

**REQUEST FOR TECHNICAL PROPOSAL
FOR
EMPANELMENT OF PRIVATE TRAINING SERVICE
PROVIDERS
FOR
IMPLEMENTING**

**MUKHYAMANTRI KAUSHAL SAMVARDHAN YOJNA
(MMKSY) & MUKHYAMANTRI KAUSHALYA YOJNA (MMKY)**

RFP No. 01/ MPSSDM/MMKSY&MMKY/2017-18

Dated: 23.08.2017

**MADHYA PRADESH STATE SKILL DEVELOPMENT MISSION (MPSSDM),
DEPARTMENT OF TECHNICAL EDUCATION AND SKILL DEVELOPMENT,
GOVERNMENT OF MADHYA PRADESH, ITI GOVINDPURA CAMPUS,
GOVINDPURA, BHOPAL – 462023**

Notice Inviting Technical Proposals

Madhya Pradesh State Skill Development Mission (MPSSDM), earlier known as Madhya Pradesh Council of Vocational Education and Training (MPCVET), is the nodal agency in the State of Madhya Pradesh to coordinate, synergize and implement the Skill Development initiatives supported by central and state governments.

MPSSDM's primary objective is to build the capacity of the youth of Madhya Pradesh and equip them with employability and entrepreneurship skills through targeted skilling programmes.

This document invites technical proposals from the reputed Training Service Providers (TSPs) who are interested in delivering skill development programmes in the State. Based on evaluation of the technical proposal, Training Service Providers will be empaneled with MPSSDM to train youth under Mukhya Mantri Kaushal Samvardhan Yojna and Mukhya Mantri Kaushalya Yojna. **The last date for receipt of the proposals is 11.10.2017. The proposals shall reach MPSSDM latest by 2:00 PM of the mentioned last date.**

The Proposal document is available at our website: ssdm.mp.gov.in and www.mpskills.gov.in

The proposals may be sent to the undersigned at the below mentioned address:

The Chief Executive Officer
Madhya Pradesh State Skill Development Mission
Reception Desk, MPSSDM
Gas Rahat ITI Campus
Raisen Road, Govindpura
Bhopal – 462023

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List of Abbreviations

Terms	Description
BG	Bank Guarantee
DoTESD	Department of Technical Education and Skill Development
EMD	Earnest Money Deposit
GoI	Government of India
ITI	Industrial Training Institute
MES	Modular Employable Skills
MoSDE	Ministry of Skill Development and Entrepreneurship
MMKSY	Mukhya Mantri Kaushal Samvardhan Yojna
MMKY	Mukhya Mantri Kaushalya Yojna
MPCVET	Madhya Pradesh Council for Vocational Education & Training
MPSSDM	Madhya Pradesh State Skill Development Mission
NOS	National Occupational Standard
NSDC	National Skill Development Corporation
PG	Performance Guarantee
QP	Qualification Pack
RFP	Request for Proposal
SDC	Skill Development Centre
SSC	Sector Skill Council
ToR	Terms of Reference
TSP	Training Service Provider

Schedule of Activities

Sl. No.	Milestone	Date
1.	Circulation of the RFP document	23.08.2017
2.	Submission of pre-bid queries	04.09.2017 (till 4.00 pm)
3.	Pre-bid meeting	05.09.2017 at 02.00 pm at Model ITI Auditorium, MPSSDM Campus, Govindpura, Bhopal – 462023
4.	Issue of pre-bid meeting clarifications and its circulation	18.09.2017
5.	Deadline for submission of Technical Proposal	11.10.2017 till 02.00 PM
6.	Opening of Technical Proposal	11.10.2017 at 03.00 PM at Model ITI Auditorium, MPSSDM Campus, Govindpura, Bhopal - 462023
7.	Notification / Empanelment of Selected Training Service Providers	08.11.2017
8.	Signing of Agreement with training service providers through MoU and sanction order	28.11.2017
9.	Commencement of work (registration of TSP on portal and mobilization of candidates) by	22.12.2017

Other Key Information

Item	Reference
Proposal Issuing Date	23.08.2017
RFP No.	01/MPSSDM/MMKSY&MMKY/2017-18
Title	Request for Proposal for empaneling Training Service Providers for implementation of Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY)&Mukhya Mantri Kaushalya Yojna(MMKY) in Madhya Pradesh
Issuing Authority	Madhya Pradesh State Skill Development Mission (MPSSDM)
Contact person details	Shri G N Agrawal, Addl. Chief Executive Officer, MPSSDM Contact No.: 0755-2581138; email – mpssdm@mp.gov.in
E-mail address for Pre-bid queries	Please send your queries regarding this proposal prior to stipulated date on rfp.mpssdm@mp.gov.in Queries received on above email address before stipulated time would only be considered in the pre bid meeting.
Website address	ssdm.gov.in and www.mpskills.gov.in
Brief Description	MPSSDM invites sealed technical proposals from the Training Service Providers for empanelment for implementation of Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) and Mukhya Mantri Kaushalya Yojna (MMKY) in Madhya Pradesh. The successful Training Service Providers will be empaneled to provide short-term employment-oriented training to the youths of the state.
Date and time for Pre-bid Meeting	05.09.2017 at 02.00 pm
Venue for Pre-bid Meeting	Madhya Pradesh State Skill Development Mission Model ITI Auditorium Gas Rehabilitation ITI Campus Raisen Road, Govindpura Bhopal – 462023
Bid Price/Tender Fee	INR 5000 (Non-Refundable) payable in form of a demand draft / pay order / bankers' cheque in favour of CEO, MPSSDM with the proposal

Earnest Money Deposit	INR 25,000 per proposed district in form of a bank guarantee of scheduled commercial bank in favour of CEO, MPSSDM with the proposal with validity of 6 months of submission of proposal.
Performance Guarantee	5% of total sanctioned project cost in form of bank guarantee of scheduled commercial bank in favour of CEO, MPSSDM at the time of signing of agreement with validity of 24 months from empanelment
Last date and time for Submission of Technical Proposal	11.10.2017 by 02.00 PM
Address for submission of Technical Proposal	The Chief Executive Officer Madhya Pradesh State Skill Development Mission Reception Desk, MPSSDM Gas Rahat ITI Campus Raisen Road, Govindpura Bhopal – 462023
Validity of the Proposal	90 days from the last date of submission of the Technical Proposal. However, this may be extended by MPSSDM. In such a case, consent from the applicant TSPs would be sought in advance. If the applicant is not willing to provide its consent for extension, then its proposal with EMD would be returned.

Important Notes:

1. MPSSDM reserves the right to amend any or all conditions of this RFP document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons whatsoever.

In case any applicant fails to submit the original Demand Draft/Banker's Cheque of Tender Fee and bank guarantee for Earnest Money Deposit along with the bid, the Technical Proposal of the applicant will be returned unopened. The Technical Bid will not be considered for further evaluation. The Demand Draft / Banker's Cheque should be of a Scheduled Commercial Bank drawn in favor of "**CEO, MPSSDM**", payable at **Bhopal**. The **Tender Fee/Bid Fee** and **BG of EMD** need to be placed

inside a sealed envelope and marked as "Tender Fee/Bid Fee and BG of EMD" and should be placed in the main envelope alongside the sealed envelope of Technical Proposal clearly marked as " Technical Proposal".

2. Contact Person for communication:

The Additional Chief Executive Officer
Madhya Pradesh State Skill Development Mission
Phone: 0755-2581138; 4045448
Email: mpssdm@mp.gov.in

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to Applicants, 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 Applicants 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 invitation by the Authority/Client to the prospective Applicants 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 Applicant may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant 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 Applicant 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 Applicant 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 Applicant(s) or to appoint the Selected Applicants, 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.

