

# **Request for Proposal (RFP)**

## **For**

“Selection of agency for conducting placement of candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh”

**RFP No. 01/ MPSSDEGB/MMKSY & MMKY/2018-19**

Dated: 05.04.2018

Madhya Pradesh State Skill Development & Employment Generation Board –MPSSDEGB  
(Skill Wing),  
Department Of Technical Education, Skill Development and Employment  
Government of Madhya Pradesh,  
GAS Rahat ITI Campus, Govindpura, Bhopal – 462023

## Glossary

Terms	Description
<b>BG</b>	Bank Guarantee
<b>DTESE</b>	Department Of Technical Education, Skill Development and Employment
<b>EMD</b>	Earnest Money Deposit
<b>GoI</b>	Government of India
<b>ITI</b>	Industrial Training Institute
<b>MoSDE</b>	Ministry of Skill Development and Entrepreneurship
<b>MMKSY</b>	Mukhya Mantri Kaushal Samvardhan Yojna
<b>MMKY</b>	Mukhya Mantri Kaushalya Yojna
<b>MPCVET</b>	Madhya Pradesh Council for Vocational Education & Training
<b>MPSSDEGB</b>	Madhya Pradesh State Skill Development and Employment Generation Board
<b>NOS</b>	National Occupational Standard
<b>NSDC</b>	National Skill Development Corporation
<b>PG</b>	Performance Guarantee
<b>QP</b>	Qualification Pack
<b>RFP</b>	Request for Proposal
<b>SSC</b>	Sector Skill Council
<b>LLP</b>	Limited Liability Partnership
<b>TSP</b>	Training Service Provider
<b>Placement</b>	<p>It can be categorised in two parts and can be defined as</p> <ol style="list-style-type: none"> <li>1) <b>Wage Employment:</b> Any candidate who has been successfully certified for a particular QP/course post training under MMKSY/MMKY or any other vocational training scheme and gets recruited in an organisation at a salary that is greater than or equal to minimum wages (for semi-skilled labour) prescribed by the MP state government. After joining the first job, the candidate must be employed for a period of three months during a span of next six months in order to be considered as placed. The candidate should get 3 months minimum wages as salary during the duration of 6 months post placement. Example: Taking minimum wages of semi-skilled workers in Madhya Pradesh as INR 7982. The total cumulative salary of the candidate in three months should be <math>INR\ 7982 \times 3 = INR\ 23946</math>.</li> </ol> <p><b>Note: Apprenticeship will not be considered as any form of placement.</b></p>
<b>Client/ Authority</b>	<p>CEO, Madhya Pradesh State Skill Development &amp; Employment Generation Board (MPSSDEGB), has invited proposals for empanelment of agency for placement of candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh.</p> <p>The bidder shall provide services as per the terms and conditions and Terms of Reference (ToR) of the contract.</p>
<b>Contract</b>	Contract signed by the Parties for this assignment.
<b>Disqualification</b>	<p>The exclusion of the Bidder from the empanelment process or de-empanelment due to any of the following reasons:</p> <ul style="list-style-type: none"> <li>• The Bidder has wrongly stated/manipulated the facts and figures in the proposal at any stage before/after the award of the Assignment.</li> <li>• The Bidder tries to influence the evaluation process by any means.</li> </ul>

		In case of disqualification, Earnest Money Deposit or Performance Guarantee shall be forfeited.
<b>Terms Reference (ToR)</b>	<b>of</b>	ToR means the document included in the RFP, which explains the objectives, scope of work, activities and tasks to be performed, respective responsibilities of the client, applicant/empanelled Agency and expected results and deliverables of the Assignment/job.

## **DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary form or any other form by or on behalf of the Authority/Client or any of their employees or advisers, is provided to Bidders 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 a contract and is neither an offer nor invitation by the Authority/Client to the prospective Bidders or any other person.**

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this call for proposal. This RFP may include information, which may reflect the assumptions arrived at by the Authority/Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Bidders may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidders is therefore encouraged to conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The Authority/Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority/Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidders 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, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process. The Authority/Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidders upon the statements contained in this RFP. The Authority/Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

**The issue of this RFP does not imply that the Authority/Client is bound to empanel one or more Bidders(s) or to appoint the Selected Bidders, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.**

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## 1. Introduction

### 1.1.1. About MPSSDEGB

Madhya Pradesh State Skill Development and Employment Generation Board (MPSSDEGB) is the nodal agency for Skill Development for the state of Madhya Pradesh. The Board is registered as a society under the Madhya Pradesh Society Act 1973 and aims at developing the state level agenda, policy for skilling; coordinating & guiding other departments engaged in implementation of skill development programmes in the State. The board is chaired by the Hon'ble Chief Minister of the state; Hon'ble Minister – Department Of Technical Education, Skill Development and Employment is the Vice Chairman of General body of MPSSDEGB. The Executive Committee of the MPSSDEGB is chaired by Shri Hemant Deshmukh.

### 1.1.2. About the RFP document

**MPSSDEGB** (Madhya Pradesh State Skill Development and Employment Generation Board) invites RFP from the reputed agencies for placement of candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh. This RFP provides information regarding the Project, Scope of Work, Technical requirements and other related information to the Bidders

**The RFP can be downloaded from mpeproc.gov.in website.** The Bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidders risk and may result in rejection of the proposal and forfeiture of the Earnest Money Deposit (EMD).

