog Sadan, 'C' Sector, Itanagar, Arunachal Pradesh
PIN: 791111.**

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

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

2.10. Proposal Due Date

2.10.1. Proposals should be submitted by 4:30 PM IST on the Proposal Due Date as per Clause 1.5.4 & Clause 1.5.5 at the address provided in Clause 2.9.4 in the manner and form as detailed in this RFP. APSDM may, at its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.7 uniformly for all Bidders.

2.10.2. Proposals received by APSDM after the specified time on the Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

2.10.3. APSDM will not be responsible in any manner for late receipt of Proposals.

2.11. Modifications/ Substitution/ Withdrawal of Proposals

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

2.12. Rejection of Proposals

2.12.1. APSDM reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for APSDM to accept any Proposal or to give any reasons for their decision.

2.12.2. APSDM reserves the right not to proceed with the Empanelment Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.13. Validity of Proposals

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

2.14. Confidentiality

2.14.1. Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising APSDM in relation to, or matters arising out of, or concerning the Empanelment Process.

2.14.2. APSDM will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. APSDM may not divulge any such information unless it is

directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or APSDM.

2.15. Correspondence with the Bidder

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

3. Evaluation of Bids

3.1. Opening and Evaluation of Proposals

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

3.2. Tests of responsiveness

- 3.2.1. Prior to evaluation of Proposals, APSDM shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- a) it is received as per Clause 2.8 and Clause 2.9;
 - b) it is received by the Proposal Due Date including any extension thereof;
 - c) it is accompanied by the Processing Fee;
 - d) it does not contain any condition or qualification; and
 - e) it is not non-responsive in terms hereof.
- 3.2.2. APSDM reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by APSDM in respect of such Bid.

3.3. Evaluation and Selection of Bidders for Empanelment

A. Hi End Skill Development Training

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

3.3.3. Bidders who score at least **40 out of 70** possible marks in Part A (referred to as “**Shortlisted Bidders**”) shall qualify for making a Technical Presentation before the Selection Committee.

3.3.4. The selection process shall be based on the evaluation criteria provided in the table below:

(Evaluation Criteria for Bidder Maximum of 100 Marks)

S. No.	Parameters	Max. Marks
Part A: Technical Proposal Submitted to APSDM		
A.1.	Technical Qualifications – All India including Arunachal Pradesh (Max. Marks 40)	
a)	Successful completion of Skill Development Training* provided to Trainees in the past 4 financial years under any Government-sponsored programs, across all sectors General Scoring: Completion of skill training for up to 2000 trainees: 5 marks One additional mark for completion of skill training for every 1000 trainees (counted in multiples of 1000) above 2000, up to a maximum of 12 marks total trainees	12
b)	Number of Trainees Placed after Skill Training in the past 4 financial years, across all sectors General Scoring: Up to 1000 trainees placed: 5 marks One additional mark for every 500 trainees (counted only in multiples of 500) placed above 1000 trainees, upto a maximum of 13 marks total	13
c)	Experience of conducting High end training/ imparting NSQF level 5 or above training	15
A.2.	Financial Qualifications (Max. Marks: 30)	
a)	Bidder's conceptual clarity; Suitability in context of the high-end skill development Project; Faculty experience; Approach towards Mobilization, Skill Training & Delivery and Placements	10
b)	Bidder's having their own well-established centre (with full infrastructure & staff) which is presently running & providing skill training to candidates under any Central or State Government Scheme. One centre - 03 marks additional one centre will carry 2 marks each per centre subject to maximum of 10 marks	20
Part B: Technical Presentation before the Selection Committee		
B.1	Technical Presentation (Max. Marks: 30)	
a)	Break-up: Bidder's understanding of skill development Bidder's understanding of Arunachal Pradesh and suitability for the state	30

	Bidder's approach & methodology for skilling Arunachal Pradesh Bidder's faculty, infrastructure, track record, etc.	
--	--	--

Note I: The bidders shall have to indicate the wage promised for the successful trainees upon completion of training. The bidders scoring **40 marks out of 70 marks** (as per criteria) shall be qualified for technical presentation. After technical presentation successful training providers will be shortlisted as per ranking. The shortlisted training providers will then be objectively ranked high to lower as per wages promised and the top training providers offering highest wage(s) will be considered finally for award of training work.