Definitions and Glossary

Terms	Description
Aadhar linked Biometric Attendance	Aadhar linked Biometric attendance machine captures unique biological/physical feature such as hand or finger print cross verified with data through UIDAI portal for identity verification. All centres must capture the bio metric attendance of trainers and trainees as per the specifications provided.
Agreement/Empanelment	Contract between MPSSDM and Training Service Providers selected for implementing MMKSY and / or MMKY.
Batch Size	The total no. of candidates getting trained in a particular job role at a particular time in a single classroom or practical room. The approved batch size, under these schemes, is minimum 20 candidates to maximum 30 candidates.
Centre affiliation fees	All TSPs are required to get their training centres affiliated from MPSSDM. One-time affiliation fee @ INR 10000.00 per centre would be charged by MPSSDM. This fee would be non-refundable.
Client/Authority	Madhya Pradesh State Skill Development Mission (MPSSDM), which has invited proposals for empanelment with whom the selected Training Service Provider signs the Contract for the Services and to whom the selected Training Service Provider shall provide services as per the terms and conditions and Terms of Reference (ToR) of the contract.
Contract	Contract signed by the Parties for this assignment.
Disqualification	<p>The exclusion of the Applicant from the empanelment process or de-empanelment due to any of the following reasons:</p> <ul style="list-style-type: none"> • The Applicant has wrongly stated/manipulated the facts and figures in the proposal at any stage before/after the award of the Assignment. • The Applicant tries to influence the evaluation process by any means. <p>In case of disqualification, Earnest Money Deposit or Performance Guarantee shall be forfeited.</p>

Earnest Money Deposit	All applicants would be required to submit Earnest Money Deposit of INR 25,000 per district applied for in form of a bank guarantee drawn in favour of " CEO, MPSSDM ".
Mobilization	Conveying the correct message to the target audience, thereby motivating them to participate/register for schemes.
National Occupational Standards (NOS)	<p>National Occupational Standards (NOS) specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Essentially NOS are benchmark of good practices.</p> <p>Each NOS defines one key function in a job role. NOS describe functions, standards of performance and knowledge/understanding. The NOS are laid down by employers (through their SSCs). A set of NOS, aligned to a job role, called Qualification Pack (QP), would be available for every job role in each industry sector. These drive both the creation of curriculum and assessments.</p>
National Skill Development Corporation (NSDC)	National Skill Development Corporation (NSDC) aims to promote skill development by catalyzing creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships.
Performance Guarantee (PG)	A Performance Guarantee would need to be submitted by the Training Service Provider for an amount equal to 5% of sanctioned total project cost in form of a bank guarantee drawn in favour of " CEO, MPSSDM ".
Placement	<p>Placement under schemes is defined if a candidate fulfills the following criteria:-</p> <ul style="list-style-type: none"> • He/ she continue in job for 3 months or runs his own set-up for 3 months, post completion of training programme.

	<ul style="list-style-type: none"> • Salary received as per the minimum wages of Semi-Skilled labour in the state of Madhya Pradesh or earned income as per the minimum wages of Semi-Skilled labour in the state of Madhya Pradesh. • He/she should receive the salary in his/her dedicated bank account or should have earned the income in his/her dedicated bank account <p>The mandatory documentary proof of every candidate placed should be uploaded on the MPSSDM portal.</p>
Placement Rate	The number of students placed as a proportion number of students completed training of the batch size.
Qualifications Pack (QP)	QP comprises the set of Occupational Standards, together with the educational, training and other criteria required to perform a job role.
Sector Skill Councils (SSCs)	<p>SSCs are national partnership organizations that bring together all the stakeholders – industry, labor and the academia, for the common purpose of workforce development in particular industry sectors. They operate as autonomous bodies. These councils are registered as a Section 25 Co., or Society. Funding is initially done by NSDC & Industry.</p> <p>Objectives of SSCs:</p> <ul style="list-style-type: none"> • Conducting Research • Building Quality Assurance • Providing training curriculum • Affiliation of training centres • Assessment & certification • Setting up sectoral Centre of Excellences (CoE)
Post Placement Tracking	Tracking of candidates for a period of 3 months (at least once every month) post completion of training. Candidate wise records are to be maintained regarding mode of tracking, date of tracking, person by whom tracking was done, latest status of the candidate (working/not working, satisfied/unsatisfied with job, wants new job etc.) and remedial measures to be taken (if required). A three-tier mechanism would be followed to track the candidates after

	<p>placement:-</p> <ol style="list-style-type: none"> 1. Desk verification. 2. SMS and Telephonic Verification. 3. Physical Verification
Training Service Provider(TSP)	Any entity which has submitted its proposal and may provide Services to the Client under the Contract.
Terms of Reference (ToR)	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 and the Training Service Provider, and expected results and deliverables of the Assignment/job.
Validity of the proposal	The proposal shall remain valid for a period of 90 days from the last date of submission specified in the tender document. However, it may be extended by MPSSDM. In such a case, consent from the applicant TSPs would be sought in advance. If the applicant is not willing to provide its consent for extension, then its proposal with EMD would be returned.

Section A – Preface

1. Introduction to MPSSDM

Madhya Pradesh State Skill Development Mission is the nodal agency for Skill Development in the State. The Mission is registered as a Society under the Indian Societies' Act and aims at developing the State level agenda for skilling, and coordinating & guiding the 20 other departments engaged in implementing skill development programmes in the State. The mission is chaired by the Hon'ble Chief Minister of Madhya Pradesh and the Hon'ble Minister – Department of Technical Education and Skill Development is the Executive Chairman of MPSSDM. The Principal Secretary - Department of Technical Education and Skill Development is the Mission Director and the CEO – MPSSDM is the Member Secretary.

2. Objectives of MPSSDM

The key objectives of MPSSDM are:

- a. To establish and to carry out the administration and management of the "Madhya Pradesh State Skill Development Mission" (Earlier known as "Madhya Pradesh Council for Vocational Education & Training")
- b. To provide access to sustainable quality vocational education to the target group of citizens of the state to meet the challenges of skilled human resource required for various sectors of economy.

3. Functions of MPSSDM

The functions of the State Skill Development Mission have been identified as under:

- a. To plan, execute, co-ordinate and monitor Skill Development Programmes to prepare youth for self-employment and for various jobs available in Industrial & Service Sectors.
- b. To develop competency based curricula, and to train, assess and certify school dropouts, labor working in unorganized sectors, service sector and unskilled workers engaged in various industries.
- c. To prepare need based training programme of different levels as per the requirement of various groups, industrial sectors, which have recognition at national & international level and also to recognize such programmes for further education.
- d. To develop a flexible delivery mechanism to impart training in part-time, weekends, full time, onsite/offsite mode.
- e. To plan and monitor National Skill Development Policy at State level.

- f. To frame policy & programmes to link non-formal vocational training with the formal education system and to develop system of recognizing prior acquired learning (RPL).
- g. To converge and develop available training resources in the state through Public Private Partnership (PPP).
- h. To provide access to vocational education & training with inclusive growth for all the groups of the society eligible to receive skill training as defined by the society from time-to-time.
- i. To provide training of trainers (ToT), to promote innovation in training & also to render consultancy services.
- j. To award certificates, diplomas and other distinctions to trained manpower and set norms for quality and standards of vocational training system.
- k. To affiliate institutes as vocational Training Service Providers on payment of prescribe fee.
- l. To forecast the needs of skilled manpower to cater to the needs of various stakeholders in the State on regular basis.
- m. To institute and award scholarships, prizes and medals in accordance with the rules and bye-laws.

4. Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) and Mukhya Mantri Kaushalya Yojna (MMKY)

MPSSDM has been acting as the nodal agency for all the Skill Development initiatives in the State of Madhya Pradesh. In order to ensure that the State is able to translate the large availability of working age population into a demographic advantage, the State has launched the **Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY)**. MMKSY aims at raising the skilling quotient of the youth in the State by providing access to short term demand driven training courses in employable trades.

A similar scheme “**Mukhya Mantri Kaushalya Yojna (MMKY)**” has also been launched exclusively for women of the State for skill development and enhancing their employment quotient with an aim of increasing financial independence of women.

MMKSY&MMKY aim at providing the ‘Skill Set’ which is sufficient to allow an individual to be gainfully employed or self-employed. These schemes have been launched with an overall target of 4,50,000 candidates. These schemes also have the provision for skills’ up-gradation and formation, vertical and horizontal mobility and a framework to **Recognize Prior Learning (RPL)**.

5. Architecture and Strategy for Schemes' Implementation

The schemes' aim to train 4,50,000 candidates (3,10,000 candidates by MPSSDM & 1,40,000 candidates by other departments) and gainfully employ at least 70% of trained candidates per annum starting from the FY 2017-18. Out of 3,10,000 trainees to be trained by MPSSDM, it is planned that 1,56,750 would be trained with engagement of private sector Training Service Providers (TSPs).

