

(DRAFT)

RFP for Training Service Providers for Skill Development Trainings in TAHDCO

No: - 5354 /2019/T2/MDTAHDCO/

Date of Issue: 20 /09/2019

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TAHDCO, Chennai – Landline 044- Website: www.tahd.co.com Email : tahdcotraining@gmail.com

REQUEST FOR PROPOSAL (RFP) from Institutes/Agencies/Training Providers offering Skill Development Training.

TAHDCO (Tamilnadu Adi-Dravidar Housing and Development Corporation) invites proposals from Agencies /Organizations/ Institutes (duly registered / who are empanelled with TNSDC for Providing Skill Development Training exclusively to unemployed Youth of Scheduled Caste & Scheduled Tribe in Tamilnadu.

- For availability of detailed RFP document, interested Training Providers (TP) can visit website <https://tahdco.com> and download the prescribed RFP document and submit their proposal through post or in person at No.31, Cenotaph Road, 2nd Lane, Teynampet, Chennai-600 018.

Proposals in complete form should reach this office before: 15.10.19(16:00 Hrs)

Managing Director, TAHDCO, Chennai reserves the right to reject or cancel any or all proposals.

Date: 20/09/2019

Managing Director,
TAHDCO, Chennai

Request for Proposal from Agencies/ Organizations

/Institutes/Training Provider (TP) for Providing Skill Development

TAHDCO, an organization registered under Companies Act and an unit of Adi-Dravidar Tribal Welfare Department, Govt. of Tamilnadu inviting proposals from Agencies /Organizations/ Institutes (duly registered /established in India under relevant acts and rules) for providing Skill Development Training exclusively to the unemployed youth of Scheduled Caste & Scheduled Tribe of Tamilnadu during the year 2019-2020.

- TAHDCO invites proposal for providing Skill Development Training exclusively to the unemployed youth of Scheduled Caste & Scheduled Tribe separately.
- Separate proposals needs to be submitted for Residential courses.
- Proposals are invited for short term/long term courses in the field of sanitation viz Sanitary Inspector & ANM (Auxiliary Nurse Midwife) or equivalent courses in Sanitation & Health Sector from concerned Institutions must be recognized by concerned Department of Government of Tamilnadu.

Name of the Service :	Providing "NSQF compliant" Skill Development Training recognized under NSQF exclusively to the unemployed youth of Scheduled Caste of Tamilnadu state during the year 2019-2020.
Application Fee :	Rs.2,000/-
Earnest Money deposit :	Rs.10,000/-

- a) Joint Venture / Consortium is not permitted.
- b) The proposal documents are available on website <https://tahdco.com>
- c) Parties interested have to submit all the required documents **by hardcopy**.
- d) **The application fee is required to be deposited by DD drawn in favour of "Managing Director, TAHDCO, Chennai-18 "**. (Remittance by DD should be submitted separately for Application Fee and EMD)
- e) The EMD is required **to be deposited by DD drawn in favour of "Managing Director, TAHDCO, Chennai"** . (Remittance by DD should be submitted separately for Application Fee and EMD)
- f) Right to reject any or all the proposals is reserved by Managing Director, TAHDCO, Chennai.
- g) All proposals intended should be superscribed **on the cover"RFP- Skill training 2019-20"**

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2 Disclaimer : The information contained in this Request For Proposal ("RFP") or subsequently provided to TP whether verbally or in documentary or any other form by or on behalf of TAHDCO (Tamilnadu Adi-Dravidar Housing and Development Corporation) (hereinafter "TAHDCO") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer, it is an invitation by **TAHDCO** to interested parties who apply for work order (henceforth "Proposers") in response to this RFP. The purpose of this RFP is to provide "**Proposers**" with information that may be useful to them in preparing and submitting their proposals ("Proposal") for rendering service of imparting/providing "NSQF compliant" skill development training exclusively to unemployed SC youth and Scheduled Tribe's as per notified norms.