### 1.1.3. Key events and dates

S. No.	Milestone	Date
1.	RFP No:	01/ MPSSDEGB/MMKSY & MMKY/2018-19 dated 05.04.2018
2.	Date & Time for commencement of downloading the RFP document	Day 05.04.2018 from 10:30 AM onwards.
3.	Last date & time for downloading the RFP	Day 03.05.2018 till 5:30 PM
4.	Submission of pre-bid queries	12.04.2018
5.	Contact person for sending pre-bid queries	Mr. S.S. Mishra Deputy Director, MPSSDEGB (m):9424454453 Email id: <a href="mailto:rfp.mpssdegb@mp.gov.in">rfp.mpssdegb@mp.gov.in</a>
6.	Pre-bid meeting	13.04.2018 at 2:00 PM
7.	Issue of pre-bid meeting clarifications and its circulation	19.04.2018
8.	Last date and time of Online proposal submission	07.05.2018 by 14:00 Hrs The proposal need to be submitted online via portal mpeproc.gov.in by this date.
9.	Venue, Date and time for opening of Technical Proposal	07.05.2018 by 15:00 Hrs Venue: Conference Hall, GAS Rahat ITI, Govindpura, Bhopal- 462023
10.	Technical Presentation by shortlisted Bidders	17.05.2018
11.	Technical Evaluation	23.05.2018
12.	Place, time and date for opening of Financial Proposal	24.05.2018 by 2:00 PM

		Venue: Conference Hall, GAS Rahat ITI, Govindpura, Bhopal- 462023
13.	Notification / Empanelment of Bidder	31.05.2018
14.	Signing of contract with empanelled agency and issue of sanction order	11.06.2018
15.	Commencement of work	25.06.2018

#### 1.1.4. Other Key information

Sl. No.	Item	Reference
1.	Proposal issuing date	05.04.2018
2.	RFP No.	01/MPSSDEGB/MMKSY&MMKY/2018-19
3.	Title	Request for Proposal (RFP) for “Selection of agency for conducting placement of candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh”
4.	Duration of Empanellment of agency under Request for Proposal (RFP) for “Selection of agency for conducting placement of candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh”	1 Year
5.	Issuing Authority	Madhya Pradesh State Skill Development & Employment Generation Board (MPSSDEGB)
6.	Contact Person Details	Shri G N Agrawal, Addl. Chief Executive Officer, MPSSDEGB Contact No.: 0755-2581138; Email – <a href="mailto:mpssdegb@mp.gov.in">mpssdegb@mp.gov.in</a>
7.	Email Address for Pre-bid queries	Please send your queries regarding this proposal prior to stipulated date on <a href="mailto:rfp.mpssdegb@mp.gov.in">rfp.mpssdegb@mp.gov.in</a>  Queries received on above email address before the stipulated time would only be considered in the pre bid meeting.
8.	Website address	<a href="http://www.mperpoc.gov.in">www.mperpoc.gov.in</a> , <a href="http://ssdm.mp.gov.in">ssdm.mp.gov.in</a> and <a href="http://www.mpskills.gov.in">www.mpskills.gov.in</a>
9.	Brief description	MPSSDEGB invites RFP from the reputed agencies for “Selection of agency for conducting placement of candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh”. The objective is to provide employment to the candidates getting



		trained under MMKSY/MMKY or other vocational training schemes. Based on evaluation of the technical and financial proposal, the agency will be empanelled with MPSSDEGB to conduct placement for the candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh.
10.	Date, time and venue for pre-bid queries	13.04.2018, Time: 2 PM Conference Hall, 1 <sup>st</sup> Floor, GAS Rahat ITI, Govindpura, Bhopal –462023
11.	Bid price/ Tender fee	<b>The RFP can be downloaded from website mpeproc.gov.in. During tender uploading the bidder has to submit an online non-refundable tender fees of INR 5000 on mpeproc.gov.in</b>
12.	Earnest Money Deposit	The EMD will be INR 25,000. <b>During tender uploading the bidder has to submit an EMD of Rs 25000 through online mode via mpeproc.gov.in</b>
13.	Performance Guarantee	5% of total sanctioned project cost in form of bank guarantee from any scheduled commercial bank in favour of CEO, MPSSDEGB at the time of signing of contract with validity of 24 months from the date of empanelment
14.	Validity of Proposal	90 days from the last date of submission of the RFP. However, this may be extended by MPSSDEGB. In such a case, consent from the Bidder would be sought in advance.
15.	Selection of Agency	MPSSDEGB can empanel more than 1 placement agency

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## **2. Scope of Work**

The estimated number of candidates to be placed under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme till March 2019 would be 50000 with maximum commitment of releasing financial emolument of 10000 candidates to each empanelled Bidder after successful placement. The capping of 10000 candidates per empanelled bidder may be increased or decreased on sole discretion of MPSSDEGB. The stage wise roles and responsibilities of the Bidder would be:

### **1) Pre-placement activities**

- a. Preparing candidates for the job interviews by conducting activities such as developing curriculum vitae, conducting mock interviews, conducting personality development sessions. This is indicative and it is expected that the agency will give the detailed methodology for the same in the technical proposal.
- b. Conducting career counselling of certified candidates

### **2) Placement Activities**

- a. Conducting placement drive, job fairs for the placement of candidates getting certified under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme
- b. Providing linkages to suitable industries/job opportunities to certified candidates under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme through a central MIS platform of MPSSDEGB and handling the candidate's requirements/queries online through the MIS portal of MPSSDEGB

### **3) Post-placement Activities**

- a. Conducting post placement tracking through portal for the certified candidates for a period of 12 months from the date of certification under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme at no additional cost.

### **4) Establishment of Call Center**

- a. The empanelled agency should establish a call center for addressing placement related issues of candidates and carrier guidance

**Note: The placement cost will be inclusive of mock interview, resume preparation, placement drives, post placement tracking and other activities defined in Section 2 of this RFP or any other activity specified by bidder.**