MPSSDM plans to engage TSPs through this RFP who would act as the Implementing Agencies for the Scheme by mobilizing, training, placing and tracking the candidates.

The TSPs will be responsible for candidate mobilization, training, placement and post placement tracking under the overall supervision of MPSSDM. MPSSDM shall monitor the program performance as per the envisaged monitoring & evaluation framework. The entire task of Programme Monitoring and Evaluation shall be completed through an online portal based MIS (Management Information System) that would be designed, developed and deployed by MPSSDM.

The total no. of trainees to be trained per district and the sector-wise bifurcation of targets is provided in **Annexure-1 and Annexure-2 respectively**.

Section B – Instruction to Applicants

6. Introduction to RFP

MPSSDM invites technical proposals from the Training Service Providers for empanelment with the department for implementing MMKSY & MMKY.

Applicants are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Failure to furnish all information required as mentioned in the documents or submission of a proposal not substantially responsive to RFP in every aspect will be at the Applicant's risk and may result in rejection of the proposal.

7. Compliant Process/Completeness of Response

Applicants 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.

Applicants must:

- i. Include all documentation specified in this document
- ii. Follow the format of this document and respond to each element in the order as set out in this document
- iii. Comply with all the requirements as set out within this document.

8. Language of the Proposal

The proposal as well as all the supporting documents relating to the proposal exchanged by the Applicant shall be written in English or Hindi language only. **Proposal received in any other language shall not be allowed / evaluated.**

9. Pre Submission Meetings and Clarifications

The pre submission meeting of all the Training Service Providers would be held at the scheduled date and time as indicated in the “**Other Key Information**” section. Intending Applicants may submit their pre submission queries or suggested suitable

modifications in the format enclosed as **Annexure - 5**. The Training Service Provider shall submit the queries via e-mail to MPSSDM before the scheduled date of pre submission meeting. MPSSDM will communicate such changes that are accepted to all the intending Applicants. These would be available at the MPSSDM's website www.ssdm.mp.gov.in. All such changes will become a part of this document and binding on all the Applicants.

10. Right to Terminate the Process

MPSSDM may terminate the Proposal Evaluation process at any point of time and without assigning any reason thereof. MPSSDM 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 MPSSDM. The Applicant's participation in this process may result in MPSSDM selecting the proposal to engage towards execution of the contract.

11. Conflict of Interest

MPSSDM requires that the empaneled Training Service Providers provide professional, objective and impartial services and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interest and act without any consideration for future work. Without limitation on the generality of the foregoing, the Training Service Provider shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. **Conflicting Assignment/Job:** A Training Service Provider selected to provide Skill Development Training for this project shall be disqualified from providing subsequent downstream works or services resulting from or directly related to this project if the Training Service Provider is found to provide any other activity to the Client under the same Scheme resulting in clash of interest.
- ii. **Conflicting Relationships:** A Training Service Provider 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. Training Service Providers have 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 Training Service Provider 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 Training Service Provider during bidding process or the termination of its contract during execution of the assignment. Training Service Provider shall submit only one proposal for this project. If a Training Service Provider submits or participates in more than one proposal, such proposals shall be disqualified.

12. Confidentiality

- i. From the time, the submitted proposals are opened to the time the Empanelment is announced, the Applicant should not contact MPSSDM on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who have submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.
- ii. Any attempt by shortlisted Applicants or anyone on behalf of the Applicant to influence the Client improperly in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal.
- iii. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of empanelment notification, if an Applicant wishes to contact MPSSDM on any matter related to the selection process, it should do so only in writing.

13. Late Receipt of Technical Proposals

- i. Technical Proposals received after the due date and specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- ii. The Technical Proposals shall be accepted in hard copy on or before the proposal submission deadline only in person/ registered post/ speed post or courier.
- iii. The Technical Proposals submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

- iv. MPSSDM shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- v. MPSSDM reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

14. Disqualification

The proposal would be disqualified at any time during the Technical Evaluation process at the sole discretion of the MPSSDM, for the following reasons:

- i. Submitted the Proposal after the due date and specified time;
- ii. Made misleading or false representations or suppressed relevant information in the proposal (including documents, forms, statements, attachments, etc.) submitted as proof of the eligibility requirements or as part of their proposal;
- iii. Incomplete proposals or proposals with incomplete information shall be rejected. Applicants shall not be allowed to submit any supplementary information / document after submission of proposal to MPSSDM;
- iv. Failure to meet any of the eligibility criteria as mentioned in the document; and
- v. Blacklisted or bankrupt by the Government of India (GoI), State Government or any other Government owned agency including quasi-Government sector organization or company or any bank, for corrupt, fraudulent practices or reasons related to nonperformance in an engagement on the date of opening of proposal

15. Right to Accept Any Proposal and to Reject Any or All Proposals

MPSSDM 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 proposal or Applicants or any obligation to inform the affected proposal or Applicants of the grounds for MPSSDM action.

16. Signing of Contract

After the notification of empanelment of Training Service Providers, MPSSDM will sign an agreement with the empaneled Training Service Provider which will have detailed guidelines, terms and conditions and other relevant details. The contract template will be shared with applicants who become eligible for empanelment after evaluation of Technical Proposals.

Section C – Preparation of Proposals

17. General Considerations

- i. In preparing the Proposal, the Applicant is expected to examine this RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal and will be the sole responsibility of the Applicant.
- ii. The Applicants shall bear all costs associated with the preparation and submission of its Proposal. MPSSDM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. MPSSDM 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 Applicant.
- iii. All correspondence and documents relating to the Proposal exchanged between the Applicant and MPSSDM shall be written in English or Hindi language only.

18. Proposal Validity

- i. The Applicant's Proposal must remain valid for at least 90 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by MPSSDM as non-responsive bid.
- ii. During this period, the Applicant shall maintain its original Proposal without any change.
- iii. In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Applicants to extend the period of validity of their Proposals. The EMD shall also be extended for a corresponding period. An Applicant may refuse the request without forfeiting its EMD. An Applicant granting the request shall not be required or permitted to modify its Proposal. The request and the responses shall be made in writing.

19. Subcontracting or Franchising

- i. Training Service Providers cannot sub contract the conduct of training
- ii. Training Service Providers cannot operate the training centres via franchise agreement
- iii. In case any Training Service Provider is found violating Clause 19 (i) & (ii), the Client may consider cancelling the contract, withholding all payments and forfeiture of the PG. The Client may also blacklist the Training Service Provider who violates this condition.

20. Empanelment to be non-exclusive

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

21. Earnest Money Deposit

- i. Every applicant participating in the bidding process must furnish the required Earnest Money Deposit (EMD) as specified in the “**Other Key Information**” (INR 25,000 per district applied for).
- ii. EMD of an applicant lying with MPSSDM in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The EMD originally deposited may, however, be taken into consideration in case proposals are re-invited.
- iii. The EMD should be deposited in the form of a bank guarantee from a scheduled commercial bank drawn in favor of “**CEO, MPSSDM**”, **payable at Bhopal**.
- iv. The EMD shall be valid for the period of Proposal Validity period of 180 days (6 months).
- v. In case the time taken for empanelment process stretches beyond the validity period of the EMD, the applicant will have to furnish a fresh BG for EMD with further 6 months validity till the time period the empanelment is completed.
- vi. Refund of EMD: The EMD of unsuccessful applicants shall be refunded within 30 days of completion of agreement signing process.
- vii. Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases:
 - a. When the applicant does not sign the agreement within the stipulated period as mentioned in the "Schedule of Activities".
 - b. When the Applicant withdraws or modifies the proposal after opening of proposals.
 - c. When the Applicant does not deposit the Performance Guarantee in the form of Bank Guarantee before the Agreement is signed.
 - d. Rejection of proposal on account of Corrupt and Fraudulent Practices.