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

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

The issue of this RFP does not imply that TAHDCO is bound to select any "Proposers" for any project. TAHDCO reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The proposer shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TAHDCO or any other costs incurred in connection with or relating to its RFP.

3 Glossary

Terms	Meaning
“TAHDCO”	Offeror
“Proposers”	Entity which will respond to this RFP
Committee	Evaluation Committee which would evaluate the responses to this RFP
EMD	Earnest Money Deposit
Empaneled Training Provider	Entity which has been empaneled with TNSDC.
MIS	TAHDCO - Management Information System
NOS	National Occupational Standard
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
QP	Qualification Packs
TNSDC	Tamilnadu Skill Development Corporation , Guindy, Chennai.
RFP	Request For Proposal
SC	Scheduled Caste
ST	Scheduled Tribe
SSC	Sector Skill Council
TSP	Training Service Provider

Invitation for Proposal

4 Invitation for Proposal

This RFP Document is being published by TAHDCO inviting proposals from Training Providers/Agencies / organizations/ institutes/ (Established in India under relevant acts and rules) for providing skill development training to the SC and ST unemployed youths.

The complete RFP document is available on the website of www.tahdco.com for the purpose of downloading. The downloaded RFP document shall be considered valid for participation in the **selection** process subject to the submission of required Application (document) fee and EMD.

Proposers who wish to participate in this selection process must follow the guidelines specified in this document.

1. selection procedure shall be adopted for identifying TP who is satisfying the prescribed norms.
- 2.. TAHDCO will not be responsible for delay in submission due to any reason. For this “Proposers” are requested to submit proposals well in time so as to avoid unforeseen problem.

“Proposers” are advised to study this RFP document carefully before submitting their proposals in response to the RFP notice. 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. This RFP document is not transferable.

4.1 Important Dates / Information

Proposals with complete information should reach this office on **or before : 15.10.2019**

4.2 Other Important Information Related to RFP.

SN	Information	Details
1.	Project Name	RFP for imparting Skill Development Trainings in TAHDCO during 2019-2020.
2.	RFP Reference Number	Skill Development /T2/TAHDCO/2019-20
3.	RFP Issuance Date	20. 09/2019
4.	Earnest Money Deposit (EMD)	Rs.10,000/- (Ten Thousand Only)
5.	Application/Document Fee	Rs. 2,000/- (Two Thousand Only)
6.	RFP Validity Period	(120) One-hundred-and-twenty days from the date of submission of RFP.
7.	Last date for furnishing Performance Security to TAHDCO (By successful bidder)	Within 14 days from the date of work order issued or prior to signing of the Agreement whichever is earlier or as intimated in the work order issued.
8.	Performance Security value	Performance Security has to be remitted at the rate of 7.5% of the award of Work order / Project value (Institution Cost)
9.	Issuing Authority	Managing Director, TAHDCO, Chennai.
10.	Address of website where tender and all associated information would be published	www.tahdco.com

5 Introduction

5.1 About TAHDCO

TAHDCO, an organization registered under Companies Act and an unit of Adi-Dravidar Tribal Welfare Department, Govt. of Tamilnadu inviting proposals from Agencies /Organizations/ Institutes (duly registered /established in India under relevant acts and rules) for providing Skill Development Training exclusively to the unemployed youth of Scheduled Caste and Scheduled Tribe of Tamilnadu during the year 2019-2020.

TAHDCO has endeavored for causes which support and encourage the following:

- Empowerment of marginalized and weaker sections of the society
- Evaluation of various welfare measures and projects implemented by the Government for such disadvantaged sections of the society
- Contribution to the field of Equality and Social Justice through policy recommendations, advice and training programs

5.2 Skill Development at TAHDCO

TAHDCO has embarked on an ambitious and noble mission of imparting skill training to unemployed youth of SC and ST community who are socially disadvantaged and weaker sections and thereby enabling them to get job in various industries. TAHDCO gives paramount importance to quality based skill training under its initiative to promote skill training.