### **3. Instruction to Bidders**

#### **3.1. Instructions regarding the e-tendering process**

1. The e-Tendering process for the project shall be conducted on the web portal <https://www.mpeproc.gov.in>.
2. For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) . Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
3. Service and gateway charges shall be borne by the bidders.
4. Since the bidders are required to sign their bids online using class – III Digital Signature Certificate, they are advised to obtain the same at the earliest.
5. For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website <https://www.mpeproc.gov.in>. Please note that it may take up to 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
6. If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
7. Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
8. Bidder must positively complete online e-tendering procedure at <https://www.mpeproc.gov.in>.
9. The Authority shall not be responsible in any way for delay/difficulties/inaccessibility of the downloading facility from the website for any reason whatever.
10. For any type of clarification on e-tender filing bidders can visit <https://www.mpeproc.gov.in> and help desk contact no. 18002588684 Mail id: [epochelpdesk@mpsdc.gov.in](mailto:epochelpdesk@mpsdc.gov.in) Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.
11. Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
12. The bidder should ensure that all the documents submitted for this tender should be submitted by the Digital Signature Certificate of the authorised signatory. The bidder should submit the authority letter regarding the same. (Refer Annexure 6: Power of Attorney)
13. The Authority reserves the right to change any or all of the provisions of this Tender. Such changes will be displayed on web portal at corrigendum section of E-tender link.
14. Bidders are required to affix digital signature on each page of the documents before submitting it online via [mpeproc.gov.in](http://mpeproc.gov.in) portal
15. **Annexure 13 i.e. Financial Bid should be uploaded online only.** Kindly ensure that the Financial bid is digitally signed while submitting, failing to do so will result in tender being considered null and void.
16. Tenderers are expected to examine and go through all terms and conditions and instructions contained in these documents and ensure that all the information is furnished in the desired manner.
17. During preparation of the Technical Proposal & Financial Proposal. Tenderer must give particular attention to the following:
  - a. Each page of the documents including specifications must be signed by using digital signature of an authorised signatory.
  - b. The Financial bid of only those bidders will be opened who are Technically Qualified Bidders (TQB) post technical evaluation.
18. **The proposal (both technical and financial bid) need to be submitted online only, no physical copy need to be sent.**
19. **All documents uploaded on [mpeproc.gov.in](http://mpeproc.gov.in) web site must be clear and readable.**
20. Tenderers are advised to upload their Bids well in time without waiting for last date of Bid submission in order to avoid congestion or any other unforeseen circumstances.
21. **The bidders are instructed to upload the Financial Bid on [mperpoc.gov.in](http://mperpoc.gov.in) portal only. Financial Bid should not be submitted in Hard Copy, otherwise tender shall be rejected.**
22. Please check the latest and applicable MP E-procurement guidelines on website <https://www.mpeproc.gov.in>.

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### **3.2. Instructions for Technical Bid Preparation**

The Technical proposal should address parameters mentioned:

- a. The Technical Bid shall not contain any pricing information.
- b. Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. MPSSDEGB will evaluate Bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.

### **3.3. Instructions for Financial Bid Preparation**

- a. Unless expressly indicated, Bidder shall not include any technical information regarding the services in the Financial bid.
- b. Prices shall be quoted entirely in Indian Rupees (INR).
- c. No adjustment of the contract price shall be made on account of any variations in costs of labour and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract.
- d. The price should be quoted inclusive of all taxes, duties, and charges and levies as applicable. No financial claim in any form will be further accepted.
- e. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project.

### **3.4. Compliant Process/Completeness of Response**

Bidders are advised to study all instructions, forms, terms, requirements and other information in the documents carefully. Submission of the proposal shall be deemed to have been done after careful study and examination of the document with full understanding of its implications. Failure to comply with the requirements of this paragraph may render the proposal non-compliant and the proposal may be rejected. Bidders must:

- a. Include all documentation specified in this document
- b. Follow the format of this document and respond to each element in the order as set out in this document
- c. Comply with all the requirements as set out within this document
- d. The Bidders shall bear all costs associated with the preparation and submission of its Proposal. MPSSDEGB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. MPSSDEGB is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the Empanelment, without thereby incurring any liability to the Bidder.
- e. All correspondence and documents relating to the Proposal exchanged between the Bidder and MPSSDEGB shall be written in English/Hindi language only.
- f. MPSSDEGB at its sole discretion and without assigning any reason, may extend the Due Date of Submission to a future date  
**MPSSDEGB can seek clarification or ask for any additional documents at any point of time w.r.t any document from the Bidder.**

### **3.5. Language**

**The proposal shall be written only in English language. The supporting documents relating to the proposal submitted by the Bidder should be written in English or Hindi only. In case the supporting document is in any other language except Hindi or English, then an English version of self-attested document along with copy of supporting document should be attached with proposal. Proposal received in any other language except English shall not be allowed / evaluated.**

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### ***3.6. Right to Terminate the Process***

MPSSDEGB may terminate the proposal Evaluation process at any point of time and without assigning any reason thereof. MPSSDEGB makes no commitments, expressed or implied that this process will result in a business transaction with anyone.

This document does not constitute an offer by MPSSDEGB. The Bidders participation in this process may result in MPSSDEGB selecting the proposal to engage towards execution of the contract.

### ***3.7. Right to Accept Any Proposal and to Reject Any or All Proposals***

MPSSDEGB reserves the right to accept or reject any proposal, and to annul the evaluation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for MPSSDEGB action.

### ***3.8. Pre bid Meetings and Clarifications***

The pre submission meeting of all the Bidders would be held at the scheduled date and time as indicated in the section 1.1.3 & 1.1.4. Intending Bidder/Bidders may submit their pre submission queries or suggested suitable modifications in the format enclosed as Annexure - 5. The Bidder/Bidders shall submit the queries via e-mail to MPSSDEGB before the scheduled date of pre submission meeting. MPSSDEGB will communicate such changes that are accepted to all the intending Bidders. These would be available at the MPSSDEGB's website [mperpoc.gov.in](http://mperpoc.gov.in), [ssdm.mp.gov.in](http://ssdm.mp.gov.in). All such changes will become a part of this document and binding on all the Bidders.

### ***3.9. Conflicting Relationships:***

A Bidder that has a business or family relationship with a member of the client's staff who is directly or indirectly involved in any part of the project shall not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the contract. The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the norms of technical proposal provided herewith. If the Bidder fails to disclose said situations and if the Client comes to know about any such situation at any time, it may lead to the disqualification of the Bidder during bidding process or the termination of its contract during execution of the assignment. The Bidder shall submit only one proposal for this project. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified.

### ***3.10. Confidentiality***

From the time, the submitted proposals are opened to the time the Empanelment is announced, the Bidder should not contact MPSSDEGB on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Bidders who have submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.

Any attempt by shortlisted Bidders or anyone on behalf of the Bidder to influence the Client improperly in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal. Any data used/handled post empanelment should not be commercially used.

Notwithstanding the above provisions, from the time of the Proposals opening to the time of empanelment notification, if a Bidder wishes to contact MPSSDEGB on any matter related to the selection process, it should do so only in writing.

### **3.11. Late Receipt of Technical Proposals**

- a. Technical Proposals received after the due date and specified time (including the extended period, if any) for any reason whatsoever, shall not be accepted.
- b. MPSSDEGB reserves the right to modify and amend any of the above - stipulated condition/criteria depending upon project priorities Vis -à-Vis urgent commitments.