Section D – Proposal Submission and Evaluation

22. Submission of Proposals

- i. The Proposal shall comprise all the documents as listed in **Annexure - 6A** to **Annexure- 6K**.
- ii. The Applicants shall bear all costs associated with the preparation and submission of its proposal, and MPSSDM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. MPSSDM 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 Applicant.
- iii. An authorized representative of the Applicant shall sign the original submission letters in the required formats (**Annexure –6A**) for the Proposal. The authorization shall be in the form of a **written power of attorney (Annexure – 6B), executed on a non-judicial stamp paper of Rs. 1000.00 attached with the Proposal**.
- iv. All pages of the proposal and where corrections or amendments have been made shall be signed by the authorized signatory except where the attestation by Chartered Accountant is required. In case of detection of any forgery, the proposal shall summarily be rejected, and MPSSDM may also resort to a legal action against the Applicant.
- v. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initials done by the person signing the Proposal.
- vi. The signed Proposal shall be marked "**ORIGINAL**", and its copies marked "**COPY**" as appropriate. All copies shall be made from the signed original and shall be stamped on each page. If there are discrepancies between the original document and the copies, the original shall prevail.
- vii. The original and two copies of the Proposal shall be placed inside a sealed envelope clearly marked "**Request for Technical Proposal for Empanelment of Private Training Service Provider for Implementing Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) & Mukhya Mantri Kaushalya Yojna (MMKY)**".
- viii. The **Tender Fee/Bid Fee** and **BG of EMD** need to be placed inside a sealed envelope and marked as "**Tender Fee/Bid Fee and BG of EMD**" and **should be placed in the main envelope** alongside the sealed envelope of Technical Proposal clearly marked as "Technical Proposal". Technical Proposals received without the Tender Fee/Bid Fee

and EMD will not be considered for evaluation. The main envelope shall highlight the consignor and consignee's name, address and contact details in CAPITAL letters.

- ix. A soft copy of the details of candidates trained and placed shall be submitted in the specified format as per Annexure - 6H & 6I respectively in an editable MS Excel Format in a CD which shall be enclosed in the sealed envelope along with the ORIGINAL.
- x. If the envelopes and packages with the Proposal are not sealed and marked as required, MPSSDM will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- xi. The Proposal must be sent to the address indicated in the Notice Inviting Technical Proposal section and received by MPSSDM no later than the deadline indicated in the Notice Inviting Technical Proposal section, or any extension to this deadline. Any Proposal or its modification received by MPSSDM after the deadline shall be declared late and rejected, and promptly returned unopened.

23. Proposal Evaluation

- i. The Applicant is not permitted to alter or modify its Proposal in any way after the Proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation on the basis of the submitted Proposal.
- ii. The Project Appraisal / Bid Evaluation Committee constituted by MPSSDM shall evaluate the responses to the Proposals and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- iii. The decision of the Committee in the evaluation of responses to the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- iv. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- v. Each of the responses shall be evaluated as per the criteria and requirements specified in this document.

24. Eligible Organizations

- i. Eligibility –
 - a. A company/partnership/society/trust with a minimum of three years of existence as on 31.07.2017 (i.e. organizations registered on or before 31.07.2014 are eligible to apply). Organizations must not be black-listed or

bankrupt from any government/semi-government/other entities.

Consortiums are not allowed under the schemes.

Certificate of Incorporation under relevant Act, PAN Card, GST Registration No., TAN No. and Self declaration regarding non-blacklisting (as per Annexure-6J) need to be submitted.

OR

- b. Any Private ITI / Polytechnic College / Engineering College or any institution running technical or vocational education programmes whose registered office is established in Madhya Pradesh as per the organization's certificate of incorporation which are affiliated by the National Council for Vocational Training (NCVT) / State Council for Vocational Training (SCVT) / All India Council for Technical Education (AICTE), as applicable, with a minimum of three years of existence as on 31.07.2017 (i.e. organizations registered on or before 31.07.2014 and are eligible to apply). Organizations must not be black-listed or bankrupt from any government/semi-government/other entities.

Consortiums are not allowed under the schemes.

Certificate of Incorporation under relevant Act, PAN Card, GST Registration No., TAN No., Affiliation from NCVT / SCVT / AICTE (as applicable) and Self declaration regarding non-blacklisting (as per Annexure-6J) need to be submitted.

OR

- c. Any Training Provider empaneled / partner with National Skill Development Corporation (NSDC) whose registered office is established in Madhya Pradesh as per the organization's certificate of incorporation with a minimum of three years of existence as on 31.07.2017 (i.e. organizations registered on or before 31.07.2014 and are eligible to apply). Organizations must not be black-listed or bankrupt from any government/semi-government/other entities.

Consortiums are not allowed under the schemes.

Certificate of Incorporation under relevant Act, PAN Card, GST Registration No., TAN No., MoU or Agreement signed with NSDC and Self declaration regarding non-blacklisting (as per Annexure-6J) need to be submitted.

ii. **Financial Capability**

- a. Any Organization (Company/Society/Trust/Firm etc.)

- i. Should have an average annual turnover of INR 1.00 Crores from conducting training programs during the last three financial years (any three years out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17).

Audited P&L/Income statements for any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17 and CA Certificate need to be submitted.

- ii. Should have a positive net worth (more than Rs. 25 Lakhs) as on 31.03.2016 or 31.03.2017 (any of the FY bidder choose to propose) from conducting Skill Development Programs from last three financial years.

Audited Balance Sheet for any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17 and CA Certificate need to be submitted)

b. Private Institutions / Technical Institutions

- i. Turnover and Net-worth {mentioned in Clause 24 (ii) (a)} would not be considered for eligibility but the turnover would be considered for target allocation as per Section E Clause 26 and 27.

Audited P&L A/C, Income Statement, Balance Sheet for any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17 and CA Certificate needs to be submitted)

c. Training Partners / Providers empaneled by NSDC

- i. Turnover and Net-worth {mentioned in Clause 24 (ii) (a)} would not be considered for eligibility but the turnover would be considered for target allocation as per Section E Clause 26 and 27.

Audited P&L A/C, Income Statement, Balance Sheet for any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17 and CA Certificate needs to be submitted)

iii. **Technical Capability**

a. Any Organization (Company/Society/Trust/Firm etc.)

- i. Should have successfully trained at-least 3,000 candidates on a consolidated basis during the last three years (any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17)

“**Trained**” means vocational training of duration more than 120 hours in the sectors or modules pertaining to any of the following:

- Modules or job roles notified by Modular Employable Skills / Sector Skill Councils
- Training Programmes sponsored by any state or central government department/ministry/CSR initiatives.

Project completion certificates mentioning the sector-wise no. of trainees trained for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees trained as 31.03.2017 in case of ongoing projects. It will not include any training that is done as part of Recognition of Prior Learning (RPL). Documentary evidence of number of candidates trained needs to be provided as per Annexure 6G.

b. Private Institutions / Technical Institutions

- i. Should have successfully trained at-least 1,000 candidates on a consolidated basis during the last three years (any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17)

“**Trained**” means vocational training of duration more than 120 hours in the sectors or modules pertaining to any of the following:

- Courses or Modules or job roles notified by NCVT / SCVT / Modular Employable Skills / Sector Skill Councils or technical/vocational/engineering/management courses approved by AICTE
- Training Programmes sponsored by any state or central government department/ministry/CSR initiatives.

Project completion certificates mentioning the sector-wise no. of trainees trained for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees trained as 31.03.2017 in case of ongoing projects. It will not include any training that is done as part of Recognition of Prior Learning (RPL). Documentary evidence of number of candidates trained needs to be provided as per Annexure 6G.

c. Training Partners / Providers empaneled by NSDC

- i. Should have successfully trained at-least 500 candidates on a consolidated basis during the last three years (any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17)

“**Trained**” means vocational training of duration more than 120 hours in the sectors or modules pertaining to any of the following:

- Modules or job roles notified by Modular Employable Skills / Sector Skill Councils

- Training Programmes sponsored by any state or central government department/ministry/CSR initiatives.

Project completion certificates mentioning the sector-wise no. of trainees trained for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees trained as 31.03.2017 in case of ongoing projects. It will not include any training that is done as part of Recognition of Prior Learning (RPL). Documentary evidence of number of candidates trained needs to be provided as per Annexure 6G.

iv. **Placement Capability**

a. Any Organization (Company/Society/Trust/Firm etc.)

- i. Should have placed at-least 1,000 candidates in employment on a consolidated basis during the last three financial years (any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17)

“Placed” means wage employment for minimum three months post completion of training.