Objectives

- To conduct skill development trainings especially for unemployed Scheduled Caste and Scheduled Tribe youth
- To tie up with reputed training institutes having state of the art training facilities, infrastructure, and excellent placement records.
- To formulate location and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector
- To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the most needy sections of the population.

Currently, TAHDCO is supporting 50+ short / mid-term Skills Development courses in potential high employment sectors. TAHDCO has, through various Training Service Providers (TSPs) successfully trained and placements made.

5.3 About this RFP

Through this RFP, TAHDCO seeks firms for undertaking skill development training programs for SC and ST unemployed youth in all districts of Tamilnadu. Skill Development Training Program (SDTP) will try to bridge the gap between incremental manpower requirement by companies or industries by identifying certain job roles which are high in demand. Residential training proposals needs to be given separately wherever this facility is available as per existing central & TamilNadu State Government norms. However, for “Residential Training” it is admissible.

This RFP document is addressed for proposers follows:

NSDC/SSC/MSSDS/DDU-GKY/PMKVY-2/TNSDC or any other valid government programs in skill development, affiliated Training Service Providers (TSPs) and having suitable experience in conducting skill development programs are encouraged to participate in this RFP. In the case of,

- a) However, for “Residential Training”, it is admissible in the case of where women trainees have to travel more than 80kms from their home to reach the nearest training centre.
- b) In respect of trainees from Special Areas (as defined in common norms of NSQF) are trained outside special areas.”Special areas” means the area defined in common norm of NSQF.
- c) Specific orders will be issued by TAHDCO to impart Residential training.

Respondents to this RFP need to adhere to the following:

- a) Conduct trainings for SC trainee.
- b) Conduct trainings for ST trainee
- c) Separate Proposals to be given to short term/long term courses in the sector of sanitation viz Health Inspector & Health viz ANM (Auxiliary Nurse Midwife) courses (both Residential as well as Non Residential). These courses must be recognized and institutions must be authorized to conduct those courses by concerned Departments of Government of Tamilnadu.

Scope of Work

6 Scope of Work for Proposers/TP

6.1 Classification of intending Proposers. This RFP invites proposals from Training Service Providers (TSPs) who are affiliated with NSDC/SSC/MSSDS/DDU-GKY /PMKVY-2 /TNSDC or any other valid government programs in skill development or empanelled with TNSDC.

Note:

1. Charitable / Foundation Arms of a business house or Sister Company who are in the skill development industry having the affiliation from TNSDC/NSDC/SSC/MSSDS/DDU-GKY /PMKVY-2/ Specific order from concerned department of Government of Tamilnadu or any other valid government programs in skill development are eligible.
2. TSP, who **are already servicing skill development training initiative with TNSDC** are treated as empanelled agency.

3. Firms owned by Schedule Caste and Scheduled Tribe entrepreneur are encouraged to apply.

6.2 Scope of Work for PROPOSERS/TSP The TNSDC empanelled agencies would be required to carry out the following activities within stipulated timelines which shall be decided by MD, TAHDCO.

The following is the broad scope of work for Empanelled TSPs if they are sanctioned work under TAHDCO skill development training initiative.

Detailed scope of work shall be incorporated into the Agreement signed between TAHDCO and the Empanelled TSP prior to execution of work. Work started without having made agreement will be treated as invalid.

I. Mobilization of Trainees

- a) Prior to initiation of training, ground-level mobilization must be done by Empanelled TSPs at their own cost.
- b) Mobilization should be accompanied by counselling wherein Empanelled TSPs are expected to provide trainee with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping trainee and their families make informed choices.
- c) Registration of trainees must be linked to their AADHAR identity, which the Empanelled TSPs are expected to facilitate before trainee registration.

d) TAHDCO MIS system is under development and is to be rolled out shortly. TSP has to upload the information of registered trainee' information on it.