### **3.12. Signing of Contract**

After the notification of empanelment of Bidder, MPSSDEGB will sign a contract with the empanelled Bidder which will have detailed guidelines, terms and conditions and other relevant details. The contract template will be shared with Bidders who become eligible for empanelment after evaluation of Technical and Financial Proposals.

### **3.13. Proposal Validity**

- a. During this period, the Bidder shall maintain its original proposal without any change.
- b. The proposals shall be valid for a period of 90 days from the date of submission of bids. A proposal valid for a shorter period may be rejected as non-responsive.
- c. In exceptional circumstances, at its discretion, MPSSDEGB may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing email.

### **3.14. Subcontracting or Franchising**

- a. The Bidder cannot sub-contract the scope of services as defined in the RFP
- b. In case any Bidder is found violating this clause the Client may consider cancelling the contract, withholding all payments and forfeiture of the PG. The Client may also blacklist the Bidder who violates this condition

### **3.15. Empanelment to be non-exclusive**

This common empanelment of the Bidder is being done on non-exclusive basis. MPSSDEGB reserves the right to empanel more Bidders as and when required, for any geography/location, sectors or for any other reason and in the manner in the sole discretion of MPSSDEGB.

### **3.16. Earnest Money Deposit**

- a. Every Bidder participating in the bidding process must submit the required Earnest Money Deposit (EMD) of INR 25,000 online via mpeproc.gov.in during proposal submission for this RFP. However, no interest shall be payable on EMD.
- a. *Refund of EMD*: The EMD of unsuccessful Bidders shall be refunded within 30 days of completion of contract signing process.
- b. *Forfeiture of EMD*: The EMD taken from the Bidder shall be forfeited in the following cases:
  - i. When the Bidder does not sign the contract within the stipulated period as mentioned in the "Key activities and timelines".
  - ii. When the Bidder withdraws or modifies the proposal after opening of proposals.
  - iii. When the Bidder does not deposit the Performance Guarantee in the form of Bank Guarantee before the Contract is signed.
  - iv. Rejection of proposal on account of Corrupt and Fraudulent Practices.

### **3.17. Discharge of EMD**

On receipt of the Performance Guarantee, the EMD of all successful Bidders will be released.

### **3.18. Expenses for the Contract**

The incidental expenses for execution of Contract shall be borne by the successful Bidder

### **3.19. Performance Guarantee**

- b. The successful Bidder shall at his own expense may deposit with MPSSDEGB, within 15 (fifteen) days after the receipt of notification of Award of the Contract from MPSSDEGB, an unconditional and irrevocable Performance Guarantee (PG) from a Scheduled Commercial Bank acceptable to MPSSDEGB, payable on demand, for the due performance and fulfilment of the Contract by the Bidder.
- c. This PG shall be for an amount equivalent to 5% of contract value. The contract value will be communicated at the time of signing the contract. All incidental charges whatsoever such as premium, commission etc. with respect to the PG shall be borne by the Bidder. The PG shall be valid for six months post completion of the Project. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of project final acceptance sign off ,the Performance Bank Guarantee may be discharged/ returned by MPSSDEGB upon being satisfied that there has been due performance of obligations of the Bidder under the Contract. However, no interest shall be payable on Performance Guarantee.

### **3.20. Rejection Criteria**

- a. The proposal of a Bidder may be disqualified in the following cases or in case a Bidder fails to meet the bidding requirements as indicated in this RFP:
  - i. Proposal not submitted in accordance with the procedure and formats prescribed in this document.
  - ii. During validity of proposal, or its extended period after last date and time for submission of Bids, if any, the Bidder increases the quoted prices.
  - iii. The Bidder qualifies the proposal with his own conditions.
  - iv. Information submitted in Technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of Contract including then extension period if any.
  - v. Bidder tries to influence the proposal evaluation process by unlawful means at any point of time during the Bid process. Bidders may specifically note that while evaluating the proposals, if it comes to MPSSDEGB's knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this Contract
  - vi. In case any Bidder submits multiple proposals or if common interests are found in two or more Bidders, the Bids are likely to be disqualified
- b) MPSSDEGB will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents or, Vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract in question; For the purposes of this provision, the terms are set forth as follows:
  - i. "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - iii. "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. "Obstructive practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to MPSSDEGB in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation

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### **3.21. Income Tax Liability**

The Bidder shall pay such direct and indirect taxes, duties including import duties, fees and other impositions levied under the Applicable Laws in India.

### **3.22. Procurement & Submission of RFP Document**

**The RFP can be downloaded from website [mpeproc.gov.in](http://mpeproc.gov.in), [mpskills.gov.in](http://mpskills.gov.in) or [ssdm.mp.gov.in](http://ssdm.mp.gov.in).** The RFP submission will be as follows:

- (i) Online Submission of Technical & Financial Proposal: The bidder has to submit the proposal online on [mpeproc.gov.in](http://mpeproc.gov.in). For online bid submission, scanned copies of all desired documents related to Technical and Financial bid must be uploaded on [mpeproc.gov.in](http://mpeproc.gov.in) website.

### **3.23. Bid Prices**

The Bidder shall indicate the price in accordance with format provided in the RFP and same will be used for the purpose of evaluation of bids by MPSSDEGB.

The Bidder shall prepare the bid based on details provided in the RFP. It must be clearly understood that the Scope of Work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by MPSSDEGB. The Bidder shall carry out all the tasks in accordance with the requirement of the RFP and due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the RFP. If during the course of execution of the project any revisions to the work are to be made to meet the goals of MPSSDEGB, all such changes shall be carried out within the current price.

### **3.29. Bid Currencies**

Prices shall be quoted in Indian Rupees (INR).