Project completion certificates mentioning the sector-wise no. of trainees placed for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees placed as 31.03.2017 in case of ongoing projects. Documentary evidence of number of candidates placed needs to be provided as per Annexure 6H.

b. *Private Institutions and Technical Institutions*

- i. Should have placed at-least 500 candidates in employment on a consolidated basis during the last three financial years (any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17)

“Placed” means wage employment for minimum three months post completion of training.

Project completion certificates mentioning the sector-wise no. of trainees placed for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees placed as on 31.03.2017 in case of ongoing projects. Documentary evidence of number of candidates placed needs to be provided as per Annexure 6H.

- c. Training Partners / Providers empaneled by NSDC
 - i. Should have placed at-least 300 candidates in employment on a consolidated basis during the last three financial years (any three FYs out of FY 2013-14, FY 2014-15, FY 2015-16 and FY 2016-17)

“Placed” means wage employment for minimum three months post completion of training.

Project completion certificates mentioning the sector-wise no. of trainees placed for completed projects and certificate from the sponsoring agency mentioning the sector-wise number of trainees placed as 31.03.2017 in case of ongoing projects. Documentary evidence of number of candidates placed needs to be provided as per Annexure 6H.

- v. Should have operations in at least 1 State and minimum 5 districts (within India) with a track record of operating a minimum of 5 training centres in last three financial years.

Certificate from the sponsoring agency / agencies mentioning the addresses of the Training Centres operated by the Training Service Provider clearly mentioning the name of state, district and training centre.

25. Criteria for Technical Evaluation

A Project Appraisal Committee constituted by MPSSDM will carry out evaluation of the Technical Proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal. In order to reach such a determination, the committee will examine the information furnished by the Applicants, and shall evaluate the same as per the evaluation criteria specified in this proposal.

The technical evaluation shall involve:

- i. Document based evaluation of the Technical Proposal

Final score will be assigned to the Applicants after assessing Technical Proposal document.

Marking criteria for document based technical evaluation will include the following parameters:

Marking Dimensions	Marking Criteria	Max Marks
Sector Specific Training Capability		35
No. of trainees trained in last 3 years	For every 100 trainees trained one mark will be given subject to maximum 35 marks. No marks will be given for less than 100 trainees trained.	
Sector Specific Placement Capability		40
No. of trainees placed in last 3 years in the particular sector	For every 50 trainees placed one mark will be given subject to maximum 35 marks. No marks will be given for less than 50 trainees placed.	35
Industry Tie-up, MoUs with the Industry and placement Partners for FY 2017-18 & FY 2018-19	For every Tie-up/MoUs for placements upto 500 candidates one mark will be awarded subject to maximum of 5 marks	5
Operational Capabilities		25
Presence in Madhya Pradesh (number of Training Centres)	For every training centre one mark will be given subject to maximum of 10 marks	10
Presence outside Madhya Pradesh (number of Training Centres)	For every training centre 0.5 mark will be given subject to maximum of 5 marks	5
Qualified Faculty/Trainers (Certified by DGT/SSC)	For every trainer certified 0.5 mark will be given subject to maximum of 10 marks	10
TOTAL		100

The Project Appraisal Committee of the MPSSDM shall evaluate all eligible proposals, based on the criteria of this RFP, and shall prepare a sector-wise list of the TSPs in descending order of the marks received in the technical evaluation. The sector wise scoring would be done on criteria mentioned above and TSPs scoring less than 50 marks out of 100

marks would be considered for overall ranking (average score) but would not be considered for target allocation in that particular sector in which it has scored less than 50 marks.

Section E – Training Partner Empanelment

26. Selection of districts

All districts have been categorized into 3 pools – Pool A, Pool B and Pool C based on Census, 2011. **The pool wise list of districts is provided in Annexure 3.**

- Scenario 1:** -All those TSPs, who desire to select district from Pool A have to indicate their preference of districts from the pools in the ratio of 1:1:1 (Pool A: Pool B: Pool C). For every 1 district selected by the Training Service Provider from Pool A, 1 district from Pool B and 1 district from Pool C will also have to be selected by the TSP. TSPs would give their priority list for districts falling into all the pools, sorted in order of high to low priority.
- Scenario 2:** - All those TSPs, who desire to select district from Pool B (and not from Pool A), have to indicate preference of districts from Pool B and Pool C in the ratio 1:1. TSPs would give their priority list for districts falling into all the pools, sorted in order of high to low priority.
- Scenario 3:** -All those TSPs who desire to select district from Pool C are allowed to select districts from Pool C only.

Sr. No.	Districts from Pool A	Districts from Pool B	Districts from Pool C
1	Selected	Have to Select	Have to Select
2	-	Selected	Have to Select
3	-	-	Select

The Training Service Provider only needs to provide the list of districts in which the TSP is willing to work. It will be considered that the Districts mentioned by the TSP are an expression of interest by the TSP to work in that district. There is no minimum or maximum restriction on the no. of districts that a Training Service Provider can choose. Applicants will have to indicate beforehand the preference of Sectors from that mentioned in **Annexure– 2.**

The applicants would be ranked in accordance with the technical score obtained by them as per technical evaluation scoring criteria mentioned in **Section D above.** For each applied sector, the Training Service Provider will attain a score which will be the State level score of the Training Service Provider for that particular sector. The sector-wise score of all TSPs would be done. Post sector-wise scoring of TSPs, a consolidated / final score for all TSPs would be calculated as the average score obtained by TSPs in all sectors for which TSP has expressed their interest.

A consolidated ranking of all short-listed TSPs would be prepared based on the final score obtained by the TSP. It would be displayed at public domain (on our designated portal). The MPSSDM would then invite TSPs, based on the consolidated ranking sheet, in order of their ranking for the purpose of allocation of district wise sector wise targets. If the consolidated ranking of two or more TSPs is equal, then the number of trainees trained in last three years would be considered as the criterion for inviting the TSPs i.e. TSP with highest number of trainees trained would be invited first and so on. The targets would be allocated based on availability of targets in the districts.

In the course of target allocation, if the targets are exhausted / not available of the preferred districts by the TSPs; then the MPSSDM would allocate targets based on the existing needs of the other districts on mutual consultation with the TSP. If the TSP is not willing to accept the targets of other districts, then MPSSDM would invite the next ranked TSP and so on.

The major conditions for allotment of targets to TSPs would be –

1. The minimum and maximum target allocated to a TSP would be 360 and 6000 respectively. The maximum training target allocated to a TSP would be 6000 or four times of its average annual turnover from skill training programmes for three years, whichever is lower.
2. The minimum and maximum target allocated to a TSP per sector per district would be 120 and 600 respectively.
3. The total target per sector in a district cannot be more than 30% of the overall target of that particular district.
4. If the sector-wise targets are available with MPSSDM after completion of first round of target allocation process (after consultation process with all empaneled TSPs); a second round of target allocation process for sectors where targets are available may be initiated by MPSSDM solely on its discretion.
5. TSPs will be allocated training targets in sectors for which they have been evaluated and found successful.
6. MPSSDM reserves the right to modify aforementioned conditions for target allotment.

Each Training Service Provider will have to mandatorily open a training centre in one un-served block (Blocks where no Govt. ITI is present), if the block falls in the district chosen by the TSP. The list of un-served blocks is attached in **Annexure – 4**.

To provide training facilities to every area of the state, adequate number of centers will have to be opened by the Training Service Providers in rural and urban areas. The number of centers and their distribution between rural and urban areas will be decided based on the additional guidelines issued by the MPSSDM after the first round of empanelment.

The above represents the broad approach and guidelines for allocation of districts and blocks, MPSSDM reserves the right to make any amendment in the allocation process which it may deem fit.

27. Training Target

The overall training target for a TSP should not exceed 6000 or four times of its average annual turnover from skill training programmes for three years. The training targets would be allocated to TSPs based on their preferences. The preferences would be provided to TSPs as per the ranking as described in Section 26 above. MPSSDM reserves the right to either approve or revise the training target proposed by the TSP. In case, a TSP is not able to complete the allotted training target in stipulated time period (as mutually agreed between MPSSDM & TSP), MPSSDM may transfer the allocated target to any other TSP.