II. Training

a) TSP has to create a batch of maximum 50 trainees and minimum of 20 for conduction of skill development training. **creating batch should be done exclusive for SC & St trainees only.** b) TSP has to impart training as per the NSQF approved course curriculum and accordingly conduct the classes, deviation to which leads **to cancellation of work order**

c) TSP has to conduct soft skills as per the suggestive guidelines of TAHDCO (Schedule B) and should submit the progress report to TAHDCO during the training session fortnightly.

d) **Attendance must be collected only through AADHAR linked biometric attendance system** (Precision/PB ABAS 300/ESSL-X990/Visiontek-G11/Bio enable or equivalent as per Govt. guidelines) and submit the same to **TAHDCO on daily and real time basis.**

e) TSP should not only concentrate on class room based training but also arrange for practical oriented training as well.

f) For residential training courses, necessary infrastructure must be available and particular location must be approved by appropriate central/TN state Agency like NSDC/TNSDC/particular Department of State Government of Tamilnadu.

III. Assessments & Certification

a) TSP must conduct the independent assessment of trainee after completion of training by SCVT/DGET a recognized third-party agency after taking approval from TAHDCO

b) TSP should also conduct regular internal assessment in the form of quizzes, assignments and tests to develop the learning habit among trainee.

IV. Placement

a) Sufficient placement opportunities to all the eligible trainees and ensure placement of all deserving candidates. TSPs are requested to select the needy trainees who are in real sense looking for job after completion of training and minimum of 70% trainees should be offered placement by TSP.

V. Post Placement Tracking

a) Maintain the record of all placed trainee who successfully placed after completion of training for a period of not less than 3 months and provide relevant information to TAHDCO in the prescribed format like salary details, career plan, employer's feedback etc.

VI. Others

a) Submission of all the requisite documents as decided by TAHDCO unfailingly (online MIS platform of TAHDCO/offline).

b) TSPs shall be responsible for all aspects of the training including center readiness, quality of training delivery, assessment and certification, and outcomes required from the training.

c) Adequate practical and on the job training/internship must be incorporated into the training module where necessary.

d) Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils established under the National Skill Development Corporation (NSDC) under NSQF.

e) Persons deployed as trainers by the Empanelled TSPs must be competent instructors in possession of requisite knowledge, skills and experience in their domain and should be possessing qualification as prescribed under NSQF.

Instruction to Proposers

7 Instructions to Proposers

7.1 Purpose of RFP

The objective of this RFP is to identification and selection of TP/ firms/ organizations which are functioning in the domain of skill development and training. The expected key benefits of this process are as follows:

1. To provide skill development training to the unemployed SC & ST youth in all districts in the State of Tamilnadu.
2. To assist in creating an enabling environment to attract the needy and most desired trainee by providing employment based skill development training program.
3. To increase the employability of the youth and empower them to take part in the economic growth of the state of Tamilnadu and India and thereby reduce unemployment, underemployment, poverty and socio-economic inequality.

7.2 Cost of RFP

1. **The “Proposers” are requested to deposit the Application or Document fee of Rs. 2,000/- by DD drawn in favour of MD,TAHDCO, Chennai Application fee is non- refundable.**
2. The proposers shall be responsible for all the costs associated with the preparation of their proposal and their participation in the selection Process. TAHDCO will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection Process.

7.3 Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs.10,000/- is required to be deposited by **DD drawn in favour of MD,TAHDCO, Chennai.**

- a) The EMD shall be denominated in Indian Rupees only.
- b) No interest will be payable to the proposer on the amount of the EMD.
- c) Proposal submitted without adequate EMD will be liable for rejection.
- d) Unsuccessful “Proposers” EMD shall be returned after completion of selection process
- e) EMD of Successful “Proposer” will either be returned after the award of contract and submission of the performance security or adjusted for performance security within specified time and in accordance with the format given in the RFP.
- f) EMD shall be non-transferable.
- g) The EMD may be forfeited:
 - i. If a “Proposer” withdraws his proposal or revises/ increases his proposal during the period of bid validity or its extended period, if any.
 - ii. If successful “Proposers” fails to sign the Contract or to furnish Performance SECURITY within specified time in accordance with the format given in the RFP.

iii. If during the process, a “Proposers” indulges in deliberate act that would jeopardise or unnecessarily delay the process of bid evaluation and finalisation. The decision of the TAHDCO regarding forfeiture of the EMD Security shall be final and binding upon proposers.