### **3.30. Bidder Qualification**

- a. The "Bidder" as used in the RFP shall mean the one who has signed the Bid Forms, which are part of Technical and Financial bids. The Bidder may be the Authorized Representative, in either cases he/she shall submit Power of Attorney (Refer Annexure 6). All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative
- b. It is further clarified that the individual signing the RFP or other documents in connection with the bid must certify whether he/she signs is the authorised representative of the company/society/trust.
- c. The authorization shall be indicated by written Power of Attorney accompanying the Technical Bid.
- d. The Bidder should have fulfilled the eligibility criteria (Refer Annexure 2)



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## **4. Submission of Tender Document**

A complete bid shall comprise “Technical Bid” and “Financial bid” prepared strictly in the format and in the manner prescribed as following:

The RFP submission will be done in a single stage. It is as follows;

- a. Stage 1 (Online Submission of Technical & Financial Proposal): At this stage, the bidder has to submit the proposal online on mperpoc.gov.in. For online bid submission, scanned copies of all desired documents related to Technical and Financial bid must be uploaded on mpeproc.gov.in website.
- b. **The proposal should be a complete document. The documents should be page numbered and must contain the table of contents with page numbers. Any deficiency in the documentation may result in the rejection of the bid**
- c. Telex/Telegraphic/Tele-fax/E-mail Bids will not be considered.

### **4.1. Authentication of Bid**

All the documents uploaded on the mperpoc.gov.in portal should not be blurred /un-readable/corrupted. The bid shall be digitally signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. **A written power of attorney should be accompanied with the Bid, also the power of attorney should be duly notarised on 1000 Rs on non-judicial stamp paper. All pages of the Bid, shall be digitally signed by the authorised representative.**

### **4.2. Eligibility criteria**

MPSSDEGB now invites eligible Bidders to indicate their interest in providing the Services. Interested agencies/ Bidders should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short-listing criteria are:

- a. The Bidders should be a legal entity registered in India under appropriate authority and registered on or before 1<sup>st</sup> April, 2014
- b. The Bidder should have an average annual turnover of at least INR 50 lakhs from placement activities in the last three financial years 2014-15, 2015-16, 2016-17
- c. The Bidder should have a positive net worth as on the 31-3-2017 from its business operations in India.
- d. The Bidder should have provided/ rendered placement services to at-least a minimum of two clients ( Central Government/ State Government/ PSUs/ Multilateral Bodies / Private Firms)
- e. The Bidder should have valid PAN, TAN and GST registration number
- f. The Bidder should not have been black listed by any Government (Central/State)/Public Sector Undertaking/ Project sponsoring agency.

Please refer to Annexure 2 for further details.

### **4.3. Criteria for Evaluation of Bids**

#### **4.3.1. Preliminary Examination**

Committee will examine the Technical Bids to determine whether they are complete, whether the Bid format conforms to the Bid Document requirements, whether the documents have been properly digitally signed, and whether the Bids are generally in order.

### 4.3.2. Evaluation Methodology

- a. The Evaluation Methodology proposed to be adopted by the Committee will be Least Cost Selection Method (LCS) for technically qualified bidders

### 4.4. Evaluation Process:

The evaluation process shall comprise of the following stages:

- a. Stage 1: Technical Evaluation comprising of Paper Based Evaluation and Presentation Evaluation
- b. Stage 2: Financial Evaluation
- c. Stage 3: Least Cost Selection

The details of evaluation procedure, under each of the above mentioned 3 stages, are given below:

#### 4.4.1. Stage 1: Technical Evaluation

- a. Bidders who meet the eligibility criteria defined in Annexure 2 in this RFP, will be qualified and eligible for further bid evaluation.
- b. MPSSDEGB will evaluate qualified Bidders on the basis of the Technical Bid submitted by them. Technical Presentation by the qualified Bidders are proposed in the Technical Bid Evaluation. The objective of this step is to give Bidders the opportunity to demonstrate their capabilities of proposed services/products to prove the idea and feasibility as envisioned in the RFP.
- c. The Bidders who achieve the cumulative Technical Score of 60 shall be qualified as Technically Qualified Bidders (TQB). Please note that maximum technical score is 100. The sum of scores obtained in paper based and presentation evaluations shall be the Technical Score assigned to a Bidder. The Technical bid evaluation criteria is as follows:

S.No	Evaluation Criteria	Maximum Score	Required formats	Page No:
1.	The Bidder should have in the last three years placed candidates with vocational training or training from polytechnic or engineering colleges and any other professional course <ul style="list-style-type: none"><li>• For minimum three years -5 marks</li><li>• For each additional year -01 marks will be awarded subject to maximum of 10 marks.</li></ul>	10	Supporting work orders /contract/ completion certificate from project sponsoring agency (in case of project completion certificate format please refer to Annexure: 4)	
2.	Bidder in the last three financial years has placed/to be placed minimum 10000 candidates per year <ul style="list-style-type: none"><li>• For minimum 10000 candidates- 15 marks</li><li>• For every additional 5000 candidates- 1 marks will be awarded subject to maximum of 40 marks.</li></ul>	40	Annexure 10  Should be CA certified along with supporting work orders /contract / certificate from project sponsoring agency	

3.	<p>The Bidder should have minimum average annual turnover of INR 50 lakhs from placements in the last three financial years.</p> <ul style="list-style-type: none"> <li>• Minimum Average Annual turnover of INR 50 lakhs from placements – 5 marks</li> <li>• For every additional average annual turnover of INR 5 lakhs from placement services- 1 marks will be awarded subject to maximum of 20 marks</li> </ul>	20	<p>Annexure 9</p> <p>Should be CA certified</p>	
4.	<p>Number of overseas placements during FY 2014-15, 2015-16, 2016-17</p> <ul style="list-style-type: none"> <li>• Minimum 500 placements-ups- 5 marks</li> <li>• For each 100 overseas placement an additional 1 mark will be awarded subject to a maximum of 20 marks</li> </ul>	20	<p>Annexure 10:</p> <p>Should be CA certified along with supporting certificate/ from project sponsoring agency/ employer</p>	
5.	<p>Write-up &amp; Presentation on Approach &amp; Methodology, following topics should be covered in the Approach and Methodology</p> <ol style="list-style-type: none"> <li>1. Understanding of the scope of work –1 marks</li> <li>2. What kind of approach should work for MP and why- 2 marks</li> <li>3. Work plan including tasks identified, timelines, who will perform them and date of deployment of various resources- 1 marks</li> <li>4. Risks and pitfalls and how to mitigate them- 1 marks</li> </ol>	5	Annexure 12	
6.	<p>Overseas placement strategy- The bidder has to submit MoU tie-ups for overseas placement , clearly mentioning the sector, job roles and number of candidates to be placed</p> <ol style="list-style-type: none"> <li>1. 1 MoU- 1 marks. For each additional MoU 1 marks will be allocated, subject to a maximum of 5 marks.</li> </ol>	5		

#### 4.4.2. Stage 2: Financial Evaluation of Bids

The financial bids of only the Technically Qualified Bidders of Stage 1 shall be opened and the lowest financial bid will be considered. All the technically qualified bidder would then be requested to submit their confirmation to work at lowest bid. All technically qualified bidders who gives positive confirmation will be eligible for notification of award

### Notification of Award

#### 4.5. Notification to Bidder

Prior to the expiry of the Bid validity period, MPSSDEGB will notify the successful Bidder in writing or email, to be confirmed in writing by Letter of Intent (LOI), that its proposal has been accepted. The notification of award will constitute the formation of the Contract. Upon the successful Bidder's furnishing of performance guarantee, MPSSDEGB will promptly notify each unsuccessful Bidder and return their EMD.