28. Training Cost

Training cost shall be paid on a per hour basis as per the Training Cost guidelines issued by MoSDE based on the recommendations of the Common Cost Norms committee. The training cost will be applicable on the Qualification Packs based on the category in which the course falls. Category wise training cost will be as follows:

Category/Module	Per hour Rate (for FY 2015-16)	Per hour Rate (for FY 2016-17)	Per hour Rate (for FY 2017-18)
Category I	Rs. 38.50	40.40	42.40
Category II	Rs. 33.00	34.70	36.30
Category III	Rs.27.50	28.90	30.30

The rates for FY 2017-18 will be applicable. The rates decided by the Common Cost Norms Committee of Government of India would be final. The Circular / guidelines / instructions issued by this Committee regarding norms for training cost would be followed in true word and spirit. All applicable taxes would be borne by the Training Service Providers (TSPs).

29. Payment Terms

Training cost payments would be based on the prevalent government norms.

30. Signing of Agreement

After the notification of selection to successful applicants, the Training Service Provider is required to submit the Performance Guarantee (PG) and to sign the agreement within stipulated time as mentioned in the Schedule of Activities. MPSSDM will then issue the letter of empanelment and publish the names of empaneled TSPs on its website.

The empaneled TSPs are expected to commence the work within 15 days. This would include:

- Mobilization of manpower for candidate registration and setting up a training centre
- Submission of work plan for the districts for which the TSP is empaneled.

31. Performance Guarantee

After the notification of selected TSPs is issued, the TSP has to submit the PG (5% of the total sanctioned cost), failing which the agreement with MPSSDM will not be signed and the empanelment of the TSP will stand cancelled. The PG shall be submitted in the form of a BG and should be valid for a period of minimum 24 months.

Return of PG: The PG shall be returned after 6 months from the date of completion of project after adjustment for any deductions.

Forfeiture of PG: PG shall be forfeited in the following cases unless decided otherwise by MPSSDM:

- a. When any terms and conditions of the Agreement are breached.
- b. When the TSP fails to provide the services as specified in the RFP & sanction order within the timeframe provided
- c. If the TSP is found to be indulged in any fraudulent or corrupt practices, the PG will be forfeited.

No interest will be paid by MPSSDM on the EMD or PG amount. Notice will be given to the TSP before forfeiting the PG. Forfeiture of PG shall be without prejudice to any other right of MPSSDM to claim any damages as admissible under the law as well as to take such action against the TSP such as severing future business relation or black listing, etc.

The penalty levied on Training Service Providers will be as per the following norms:

- a. If the Training Service Provider fails to open even one centre in the half of the allotted district within 6 months of the signing of agreement, the entire PG amount will be forfeited.

- b. If a Training Service Provider is not able to complete the targets in terms of candidates trained and placed, following matrix would be used by MPSSDM for considering percentage of amount of forfeiture of PG submitted by TSP

The matrix below shows the different penalty rates for a Training Service Provider:

		Placements				
		Less than 20%	20% - 40%	40% - 55%	55%-70%	>70%
Training Target Achievement	Less than 20%	100%	80%	60%	50%	40%
	20%-40%	70%	60%	50%	40%	30%
	40% - 60%	60%	50%	40%	30%	20%
	60%-80%	50%	40%	30%	20%	10%
	More than 80%	40%	30%	20%	10%	Nil

32. Process Guidelines

The TSP will need to follow the Guidelines and the Standard Operating Procedures (SOP) issued by MPSSDM from time to time for conduct any of the activities. The changes made to the guidelines will be done as addendum and will be binding on all the applicants for any/all future activities with respect to the program.

Section F – Scope of Work

The scope of work to be undertaken by the empaneled Training Service Provider will be as follows:

33. Mobilization, counseling and registration of eligible candidates

- a. Awareness creation in the district in which the TSP has been empaneled
- b. Counseling for the job seekers
- c. Registration of interested candidates for the courses being run by the TSP

34. Course and curriculum design

- a. The TSP shall follow QP/NOS based courses.
- b. TSP needs to mention the sector in which it intends to provide training in the Technical Proposal.
- c. TSP would inform MPSSDM the QP/NOS selected by them, post empanelment.
- d. Training Service Provider will have to prepare the course content as per the QP/NOS norms prescribed by the concerned Sector Skill Council (SSC) and the same will have to be validated by MPSSDM before initiation of the training programmes or at the time of Centre Affiliation.
- e. In case QP/NOS for a trade is not available, then the Empowered Committee of State Government may decide on commencement of such training programmes. The norms of the training would be decided by this committee on case-to-case basis.

35. Training

- a. Setting up of Training Centre by the Training Service Provider
- b. Getting the training centre affiliated by MPSSDM
- c. Installation of biometric devices and CCTV cameras (as per the specifications specified by MPSSDM) at the training centre has to be ensured prior to the commencement of the training
- d. The TSPs will have to assign trainers to the batches
- e. The trainers for QP/NOS batches will have to be certified by respective SSCs
- f. Conducting training of the registered candidates

36. Placement of candidates

A minimum placement of 70% (minimum 50% wage and maximum 20% self-employment) would be mandatory for Training Service Providers. Failing to achieve minimum placement requirement may lead to monetary penalty or de-registration of Training Service Provider. The TSP will make sure of the following:

- a. Placing the trained candidates in industries through placement tie-ups
- b. Bank linkages for candidates who opt for self-employment

37. Post placement tracking

- a. The TSP will have to maintain a tracking system of all candidates placed and report the status on a monthly basis. MPSSDM retains the right to validate the reports from the employer/trainees.
- b. Post placement tracking of the candidates who are placed in the industries

Annexure – 1: District wise number of trainees

Sr. No.	District	Yearly Target	Sr. No.	District	Yearly Target
1	Harda	1236	26	Vidisha	2973
2	Alirajpur	1368	27	Mandsaur	2989
3	Umariya	1376	28	Tikamgarh	3015
4	Sheopur	1421	29	Seoni	3134
5	Dindori	1531	30	Ratlam	3147
6	Burhanpur	1614	31	Rajgarh	3189
7	Anuppur	1683	32	Shajapur	3193
8	Datia	1718	33	Dewas	3384
9	Ashoknagar	1728	34	Betul	3532
10	Neemuch	1869	35	Shivpuri	3552
11	Jhabua	1926	36	Chhatarpur	3583
12	Panna	2069	37	Bhind	3656
13	Sidhi	2259	38	Balaghat	3930
14	Shehdol	2328	39	Khargone	3931
15	Mandla	2361	40	Morena	4180
16	Singrauli	2369	41	Ujjain	4396
17	Narsinghpur	2465	42	Dhar	4615
18	Guna	2537	43	Gwalior	4672
19	Damoh	2706	44	Satna	4705
20	Barwani	2712	45	Chhindwara	4759
21	Sehore	2753	46	Rewa	4902
22	Khandwa	2761	47	Sagar	5120
23	Katni	2794	48	Bhopal	5526
24	Raisen	2802	49	Jabalpur	5830
25	Hoshangabad	2803	50	Indore	7651
TOTAL					156750

***Note:**

1. The target allocation has been done based on the district population as per Census 2011
2. Agar district being formed after Census 2011 and so the training targets of Agar district have been merged with Shajapur district

Annexure - 2 – List of Sectors

Sl. No.	Industry/Sectors	Targets under MMKSY	Targets under MMKY	Total Target	Proportion of Women in Total Allotment
1	Apparel, Made-ups & Home Furnishing	7000	15000	22000	68.18%
2	Automotive	10000	5000	15000	33.33%
3	Banking Financial Services & Insurance	4000	6000	10000	60%
4	Beauty & Wellness	0	19750	19750	100%
5	Construction	5000	5000	10000	50%
6	Domestic Worker	0	25000	25000	100%
7	Electronics & Hardware	1500	1500	3000	50%
8	Food Processing	7500	7500	15000	50%
9	Health Care	2500	2500	5000	50%
10	IT & ITES	10000	10000	20000	50%
11	Retail	2000	3000	5000	60%
12	Security	2000	2000	4000	50%
13	Tourism and Hospitality	1000	2000	3000	66.67%
	Total	52500	104250	156750	66.51%