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

- i. Skill development training implies at least 300 hours of domain-specific skill training oriented towards employment of trainees, through a Government sponsored programme.
 - ii. Only completed skill development trainings (i. e. training followed by assessment/ certification) shall be considered for evaluation under this RFP.
 - iii. Only such data shall be considered for evaluation which is substantiated by the Bidder through adequate documentary proof (list of acceptable/ suggested documents provided under 'Note' in Appendix-V and VI). The onus of providing adequate and verifiable supporting evidence lies upon the Bidder;
 - iv. For number of candidates trained/ placed, "past four financial years" implies either the financial year 2019-20; 2020-21; 2021-22; 2022-23.
 - v. Bidders who have been in existence for less than 3 financial years may submit data pertaining to the duration of their existence.
- 3.3.5. After the evaluation of Proposals under Part A, APSDM would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for empanelment as TPs. APSDM will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.
- 3.3.6. Bidders shall be empanelled on the basis of obtained scores after aggregating the scores awarded on the basis of Proposals and Technical Presentations ("**Overall Score**").
- 3.3.7. On the basis of Overall Score, Empanelled TPs shall be classified into categories and the value of work order, if sanctioned, shall be in accordance with such categorization. Based on the overall budget and targets, APSDM at its discretion may award work to select/ all Empanelled TPs.
- 3.3.8. while allotting work order preference should be given to the TPs assuring higher wages to the trained candidates. In the event of work sanction, the

final scope of work and terms of working shall be as per the work order issued to the Empanelled TP.

- 3.3.9. During the stage of award of work, in the event, that two or more Empanelled TPs are tied at the same Overall Score, marks awarder under Part B i.e. Technical Presentation shall be considered. In the event, that two or more Empanelled TPs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development activities shall be selected.
- 3.3.10. Prior to sanction of work, there may be further consultations with Empanelled TPs. The performance of Empanelled TPs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.
- 3.3.11. The performance of TPs in terms of mandated outcomes shall be crucial as mandated at Clause 6.1.3. & Clause 6.1.4. The TPs must ensure minimum 50% wage/self-employment of a batch as per the guidelines herein, failing which the TP may not be allowed to execute further work or allotted more targets under the programme, unless any relaxation is provided by APSDM.

B. Drone Pilot Training Program

- 3.3.12. The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.
- 3.3.13. Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the State of Arunachal Pradesh. The selection process would involve an evaluation of the Technical Proposal ("Part A") and Technical Presentation ("Part B").
- 3.3.14. Bidders who score at least **40 out of 70** possible marks in Part A (referred to as "Shortlisted Bidders") shall qualify for making a Technical Presentation before the Selection Committee.
- 3.3.15. The selection process shall be based on the evaluation criteria provided in the table below **(format XI)**:

(Evaluation Criteria for Bidder Maximum of 100 Marks)

S. No.	Parameters	Max. Marks
Part A: Technical Proposal Submitted to APSDM		
A.1.	Technical Qualifications – All India including Arunachal Pradesh (Max. Marks 40)	
a)	Successful completion of Drone Pilot Training or Drone Related training, provided to Trainees in the past 4 financial years under any Government-sponsored programs, or candidate Paid Model Program. General Scoring: Completion of training for up to 200 trainees: 5 marks	12

	One additional mark for completion of training for every 100 trainees (counted in multiples of 100) above 200, up to a maximum of 12 marks total trainees	
b)	Number of Trainees Placed after Drone Pilot Training or Drone Related training, in the past 4 financial years, across all sectors General Scoring: Up to 100 trainees placed: 5 marks One additional mark for every 50 trainees (counted only in multiples of 50) placed above 100 trainees, upto a maximum of 13 marks total	13
c)	DGCA Recognition/Affiliation or SSC Centre affiliation in Drone courses.	15
A.2.	Financial Qualifications (Max. Marks: 30)	
a)	Rate Quotation for conducting Drone Pilot Training Program in pro ratio basis, (lowest cost full 30 marks and proportionate marks for higher rates.)	30
Part B: Technical Presentation before the Selection Committee		
B.1	Technical Presentation (Max. Marks: 30)	
a)	Break-up: Bidder's understanding of Drone Pilot Training & related Program Bidder's understanding of Arunachal Pradesh and suitability for the state Bidder's approach & methodology for skilling Arunachal Pradesh Bidder's faculty, infrastructure, track record, etc.	30

Note I: The bidders shall have to indicate the wage promised for the successful trainees upon completion of training. The bidders scoring **40 marks out of 70 marks** (as per criteria) shall be qualified for technical presentation. After technical presentation successful training providers will be shortlisted as per ranking. The shortlisted training providers will then be objectively ranked high to lower as per wages promised and the top training providers offering highest wage(s) will be considered finally for award of training work.