#### 4.6. Signing of Contract

The selected Bidder shall enter into contract with MPSSDEGB by signing a contract, incorporating all the terms and conditions, deliverables, responsibilities, payment schedules, project schedule etc.

#### 4.7. Payment Terms

S.No	Particulars	Time Period	Payment Terms	Conditions for release of payment
1	Submission of relevant proofs for validating placement of candidates under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme	3-9 months from the date of certification of the candidate depending upon the completion of 3 months of cumulative employment post certification. <b>Note: The Invoice should be raised for a minimum of 50 placed candidates at one time.</b>	I) 80% of the payment of placed candidate will be paid, if the candidate gets placed within 3 months of date of certification of under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for a particular QP/course. Also after joining the first job, the candidate must be employed for a period of three months during a span of six months in order to be considered as placed.  <b>OR</b> II) 70% of the payment of placed candidate will be paid, if the candidate gets placed after 3 months but before 6 months from the date of certification of candidate under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for a particular QP/course. Also after joining the first job, the candidate must be	<b>1. Wage Employment:</b>  The candidate should join his first company within 3 months of certification in case of wage employment. Secondly the candidate should have completed cumulative employment period of 3 months in any job within 6 months of joining of first job, post getting certified under MMKSY/MMKY or any other vocational training scheme for any particular course/QP. Proofs like 1) Successfully completed bank transfers like NEFT or RTGS from the employer OR 2) Bank statement OR 3) Passbook entry of the candidate's account indicating payment of wages

			employed for a period of three months during a span of six months in order to be considered as placed.	
<b>2</b>	Post placement tracking for 12 months	12 months from the date of completion of certification	20% of the payment of placed candidate	The placement tracking of certified candidate should be done on a monthly basis w.r.t to his employment status. Any update on his placement status should immediately be uploaded on the scheme portal

Note: MPSSDEGB can verify the placement data as and when needed.

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## ***5. Annexures***

### ***5.1. Section 1: Format for Technical Bid***

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## ***Annexure 1: Cover letter for bid***

(On the letterhead of the organisation)

No.: xx/MPSSDEGB/MMKSY&MMKY/2017-18

To:

Chief Executive Officer,  
Madhya Pradesh State Skill Development & Employment Generation Board (MPSSDEGB)  
Department Of Technical Education, Skill Development and Employment  
ITI Govindpura Campus  
Bhopal – 462023

Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the RFP for “Selection of agency for conducting placement of candidates getting trained under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh” for Madhya Pradesh State Skill Development & Employment Generation Board (MPSSDEGB)

Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.

- (i) We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the incidental services.
- (ii) We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Technical Bid.
- (iii) All the information provided in Annexure 8 is true to the best of my knowledge.
- (iv) We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
  - a) Payment of Rs.5,000.00 (Rupees Five Thousand Only) for the cost of RFP document has been submitted online via mpeproc.gov.in portal as prescribed in the RFP document before the last date and time of submission of the bid.
  - b) EMD for an amount equal to Rs. 25,000 (Rupees Twenty Five Thousand only) has been paid online via mperpoc.gov.in portal as prescribed in the RFP document before the last date and time of submission of the bid.
- (v) The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to MPSSDEGB, is true, accurate, and complete.
- (vi) This Bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead MPSSDEGB as to any material fact.
- (vii) It is hereby confirmed that I/We are entitled to act on behalf of our company/firm/society/trust and empowered to sign this document as well as such other documents, which may be required in this connection.
- (viii) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by MPSSDEGB.
- (ix) We have no conflict of interest as stated in this document.
- (x) We meet the eligibility requirements as stated in this document.
- (xi) Our proposal shall remain valid for 90 days from the last date of bid submission deadline.

- 
- (xii) In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
  - (xiii) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
  - (xiv) We undertake, if our Proposal is accepted, we will be entered into a Contract to initiate the placement no later than the date specified by MPSSDEGB.
  - (xv) We understand that MPSSDEGB is not bound to accept any Proposal that MPSSDEGB receives

Yours sincerely,

Dated:

(Signature) (In the capacity of) Duly authorized to sign the RFP Response for and on behalf of:

Name of the Company.....

Address of Company Seal/Stamp of Bidder.....

Name of the Authorised Signatory.....

Designation of the Authorised Signatory.....



**Annexure 2: Eligibility criteria checklist**

<b>Criteria No</b>	<b>Criteria Description</b>	<b>Mandatory documents required</b>	<b>Page No:</b>
1.	The Bidder may be a legal entity registered in India under appropriate authority. The Bidder should be registered on or before 1 <sup>st</sup> April, 2014	Copy of certificate of incorporation of the Bidder	
2.	The Bidder should have an average annual turnover of at least INR 50 lakhs from placement activities in the last three financial years 2014-15, 2015-16, 2016-17	As per Annexure 9 ,Should be CA certified  Should enclose audited Profit & Loss statement for financial year 2014-15, 2015-16 and 2016-17	
3.	The Bidder should have a positive net worth as on the 31-3-2017 from its business operations in India	As per Annexure 9 ,Should be CA certified	
4.	The Bidder should have provided/ rendered placement services to at-least a minimum of two clients ( Central Government/ State Government/ PSUs/ Multilateral Bodies / Private Firms)	Work orders / contract from project sponsoring agency.	
5.	The Bidder should not have been black listed by any Government (Central/State) /Public Sector Undertaking/ Project sponsoring agency.	Self-declaration from the Bidder on its letter head endorsed by the competent authority that they have not been blacklisted by any Government (Central / State)/ PSU /Project sponsoring agency as per the Annexure 3	
6.	The Bidder must have a valid PAN and TAN certificate. Along with GST Number	Copy of the PAN and TAN, GST certificate	