Note

1. Targets in the sectors can be increased or decreased by the MPSSDM

Annexure - 3: Bifurcation of Districts into Pools

Pool A	Pool B	Pool C
Indore	Dewas	Singrauli
Jabalpur	Rajgarh	Sidhi
Sagar	Agar	Narsinghpur
Bhopal	Shajapur	Shehdol
Rewa	Vidisha	Mandla
Satna	Ratlam	Jhabua
Dhar	Tikamgarh	Panna
Chhindwara	Barwani	Ashoknagar
Gwalior	Seoni	Neemuch
Ujjain	Mandsaur	Datia
Morena	Raisen	Burhanpur
Khargone	Sehore	Anuppur
Chattarpur	Khandwa	Alirajpur
Shivpuri	Katni	Dindori
Bhind	Damoh	Sheopur
Balaghat	Guna	Umaria
Betul	Hoshangabad	Harda

Annexure - 4: List of un-served blocks

Sr. No.	District	Sr. No.	Name of Unserved Block
1	Morena	1	Ambah
		2	Porsa
		3	Jaura
		4	Paharganj
		5	Kailaras
2	Bhind	6	Mehgaon
		7	Mihona (Raun)
		8	Gohad
3	Gwalior	9	Ghatigaon
		10	Dabra
		11	Bhitarwar
4	Sheopuri	12	Karera
		13	Narwar
5	Guna	14	Bamori
		15	Aaron
6	Ashoknagar	16	Isagarh
		17	Mungawali
		18	Chanderi
7	Datia	19	Sewada
8	Dewas	20	Sonkach
		21	Khategaon
9	Ratlam	22	Jawra
		23	Piploda
10	Shajapur	24	Momn Badodiy
		25	Kalapipal
11	Agar	26	Tagar
		27	Badod
		28	Nalkheda
12	Ujjain	29	Gatia
		30	Tarana
13	Indore	31	Mahu
		32	Sanwer
		33	Dopalpur
14	Dhar	34	Thandla
		35	Badnaavar
		36	Nisarpur
		37	Baag
15	Alirajpur	38	Kattdiwada
		39	Udaygarh
16	Jhabua	40	Ranapur
17	Khargone	41	Segaon
		42	Badwahu

Sr. No.	District	Sr. No.	Name of Unserved Block
18	Khandwa	43	Chegawmakhan
		44	Pandhana
19	Sehore	45	Ichchwar
		46	Astha
20	Raisen	47	Gairatganj
		48	Bareli
21	Rajgarh	49	Jirapur
		50	Sarangpur
22	Vidisha	51	Gyaraspur
		52	Nateran
		53	Kurwai
23	Betul	54	Multai
		55	PrabhatPatan
		56	Amla
		57	Bhaisdehi
		58	Atner
24	Hoshangabad	59	Babai
		60	Bankhedhi
25	Harda	61	Khirkiya
26	Sagar	62	Rahatgarh
		63	Jaisinagar
		64	Kesli
		65	Shahgarh
		66	Khurai
		67	Malthon
27	Damoh	68	Pathria
		69	Hata
		70	Batiagarh
28	Panna	71	Shahnagar
		72	Ajaygarh
29	Chhatarpur	73	Rajnagar
		74	Naugaon
		75	Laundi
		76	Gaurihaar
		77	Beejavar
		78	Baxwaha
30	Tikamgarh	79	Jatara
		80	Palera
31	Jabalpur	81	Kundam
		82	Sihora
32	Katni	83	Rithi
		84	Dhimarkheda
33	Narsinghpur	85	Kareli
		86	Babai-Chichli

Sr. No.	District	Sr. No.	Name of Unserved Block
34	Chhindwara	87	Tamia
		88	Parasia
		89	Mohkhed
		90	Saunsar
		91	Bichua
		92	Amarwada
		93	Chaurai
35	Seoni	94	Dhanora
36	Mandla	95	Mohgaon
		96	Dhundhari
		97	Mawai
		98	Narayanganj
		99	Beejadandi
37	Balaghat	100	Paraswada
		101	Waraseoni
		102	Khairlanji
		103	Lalbarra
		104	Katangi
38	Dindori	105	Amarpur
		106	Karanjia
		107	Samnapur
		108	Bajag
		109	Mehadwani
39	Rewa	110	Raipur
		111	Hanumana
		112	Nayi Gadi
		113	Tyothar
		114	Jawa
		115	Sirmor
40	Singrauli	116	Chitrangi
41	Sidhi	117	Sinhabal
		118	Rampur Naikin
42	Satna	119	Rampur Baghelan
		120	Nagod
43	Umaria	121	Manpur
44	Shahdol	122	Bhyohari

Annexure - 5: Format for submission of Pre Bid Queries

Sl. No.	Section	Sub section	Reference/Subject	Clarifications sought

Annexure - 6A: Proposal Submission Cover Letter

(On the letterhead)

No.: 01/MPSSDM/MMKSY&MMKY/2017-18

{Location, Date}

To:

Chief Executive Officer,
Madhya Pradesh State Skill Development Mission
Department of Technical Education and Skill Development
ITI Govindpura Campus
Bhopal – 462023

Subject: - Submission of Technical Proposal for empanelment as a Training Service Provider under Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) and Mukhya Mantri Kaushalya Yojna (MMKY).

Dear Sir / Madam,

We, the undersigned, wish to be empaneled as Training Partner with Madhya Pradesh State Skill Development Mission in accordance with your request for proposal no. 01/MPSSDM/MMKSY&MMKY/2017-18 dated 23.08.2017; we are hereby submitting our proposal, as per the specified format.

We hereby declare that:

- a. 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 MPSSDM.
- b. We have no conflict of interest as stated in this document.
- c. We meet the eligibility requirements as stated in this document.
- d. Our proposal shall remain valid for 90 days from the last date of bid submission deadline.
- e. In competing for (and, if we are empaneled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- f. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- g. We undertake, if our Proposal is accepted, we will be entered into an Agreement to initiate the Training no later than the date specified by

MPSSDM.

- h. We understand that MPSSDM is not bound to accept any Proposal that MPSSDM receives.

Yours sincerely,

Authorized Signature

{In full and initials}

Name and Designation of Signatory:

Name of Applicant Organization:

Address:

Contact information (phone and e-mail)

Annexure - 6B: Format for Power of Attorney for Signing of Application

(To be submitted along with Covering Letter)

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 ofas our true and lawful attorney (hereinafter referred to as the “Attorney”) 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 the “Empanelment as a Training Service Provider under Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) and Mukhya Mantri Kaushalya Yojna (MMKY)”. The attorney is fully authorized for providing information/ responses to the MPSSDM, representing us in all matters before the MPSSDM including negotiations with the MPSSDM, signing and execution of all agreements and undertakings consequent to acceptance of our proposal, and generally dealing with the MPSSDM 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 Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....(Name of Organization) THE ABOVE NAMED PRINCIPAL (Name & Designation of Executant) HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF IN.....;

(Signature, name, designation and address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Witnesses:

- 1.
- 2.

Notes:

1. To be executed on Rs 1000/= non-judicial stamp paper
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed. The relevant documentary evidence of executant exercising the authorization need to be attached with the Power of Attorney.

Annexure -6C: Applicant's Overview and Application Parameters

Name and details of the Applicant and Authorized representative	
Name of Organization/Institution	
Type	Whether Industry/Industry associate or training , Education, Learning and Skill Development service partner/Others (please specify)
Registered address	
Corporate Head Office address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted or bankrupt by any Govt./semi Govt. organization/any bank (If yes, by whom)	
Name of authorized representative	
Designation	
Mobile	
Email	