- 3.3.16. After the evaluation of Proposals under Part A, APSDM would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for empanelment as TPs. APSDM will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.
- 3.3.17. Bidders shall be empanelled on the basis of obtained scores after aggregating the scores awarded on the basis of Proposals and Technical Presentations ("**Overall Score**").
- 3.3.18. On the basis of Overall Score, Empanelled TPs shall be classified into categories and the value of work order, if sanctioned, shall be in accordance

- with such categorization. Based on the overall budget and targets, APSDM at its discretion may award work to select/ all Empanelled TPs.
- 3.3.19. while allotting work order preference should be given to the TPs assuring higher wages to the trained candidates. In the event of work sanction, the final scope of work and terms of working shall be as per the work order issued to the Empanelled TP.
- 3.3.20. During the stage of award of work, in the event, that two or more Empanelled TPs are tied at the same Overall Score, marks awarder under Part B i.e. Technical Presentation shall be considered. In the event, that two or more Empanelled TPs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development activities shall be selected.
- 3.3.21. Prior to sanction of work, there may be further consultations with Empanelled TPs. The performance of Empanelled TPs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.
- 3.3.22. The performance of TPs in terms of mandated outcomes shall be crucial as mandated at Clause 6.1.3. & Clause 6.1.4. The TPs must ensure minimum 50% wage/self-employment of a batch as per the guidelines herein, failing which the TP may not be allowed to execute further work or allotted more targets under the programme, unless any relaxation is provided by APSDM.

C. International Language Training

- 3.3.23. The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.
- 3.3.24. Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the State of Arunachal Pradesh. The selection process would involve an evaluation of the Technical Proposal ("Part A") and Technical Presentation ("Part B").
- 3.3.25. Bidders who score at least **40 out of 70** possible marks in Part A (referred to as "Shortlisted Bidders") shall qualify for making a Technical Presentation before the Selection Committee.
- 3.3.26. The selection process shall be based on the evaluation criteria provided in the table below, **Format XII**:

(Evaluation Criteria for Bidder Maximum of 100 Marks)

S. No.	Parameters	Max. Marks
Part A: Technical Proposal Submitted to APSDM		
A.1.	Technical Qualifications – All India including Arunachal Pradesh (Max. Marks 40)	

a)	Successful completion of International Language Training, provided to Trainees in the past 4 financial years under any Government-sponsored programs, or candidate Paid Model Program. General Scoring: Completion of skill training for up to 200 trainees: 5 marks One additional mark for completion of training for every 100 trainees (counted in multiples of 100) above 200, up to a maximum of 12 marks total trainees	12
b)	Number of Trainees Certified after International Language Training, in the past 4 financial years, across all sectors General Scoring: Up to 100 trainees certified: 5 marks One additional mark for every 50 certified (counted only in multiples of 50) placed above 100 certified, upto a maximum of 13 marks total	13
c)	DGCA Recognition/Affiliation or SSC Centre affiliation in Drone courses.	15
A.2.	Financial Qualifications (Max. Marks: 30)	
a)	Rate Quotation for conducting International Language Training Program in pro ratio basis, (lowest cost full 30 marks and proportionate marks for higher rates.)	30
Part B: Technical Presentation before the Selection Committee		
B.1	Technical Presentation (Max. Marks: 30)	
a)	Break-up: Bidder's understanding of Drone Pilot Training & related Program Bidder's understanding of Arunachal Pradesh and suitability for the state Bidder's approach & methodology for skilling Arunachal Pradesh Bidder's faculty, infrastructure, track record, etc.	30

Note I: The bidders shall have to indicate the wage promised for the successful trainees upon completion of training. The bidders scoring **40 marks out of 70 marks** (as per criteria) shall be qualified for technical presentation. After technical presentation successful training providers will be shortlisted as per ranking. The shortlisted training providers will then be objectively ranked high to lower as per wages promised and the top training providers offering highest wage(s) will be considered finally for award of training work.