(Signature) (of authorised signatory)

Company Seal

Name of Authorized Signatory

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***Annexure 3: Format for self-declaration for not been blacklisted***

**(On the letter head of Bidder)**

**Dated:.....**

**To whom so ever it may be concern**

I/We hereby declare that I/We am/are authorized signatory in the Firm/Company/Society/Trust and hereby declare that "Our Firm/Company/Society/Trust does not face any sanction or any pending disciplinary action from any authority against our Firm/Company/Society/Trust . Further, it is also certified that our Firm/Company/Society/Trust has not been blacklisted or declared ineligible by any State/Central Govt. /PSU/Project Sponsoring Agency/ due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business other

In case of any further changes which effect of this declaration at a later date; we would inform MPSSDEGB accordingly.

(Signature) Authorized Signatory

Name .....

Designation.....

Company Name .....

(With organisation seal) .....

**Annexure 4: Project sponsoring agency certificate format (for reference purpose only)**

**(On Project Sponsoring Agency Letterhead)**

This is to certify that Firm/Company/Society/Trust has placed.....number of candidates/trainees over a period of last three financial years i.e. FY 2014-15, 2015-16 and FY 2016-17 inside India (Domestic Placements) and has placed .....number of candidates overseas.

**Domestic Placement details**

S.No	Name of project sponsoring /client	Name of project	Project status (complete/ongoing)	Financial year (2014-15, 2015-16, 2015-17)	Sector Name	Number of trainees placed

**Overseas Placement details (if applicable)**

S.No	Name of project sponsoring /client	Name of project	Project status (complete/ongoing)	Financial year (2014-15, 2015-16, 2015-17)	Sector Name	Number of trainees placed

Certified by:

(Signature and Seal of Authorised Representative of the Project Sponsoring Agency)

Name of Authorised Representative:

Designation:

Mobile No/Landline No:

Email Id:

Office Address for communication:

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***Annexure 5: Format for submission of pre-bid queries***

<b>S.No</b>	<b>Section</b>	<b>Sub-section</b>	<b>Reference/ Subject</b>	<b>Clarification sought</b>

**Annexure 6: Power of Attorney**

(To be submitted on Rs 1000 stamp paper)

Know all men by these present that We..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name).....son/daughter/wife of.....and presently residing at .....

who is presently employed with us and holding the position of .....as our true and lawful authorised signatory (hereinafter referred to as the "Authorised Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for "Selection of agency for conducting placement of certified candidates under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh". The authorised signatory is fully authorized for providing information/ responses to the MPSSDEGB, representing us in all matters before the MPSSDEGB including negotiations with the MPSSDEGB, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with the MPSSDEGB in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Authorised signatory to and in exercise of the powers conferred by this document and that all acts, deeds and things done by our said Authorised Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_ (ORGANISATION NAME), THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS AUTHORISATION ON THE DAY OF \_\_\_\_\_, 2018.

For \_\_\_\_\_  
(Signature of Principal)

Name.....  
Title/ Designation.....  
Address.....  
.....  
(Name, Title and Address of the Principal)

Accepted  
..... (Signature of Attorney)

Name.....  
Title/ Designation.....  
Address.....  
.....  
(Name, Title and Address of the Authorised Signatory)

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**Notes:**

- 1) The Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution in favour of the person executing this Authorised Signatory document for the delegation of power hereunder on behalf of the Bidder.**
- 2) This authorised signatory document is to be provided on a non-judicial stamp paper of Rs 1000 value duly notarised

**Annexure 7: Technical Evaluation Marking criteria**

S.No	Evaluation Criteria	Required formats	Page No:
1.	<p>The Bidder should have in the last three years placed candidates with vocational training or training from polytechnic or engineering colleges and any other professional course</p> <ul style="list-style-type: none"> <li>For minimum three years -5 marks</li> <li>For each additional year -01 marks will be awarded subject to maximum of 10 marks.</li> </ul>	Supporting work orders /contract/ completion certificate from project sponsoring agency	
2.	<p>Bidder in the last three financial years has placed/to be placed minimum 10000 candidates per year</p> <ul style="list-style-type: none"> <li>For minimum 10000 candidates- 15 marks</li> <li>For every additional 5000 candidates- 1 marks will be awarded subject to maximum of 40 marks.</li> </ul>	<p>Annexure 10</p> <p>Should be CA certified along with supporting work orders /contract / certificate from project sponsoring agency</p>	
3.	<p>The Bidder should have minimum average annual turnover of INR 50 lakhs from placements in the last three financial years.</p> <ul style="list-style-type: none"> <li>Minimum Average Annual turnover of INR 50 lakhs from placements – 5 marks</li> <li>For every additional average annual turnover of INR 5 lakhs from placement services- 1 marks will be awarded subject to maximum of 20 marks</li> </ul>	<p>Annexure 9</p> <p>Should be CA certified</p>	
4.	<p>Number of overseas placements during FY 2014-15, 2015-16, 2016-17</p> <ul style="list-style-type: none"> <li>Minimum 500 placements- ups- 5 marks</li> <li>For each 100 overseas placement an additional 1 mark will be awarded subject to a maximum of 20 marks</li> </ul>	<p>Annexure 10:</p> <p>Should be CA certified along with supporting certificate/ from project sponsoring agency/ employer</p>	
5.	<p>Write-up &amp; Presentation on Approach &amp; Methodology, following topics should be covered in the Approach and Methodology</p> <ol style="list-style-type: none"> <li>Understanding of the scope of work –1 marks</li> <li>What kind of approach should work for MP and why- 2 marks</li> <li>Work plan including tasks identified, timelines, who will</li> </ol>	Annexure 12:	

	<p>perform them and date of deployment of various resources- 1 marks</p> <p>4. Risks and pitfalls and how to mitigate them- 1 marks</p>		
<b>6.</b>	<p>Overseas placement strategy- The bidder has to submit MoU tie-ups for overseas placement for minimum 10 candidates , clearly mentioning the sector, job roles and number of candidates to be placed</p> <p>1. 1 MoU- 1 marks. For each additional MoU 1 marks will be allocated, subject to a maximum of 5 marks.</p>		