Annexure – 6D: Qualifying Documents/Eligibility Related Documents

Sl. No.	Criteria	Mandatory Documents	Page No.
1	Past Experience <ul style="list-style-type: none"> Organization Type: Company/Partnership/Society /Trust Number of years in operations of firm as on 31.07.2017 	<ul style="list-style-type: none"> Certificate of Incorporation under relevant Act. PAN card GST Registration Number TAN number Affiliation from NCVT/SCVT/AICTE (wherever applicable) MoU signed with NSDC (wherever applicable) Self-Certificate for non-blacklisting (Annexure-6J) 	
2	Financial Capability <ul style="list-style-type: none"> Average Annual Turnover from conducting training programs of INR 1 Crores for any three FYs out of FY 2013-14 to 2016-17 Positive Net Worth (more than INR 25 lakhs) as on 31.03.2016 or 31.03.2017 	<ul style="list-style-type: none"> Audited P&L / Income Statements for three FYs out of FY 2013-14 to 2016-17 and CA Certificate in required format Audited balance sheet as 31.03.2016 & 31.03.2017 and CA Certificate in required format 	
3	Technical Capability <ul style="list-style-type: none"> Successfully trained at least minimum no. of candidates {as per Clause 24(iii)} on a consolidated basis during the last three FY (any three FYs out of FY 2013-14 to 2016-17) 	<ul style="list-style-type: none"> Project completion certificates from sponsoring agency clearly highlighting the number of trainees trained, in case of completed projects Copy of work orders from sponsoring agency clearly highlighting the number of trainees to be trained and certificate from sponsoring agency specifying number of trainees trained till 31.03.2017, in case of ongoing projects 	
4	Placement Capability <ul style="list-style-type: none"> Should have placed at least minimum no. of candidates {as per Clause 24(iv)} candidates on a consolidated basis during the last three FY (any three FYs out of FY 2013-14 to 2016-17) 	<ul style="list-style-type: none"> Project completion certificates from sponsoring agency clearly highlighting the number of trainees placed, in case of completed projects Certificate from sponsoring agency specifying number of trainees placed till 31.03.2017, in case of ongoing projects 	
5	Operational Capability <ul style="list-style-type: none"> Should have operations in at least one state and minimum 5 districts with operating 5 training centres in last three FY (any three FYs out of FY 2013-14 to 2016-17) 	<ul style="list-style-type: none"> Certificate from the sponsoring agency / agencies mentioning the addresses of the Training Centres operated by the Training Service Provider clearly mentioning the name of state, district and training centre 	

Annexure – 6E: Evaluation / Scoring of Proposal Related Documents

Sr. No.	Criteria	Mandatory Documents	Supporting Documents	Page No.
1	<p>Training Capability (Sector wise)</p> <ul style="list-style-type: none"> Training conducted in the sector in last three years 	<ul style="list-style-type: none"> Project completion certificates from sponsoring agency clearly highlighting the number of trainees trained in the respective sector, in case of completed projects Certificate from sponsoring agency clearly highlighting the number of trainees in the respective sector till 31.03.2017, in case of ongoing projects 	<p>Details of candidates trained in soft copy as per Annexure - 6G</p>	
2	<p>Placement Capability (Sector wise)</p> <ul style="list-style-type: none"> Should have placed at least 1000 candidates on a consolidated basis during the last three FY (any three FYs out of FY 2013-14 to 2016-17) 	<ul style="list-style-type: none"> Project completion certificates from sponsoring agency clearly highlighting the number of trainees placed, in case of completed projects Certificate from sponsoring agency specifying number of trainees placed till 31.03.2017, in case of ongoing projects 	<p>Details of candidates placed in soft copy as per Annexure – 6H</p>	
	<ul style="list-style-type: none"> Industry tie-ups / MoUs with industry and placement partners 	<ul style="list-style-type: none"> Self-attested copy of MoUs signed with industry and placement partners 		
3	<p>Operational Capability</p> <ul style="list-style-type: none"> Presence in Madhya Pradesh 	<ul style="list-style-type: none"> Certificate from the sponsoring agency / agencies mentioning the addresses of the Training Centres operated by the Training Service Provider clearly mentioning the name of state, district and training centre 		
	<p>Operational Capability</p> <ul style="list-style-type: none"> Presence outside Madhya Pradesh 	<ul style="list-style-type: none"> Certificate from the sponsoring agency / agencies mentioning the addresses of the Training Centres operated by the Training Service Provider clearly mentioning the name of state, district and training centre 		
4	<p>Qualified Faculty / Trainers</p>	<ul style="list-style-type: none"> CVs of faculty / trainers along with their appointment letter, Certification document from DGT / SSC 		

Annexure – 6F: Curriculum Vitae Template for Trainer

1. Name of the trainer:
2. UID (AADHAR) No. -
3. Sector& Module:
4. Date of Birth:
5. Educational qualifications:

Sl. No.	Education Qualification	University and College/Location	Passing year	Marks scored/GPA

6. Work Experience

Sl. No.	Employer	Designation	Date from	Date to	Duration (in months)	Brief description of responsibilities

7. Details of project

Sl. No.	Name of the client	Name of the project	Employer	Date from	Date to	Duration (in months)	Brief description of responsibilities

8. Details of special achievements like certifications, trainings, etc.

Sl. No.	Type of achievement	Date	Details of achievement	Remarks if any

9. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of trainer]

(Authorized signatory)

Stamped and signed

Please enclose appointment letter and certification document received from DGT / SSC

Annexure – 6G– Technical Capability

(“On the Letter Head of the Organization” Ref. No.: Date)

Self-Certificate

This is to certify that we have trained.....candidates over the last three years as specified in the document.

The skill development training provided to the candidates as mentioned above relates to vocational training duration of more than 120 hours in the sectors or modules pertaining to one or more of the following courses or modules or job roles notified by SSC/MES sponsored by any state or central government department/ministry or CSR initiatives.

Training details (mandatory):

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year (2013-14/ 2014-15/ 2015-16/ 2016-17)	Name of Sector	Number of Trainees trained

(Authorized signatory)
Stamped and signed

Notes – This self-attested document should be enclosed with –

- Project completion certificates from sponsoring agency clearly highlighting the sector-wise number of trainees trained, in case of completed projects
- Certificate from sponsoring agency specifying the sector-wise number of trainees trained till 31.03.2017, in case of ongoing projects

Trainee Details*:

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year (2013-14/ 2014-15/ 2015-16/ 2016-17)	Name of Sector	Name of trainee	Mobile No.

*Supporting documents to be submitted in softcopy.
DD/MM/YYYY format to be followed

Annexure – 6H– Placement capability

(“On the Letter Head of the Organization” Ref. No.: Date)

Self-Certificate

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

Placement details (mandatory):

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year (2013-14/ 2014-15/ 2015-16/ 2016-17)	Name of Sector	Number of Trainees placed

(Authorized signatory)

Stamped and signed

Notes – This self-attested document should be enclosed with –

- Project completion certificates from sponsoring agency clearly highlighting the sector-wise number of trainees placed, in case of completed projects
- Certificate from sponsoring agency specifying sector-wise number of trainees placed till 31.03.2017, in case of ongoing projects

Placement (wage employment) Details*:

Sl. No.	Project sponsoring agency	Name of the Project	Project Status (Completed / Ongoing)	Financial Year (2013-14/ 2014-15/ 2015-16/ 2016-17)	Name of Sector	Name of trainee placed	Mobile No.	Employer Name & Contact	Monthly Wage (in INR)

*Supporting documents *to be submitted in softcopy*

Annexure –6I: Financial Capability
“On the Letter Head of the Organization”

Ref. No.:

Date:

Certificate

With reference to the Clause No. 24 (ii) (Financial Capability) of the RFP No. 01/MPSSDM, this is to certify the below:

Sl. No.	Financial Year*	Turnover/Receipts (in Rs. Lakhs)	
		Total	From Skill Development Training Programs
1	2013-14		
2	2014-15		
3	2015-16		
4	2016-17		

*Any three FYs out of the above four FYs

Net Worth as on 31.03.2016 or 31.03.2017 (in Rs. Lakhs):

(Authorized Signatory)

Stamped and signed

CA Certificate

This is to certify the below details for the company

Sl. No.	Financial Year*	Turnover/Receipts (in Rs. Lakhs)	
		Total	From Skill Development Training Programs
1	2013-14		
2	2014-15		
3	2015-16		
4	2016-17		

*Any three FYs out of the above four FYs

Net worth as on 31.03.2016 or 31.03.2017 (in Rs. Lakhs):

(Signature and Seal)

Certified by CA

Membership No.:

Annexure – 6J– Format for Declaration of Non-Blacklisted Organization

(On the letter head of the TSP)

TO WHOMSOEVER THIS MAY CONCERN

This is to certify that we _____ (Name of the TSP) registered under _____ (Name of the Act) vide registration no. _____ do hereby declare and confirm that we have neither been black-listed nor bankrupt by any Ministry/ Department/ Board/Corporation / Any other entity of the Central or State Government or by any quasi-government or any Public Sector Undertaking or any bank or any Other Entity till date.

(Authorized signatory)

Stamped and signed