- 3.3.27. After the evaluation of Proposals under Part A, APSDM would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for empanelment as TPs. APSDM will not entertain any

- query or clarification from Bidders who fail to qualify for the Technical Presentation.
- 3.3.28. Bidders shall be empanelled on the basis of obtained scores after aggregating the scores awarded on the basis of Proposals and Technical Presentations (“Overall Score”).
- 3.3.29. On the basis of Overall Score, Empanelled TPs shall be classified into categories and the value of work order, if sanctioned, shall be in accordance with such categorization. Based on the overall budget and targets, APSDM at its discretion may award work to select/ all Empanelled TPs.
- 3.3.30. while allotting work order preference should be given to the TPs assuring higher wages to the trained candidates. In the event of work sanction, the final scope of work and terms of working shall be as per the work order issued to the Empanelled TP.
- 3.3.31. During the stage of award of work, in the event, that two or more Empanelled TPs are tied at the same Overall Score, marks awarded under Part B i.e. Technical Presentation shall be considered. In the event, that two or more Empanelled TPs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development activities shall be selected.
- 3.3.32. Prior to sanction of work, there may be further consultations with Empanelled TPs. The performance of Empanelled TPs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.
- 3.3.33. The performance of TPs in terms of mandated outcomes shall be crucial as mandated at Clause 6.1.3. & Clause 6.1.4. The TPs must ensure minimum 50% wage/self-employment of a batch as per the guidelines herein, failing which the TP may not be allowed to execute further work or allotted more targets under the programme, unless any relaxation is provided by APSDM.

3.4. Contacts during Proposal Evaluation

- 3.4.1. Proposals shall be deemed to be under consideration immediately after they are opened and until such time APSDM makes official intimation of award/ rejection to the Bidders. While the Proposals are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting, by any means, APSDM and/ or their employees/ representatives on matters related to the Proposals under consideration.

4. Fraud and Corrupt Practices

- 4.1.1. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Empanelment Process and during the subsistence of the Agreement.
- 4.1.2. Notwithstanding anything to the contrary contained herein, or in the Agreement, APSDM shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, 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 in the empanelment process. In such an event, APSDM shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to APSDM hereunder or otherwise.

4.1.3. For the purposes of Clause 4, 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 actions of any person connected with the empanelment process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of APSDM who is or has been associated in any manner, directly or indirectly with the Empanelment Process or award of work 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 APSDM, shall be deemed to constitute influencing the actions of a person connected with the Empanelment Process); or (ii) engaging in any manner whatsoever, whether during or after the Empanelment Process 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 Agreement, who at any time has been or is a legal, financial or technical adviser of APSDM in relation to any matter concerning the project;
- b) **"fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- c) **"coercive practice"** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Empanelment Process;
- d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by APSDM with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment 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 Empanelment Process.

5. Miscellaneous

5.1.1. The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Itanagar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

5.1.2. APSDM, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any Bidder in order to receive clarification or further information;
- c) retain any information and/or evidence submitted to APSDM 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.

5.1.3. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases APSDM, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or it may have in this respect, whether actual or contingent, whether present or future.

6. Schedules

Schedule – A

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

Component as per MSDE Common Norms	Cost permissible to training provider
A. Base Cost	
for trades/sectors listed in Category I of SCHEDULE-II	Rs. 49.00 per hour of training per trainee
for trades/sectors listed in Category II of SCHEDULE-II	Rs. 42.00 per hour of training per trainee
for trades/sectors listed in Category III of SCHEDULE-II	Rs. 35.10 per hour of training per trainee
Note: 1. The hourly rates are inclusive of all costs (including all applicable taxes) to be incurred by training providers including Mobilization of Candidates, Curriculum, Placement Expenses, Trainers' Training, Equipment, Amortization of Infrastructure Costs or Utilities, Teaching Aid, Raw Material, Salary of Trainers, Post-Placement Tracking/ Monitoring, etc. 2. This Base Cost shall be applicable for each trainee successfully certified at the end of the training, including re-assessment(s). 3. Each skill training shall be of 6 to 12 months duration including soft skills/ life skills and payment shall be made accordingly.	
B. Assessment Cost (only for successfully certified trainees)	
Cost for third-party Assessment of trainee charged by Sector Skill Council	Reimbursement of one-time assessment cost, based on actual not exceeding to Rs. 1500/- per trainee per NSQF aligned course (in case of combo courses).