**Annexure 8: General Information about the Bidder**

<b>Details of the Bidder</b>				
<b>S.No</b>	<b>Particulars</b>	<b>Relevant Details</b>	<b>Documents attached</b>	<b>Page No:</b>
1.	Name of the Bidder			
2.	Registered office Address of the Bidder			
3.	Communication office address of the Bidder			
4.	Details of incorporation of the Bidder	<ul style="list-style-type: none"> <li>• Date of incorporation:</li> <li>• Legal Status (Company/Firm/Society/Trust):</li> </ul>	Certificate of incorporation/registration from authorised	
5.	Permanent Account Number (PAN) of Bidder	PAN No:	Attach scan copy of PAN card	
6.	TAN Number of Bidder	TAN No:	Attach scan copy of TAN registration certificate	
7.	GST number of Bidder	GST No:	Attach scan copy of GST registration number/	
8.	Name & Designation of the contact person to whom all references shall be made regarding this RFP			
9.	Telephone No. (with STD Code)			
10.	Mobile No: with STD code			
11.	E-Mail of the contact person:			
12.	Fax No. (with STD Code)			
13.	Website			

(Signature) Authorized Signatory

Name .....

Designation.....

Company Name .....

(With organisation seal) .....

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**Annexure 9: Financial Information**

**Annual turnover of the <Bidder Name> from placement activities**

<b>Financial Year 2014-15 (INR)</b>	<b>Financial Year 2015-16 (INR)</b>	<b>Financial Year 2016-17 (INR)</b>	<b>Indicate the page number where the details are provided</b>

**Documentary Proof Required:**

- Audited Profit & Loss Statement and Balance sheet
- Certificate from Chartered Accountant clearly specifying the turnover for the specified years.

**Net Worth of the Bidder**

**The net worth of the < Bidder Name> as on 1<sup>st</sup> April 2017 is INR \_\_\_\_\_**

Certified by:

(Signature and Seal of Chartered Accountant)

Name of Chartered Accountant:

Membership Number:

Mobile No:

Email Id:

Office Address for communication:

**Annexure 10: Details of placed candidates**

**CA Certified**

This is to certify that we have placed..... over a period of three years as specified in the document.

**Domestic Placement details (mandatory)**

S.No	Name of project sponsoring /client	Name of project	Project status (complete/ongoing)	Financial year (2014-15, 2015-16, 2015-17)	Sector Name	Number of trainees placed

**Overseas Placement details (if applicable)**

S.No	Name of project sponsoring /client	Name of project	Project status (complete/ongoing)	Financial year (2014-15, 2015-16, 2015-17)	Sector Name	Number of trainees placed

Note: Attach work orders/Project completion certificate from project sponsoring for both domestic and overseas placement

Certified by:

(Signature and Seal of Chartered Accountant)

Name of Chartered Accountant:

Membership Number:

Mobile No:

Email Id:

Office Address for communication:

### ***Annexure 11: Proposed list of sectors for placements***

<b>S.No</b>	<b>Sector Name</b>
1.	Sector
2.	Automotive
3.	Security
4.	Retail
5.	IT-ITeS
6.	Media
7.	Rubber
8.	Healthcare
9.	Gems & Jewellery
10.	Electronics & Hardware
11.	Agriculture
12.	Telecom
13.	BFSI
14.	Leather
15.	Food Processing
16.	Logistics
17.	Plumbing
18.	Capital Goods
19.	Construction
20.	Life Sciences
21.	Aviation & AeroSpace
22.	Iron & Steel
23.	Power
24.	Mining
25.	Textiles & Handlooms
26.	Apparels
27.	Beauty & Wellness
28.	Handicrafts
29.	Tourism & Hospitality
30.	Infrastructure Equipment
31.	Sports
32.	Oil & Gas
33.	Chemical & PetroChemical
34.	Coating & Painting
35.	Green Jobs
36.	PwD
37.	Domestic Workers
38.	Furniture & Fittings
39.	Instrumentation
40.	Strategic Manufacturing
41.	Management, Entrepreneurship, Professional Skills, and Training & Assessment

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***Annexure 12: Approach and Methodology format***

**The approach and methodology should include following topics.**

- 1. Understanding of the scope of work –1 marks**
- 2. What kind of approach should work for MP and why- 1 marks**
- 3. Work plan including tasks identified, timelines, who will perform them and date of deployment of various resources- 1 marks**
- 4. Risks and pitfalls and how to mitigate them- 1 marks**

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## ***5.2. Section B: Format for Financial bid***

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**Annexure 13: Financial bid cover letter**

To:

Chief Executive Officer,  
Madhya Pradesh State Skill Development & Employment Generation Board (MPSSDEGB)  
Department Of Technical Education, Skill Development and Employment  
ITI Govindpura Campus  
Bhopal – 462023

Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide the services as required and outlined in the RFP for “Selection of agency for conducting placement of certified candidates under MMKSY (Mukhya Mantri Kaushal Samvardhan Yojana)/MMKY (Mukhya Mantri Kaushalya Yojana) or any other vocational training scheme for the state of Madhya Pradesh” for MPSSDEGB

1. I/ We have carefully read and understood the terms and conditions of the RFP and we do hereby undertake to provide the services as per terms and conditions mentioned in RFP.
2. We are hereby submitting our complete Financial Bid as per the prescribed format.
3. The Financial quote is INR ..... [Amount in words] on per placed candidate, inclusive of all taxes, duties, and charges and levies as applicable.
4. Tentative target required for placing candidates till March 2019.....
5. Our Financial Bid shall be binding upon us subject to the modification resulting from Contract negotiations, made by MPSSDEGB at its discretion.
5. The Financial Bid has been signed by the Authorized Signatory.
6. It is hereby confirmed that I/We are entitled to act on behalf of our company / firm / organization /society /trust and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,  
Dated:

(Signature) (In the capacity of authorized signatory)  
Duly authorized to sign the RFP Response for and on behalf of (<Bidder Name>)

Note: KINDLY DO NOT SUBMIT THE SCANNED COPY OF FINANCIAL BID, PLEASE SUBMIT IN ONLINE FORM ONLY DURING BID SUBMISSION