6.1.2. Payment Schedule

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

Installment	Percentage of Total Training Cost	Eligibility Parameters
1 st	30%	On commencement of Training Batch against validated candidates

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

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

6.1.3. The outcomes expected from skill training under any programme of APSDM are as given below:

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

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

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

Schedule-B

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

7. Appendices

Appendix – I

Format – Covering Letter

To,

The Director
Department of Skill Development & Entrepreneurship
Govt. Of Arunachal Pradesh
Udyog Sadan, 'C' Sector
Itanagar-791111

Dear Sir,

Sub: Proposal for empanelment of Training Providers to impart Skill Development training under CMYKY, Arunachal Pradesh.

This is in response to the RFP issued by the Arunachal Pradesh Skill Development Mission (Ref No.) dated

We..... (Name of the Bidder) are keen to get empanelled with APSDM as Training Provider and hereby express our interest in being considered for the same.

Please find enclosed one Original and one True Copy of our Proposal. We have also attached the requisite Processing Fee of Rs. 10,000/- in the form of Demand Draft No. _____ dated _____ Drawn in favour of _____

We hereby confirm that:

1. The RFP is being submitted by _____ which is the "Bidder" in accordance with the conditions stipulated in the RFP for training "within / outside the State" (*Strike out not applicable)
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by APSDM and in any subsequent communication sent by APSDM. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from APSDM.
3. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors

or omissions in our RFP. We acknowledge that APSDM will be relying on the information provided in the RFP and the documents accompanying such RFP for Selection of Bidders for empanelment of Training Providers to impart Skill Development training in Arunachal Pradesh, and we certify that all information provided is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.

4. We acknowledge the right of APSDM to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
6. This RFP is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.

Appendix – II

Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of (Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – III

Format – Bidder's Details

(To be provided by Company Secretary or Authorized Signatory on Letterhead with his/her dated signature and company seal)

S. No.	Description	Details	Document at Page No.
1.	Name of Legal Entity		
2.	Status / Constitution of the Bidder		
3.	Name of Registering Authority		
4.	Registration Number		
5.	Date of Registration		
6.	Place of Registration		
7.	PAN Card Number		
8.	NSDC Training Partner (Yes/ No)		
9.	Valid affiliation with Sector Skill Council (Yes/No)	Give details documentary proof of valid SSC affiliations for each sector under which Bidder seeks to get empanelled	

N.B.:

- 1) Individual SSC affiliation is not necessary if the Bidder is an NSDC Training Partner. In such cases, while applying for empanelment under various sectors, the Bidder must highlight past experience in skill training in each sector applied for.*
- 2) The entity holding SSC/ NSDC affiliation must be the same as the entity applying as "Bidder" in response to this RFP who shall be the implementing agency for any work that may be sanctioned.*

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: *Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.*

Appendix – IV

Format – Financial Capability Statement

(Duly signed by the Authorized Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/ We hereby submit that (Name of Bidder), having registered office at has annual turnover, net profit/ loss, net worth and annual turnover from skill development activities in past three consecutive financial years (2020-21, 2021-22 and 2022-23), as follows:

S. No.	Financial Year	Annual Turnover (Rs. Lakhs)	Net Annual Profit / Loss (Rs. Lakhs)	Net worth (Rs. Lakhs)	Annual Turnover from development activities/ programmes (Rs. Lakhs)
1.	2020-21				
2.	2021-22				
3.	2022-23				
Total					
Average					

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Bidder is required to submit the audited financial statements for the past three years (2020-21, 2021-22 and 2022-23).
2. Bidders who have not been in existence for three financial years may provide details pertaining to the duration of their existence.
3. All supporting documents should be duly certified by a Chartered Accountant.

Appendix – V

Format – Training and Placement Record (All-India)

(i) Training and Placement Record in Past 4 Financial Years

Name of Sector	Details	Total no. of candidates for which skill training complete (A)	Total no. of candidates placed after skill training (B)	Average salary range of placed candidates (C)
Sector A	Name of program / scheme			
	Name of Program / Scheme			
	Name of program / scheme			
	Total			
Sector B	Name of program / scheme			
	Name of program / scheme			
	Total			
Total (all sectors) for past 4 financial years				

Note 1: Data may be provided for financial years 2019-20; 2020-21; 2021-22; 2022-23

Note 2: Bidders are requested to furnish information in an organized manner as per the format mentioned above and guidelines mentioned below

Note 3: Please attach Supporting Document corresponding to each item under (A, B, C)

(ii) Number of trainees certified by Sector Skill Councils so far

Name of Sector	Total number of candidates certified
Sector A	
Sector B	
Sector C	
Total	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)
(Authorized Representative and Signatory)

Note:

1. *The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided on CD, if required.*
2. *Supporting evidence must be provided as below:*

*For “**No. of Candidates Trained**”, the following is required:*

- i. *Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions stated in the note under Clause 3.3.4.*

And

- ii. *Self-attested copies of any of the following:
Work Order for each programme accompanied by Certificate of Completion/ Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or Printouts of verifiable information from Government MIS systems showing number of candidates trained.*

*For “**No. of Trainees Placed**”, the following is required:*

- i. *Original Certificate by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last three financial years*

Appendix – VI

Format – Training Location and Sector Preferences

A. For Training within the State

Bidders must give the complete address of the training centre (proposed/ in readiness) located inside of Arunachal Pradesh along with information as below with a document of address proof.

S. No.	Name of the Location	Preferred Sector with Job Roles				Promissory Wage offered to the successful trainees
		Sector Name	Job Role Name/s	QP Codes	NSQF Level	
1	2	3	4	5	6	7
1.						
2.						
3.						

B. For Training Outside the State

Bidders must give the complete address of the training centre (proposed/ in readiness) located outside of Arunachal Pradesh along with information as below with a document of address proof.

S. No.	Name of the Location	Preferred Sector with Job Roles				Promissory Wage offered to the successful trainees
		Sector Name	Job Role Name/s	QP Codes	NSQF Level	
1	2	3	4	5	6	7
1.						
2.						
3.						

Note: Each skill training shall be of 6 to 12 months (in total for combo courses) duration including soft skills/ life skills.

C. Tie-ups for Placement (Post Training)

S. No.	Name of Industry / Organisation	Placement Capacity (Nos.)	Salary Offered / Promised
1			
2			

** Supporting proof documents to be annexed separately*

D. Tie-ups for On-the-Job Training or Apprenticeship (OJT)

S. No.	Name of Industry / Organisation	OJT / Apprenticeship Capacity (number)	Formal Arrangement
--------	---------------------------------	--	--------------------

			(Yes / No)
1			
2			

** Supporting proof documents to be annexed separately*

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VII

Format – Additional Information

- (i) **Bidder's understanding of Skill Development and High End Skill Training (100 words)**

.....

.....

.....

.....

- (ii) **Bidder's approach & methodology for High End Skill Training & Delivery (including Mobilization, Training Delivery, Quality Assurance) (100 words)**

.....

.....

.....

- (iii) **Bidder's experience and strength in securing placement for trainees (100 words)**

.....

.....

.....

- (iv) **Trainer details (All-India)**

S. No.	Description	Details
1.	No. of permanent	
2.	expertise	
3.	No. of contractual	
4.	expertise	
5.	No. of trainers trained and certified by any Sector Skill	
6.	Council, along with their sector(s) of expertise	

- (v) **Additional details furnished by Bidder**

(Bidder may use this space to highlight experience of working with various beneficiary groups, with documentary proof where required)

Experience in training candidates belonging to Scheduled Castes and Scheduled Tribes, if any	
Experience in training women candidates	
Experience in training illiterate candidates, if any	
Experience in training Persons with Disabilities, if any	

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VIII

Format – Board Resolution for Proposal Submission

(To be furnished by the Bidder)

Certified true copy of the resolution passed at the meeting of the Board of Directors of _____ <Name of Organization> at their meeting held on _____ <Date> at _____ <Time> at _____ <Address>

“Resolved that the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request for Proposal for *‘Empanelment of Training Service Providers to Impart Skill Development Training in Arunachal Pradesh’*

Signed on behalf of:

(Signature of Authorized Representatives (s) of the Board)

Name: _____ **Designation:** _____

Signature of:

Name: _____

Designation: Company Secretary

Appendix – IX

Format – Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr. / Ms. _____ son/ daughter/ wife of _____ and presently residing at _____, who is presently employed with us and/or holding the position of _____ for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for “Empanelment of Training Providers to impart Skill Development Training in Arunachal Pradesh” including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders conferences and providing information/ Arunachal Pradesh Skill Development Mission (APSDM), responses to representing us in all matters before APSDM or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with APSDM.

Signed on behalf of

(Signature)

(Name, Title and Address)

Appendix – X

Format – Pre-Bid Queries

Name of the Prospective Bidder/ Agency:

Contact Person:

Designation:

Address:

Telephone No.:

Email:

S. No.	Reference Page No. in the RFP	Clause No.	Observation / Clarification sought	Suggestions by the Prospective Bidder / Agency
1				
2				
3				
4				
5				
6				
7				

Note:

Pre-Bid queries from Prospective Bidders will be accepted in this format only.

Appendix – XI

Format – Training and Placement Record for Drone Training or Related Programs

(i) Training and Placement Record in Past 4 Financial Years

Name of Sector	Details	Total no. of candidates for which Drone training complete (A)	Total no. of candidates placed after Drone training (B)	Average salary range of placed candidates (C)
Sector A	Name of program / scheme			
	Name of Program / Scheme			
	Name of program / scheme			
	Total			
Sector B	Name of program / scheme			
	Name of program / scheme			
	Total			
Total (all sectors) for past 4 financial years				

Note 1: Data may be provided for financial years 2019-20; 2020-21; 2021-22; 2022-23

Note 2: Bidders are requested to furnish information in an organized manner as per the format mentioned above and guidelines mentioned below

Note 3: Please attach Supporting Document corresponding to each item under (A, B, C)

(ii) Number of trainees certified by Sector Skill Councils so far

Name of Sector	Total number of candidates certified
Sector A	
Sector B	
Sector C	
Total	

(iii) **Proposed cost of training**

#	Item	Rate
1.	Cost of Training - Per hour per person	INR_____
2.	Boarding & Lodging Cost - per day per person	INR_____

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. *The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided on CD, if required.*
2. *Supporting evidence must be provided as below:*

*For “**No. of Candidates Trained**”, the following is required:*

- i. *Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions stated in the note under Clause 3.3.4.*

And

- ii. *Self-attested copies of any of the following:*

Work Order for each programme accompanied by Certificate of Completion/ Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or Printouts of verifiable information from Government MIS systems showing number of candidates trained.

*For “**No. of Trainees Placed**”, the following is required:*

- i. *Original Certificate by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last three financial years*

Appendix – XII

Format – Training and Certification for International Language Training Record

(i) Training and Placement Record in Past 4 Financial Years

Name of Sector	Details	Total no. of candidates for which Language training complete (A)	Total no. of candidates Certified and Placed after language training (B)	Average salary range of placed candidates (C)
Sector A	Name of program / scheme			
	Name of Program / Scheme			
	Name of program / scheme			
	Total			
Sector B	Name of program / scheme			
	Name of program / scheme			
	Total			
Total (all sectors) for past 4 financial years				

Note 1: Data may be provided for financial years 2019-20; 2020-21; 2021-22; 2022-23

Note 2: Bidders are requested to furnish information in an organized manner as per the format mentioned above and guidelines mentioned below

Note 3: Please attach Supporting Document corresponding to each item under (A, B, C)

(ii) Number of trainees certified by Sector Skill Councils so far

International Language	Total number of candidates certified
Total	

(iii) Proposed Cost of Training

#	Item	Rate
1.	Cost of Training - Per hour per person	INR_____
2.	Boarding & Lodging Cost - per day per person	INR_____

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. *The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided on CD, if required.*
2. *Supporting evidence must be provided as below:*

*For “**No. of Candidates Trained**”, the following is required:*

- i. *Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions stated in the note under Clause 3.3.4.*

And

- ii. *Self-attested copies of any of the following:
Work Order for each programme accompanied by Certificate of Completion/ Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or Printouts of verifiable information from Government MIS systems showing number of candidates trained.*

*For “**No. of Trainees Placed**”, the following is required:*

- ii. *Original Certificate by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last three financial years*