7.4 Transfer of RFP

The RFP Document is not transferable to any other “Proposers”. The “Proposers” who purchases the document and submits it should be the same.

7.5 Consortium -Consortium are not allowed.

The proposer should implement training in their own centres mentioned in the proposal specific permission should be obtained from TAHDCO to conduct training in places other than the one mentioned in the proposal allotment order. The allotment cannot changed/ transfer to any other TSP.

7.6 Completeness of the RFP Response

“Proposers” are advised to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of PROPOSAL shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information specified in the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of proposal.

7.7 Validity Period of Work order

1. The contract awarded through this RFP shall remain in force /valid for a period of one (1) year only or as mentioned in the agreement/work order. However, the TAHDCO reserves the right to amend / delete **selection** list based on time to time reviews of the performance of empanelled agencies.

2. The tenure of the Agreement **period** shall be for a period of one (1) year whichever is earlier from the date of award of work order/Agreement made.

a) The TSP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for selection, or as may be amended by TAHDCO from time to time; and

b) The performance of the TSP under the TAHDCO skill development program post selection process. Various factors as provided in Schedule C may be considered for the performance review.

c) ~~At the time of renewal, documentary support for eligibility qualifications and credentials must be furnished to TAHDCO as requested.~~

3. TAHDCO may also float RFP / RFPs for augmenting the list of TSP.

4. ~~Selection~~ does not guarantee any form of income / award of work / retainer fees.

7.8 Language of Bids: This bid should be submitted in English /Tamil language only.

7.9 Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Proposal with deviation from this format are liable for rejection.

7.10 Proposal:

The proposal shall include following documents: The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

S.N	Description	Reference
1.	Cover Letter with the proposal	Form-I
2.	Affidavit on not being blacklisted	Form-II
3.	Mandatory Documents	Form-III
4.	Technical Capability Statement	Form-IV
5.	Board Resolution for Proposal Submission	Form-V
6.	Authorization for Signing of proposal	Form-VI

The “Proposers” should ensure that all the required documents, as mentioned in this RFP document, are submitted along with the proposal and in the prescribed format only. Non submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the proposal submitted by the “Proposers”.

7.11 Disqualification

The Proposal is liable to be disqualified in the following cases or in case the “Proposers” fails to meet the requirements as indicated in this RFP:

1. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.
2. During validation of the Proposal, or its extended period, if any, “Proposers” increases his quotes.
3. Proposal is received incomplete.
4. Proposal is not accompanied by all the requisite documents.
6. “Proposers” tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the process.
7. Prior to evaluation of Proposals, TAHDCO shall determine whether each Proposal is responsive to the requirements of the RFP.

A Proposal shall be considered responsive only if:

- It is received by the Proposal Due Date including any extension thereof;
- It is accompanied by the Processing Fee;
- It does not contain any condition or qualification; and
- It is not non-responsive in terms hereof.

8. TAHDCO reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by TAHDCO in respect of such proposal.

7.12 Evaluation Committee

The Proposal Evaluation Committee constituted by the Managing Director, TAHDCO will shortlist the institutes and will recommend to the Managing Director, TAHDCO for selection. The Selection Committee constituted by Managing Director, TAHDCO reserves the right to reject any or all proposal without assigning any reason. The Proposal Evaluation Committee shall evaluate the proposal and submit its recommendation to Competent Authority whose decision shall be final and binding upon the “Proposers”.

7.13 Evaluation

The evaluation of the proposals will be carried out in the following manner:

1. The proposals will be evaluated as per the requirements and evaluation criteria as spelt out in the RFP. The “Proposers” are required to submit all required documentation in support of the evaluation criteria.
2. At any time during the evaluation process, the Committee may seek written clarifications from the “Proposers”. The Committee may seek inputs from their professional and technical experts in the evaluation process.
3. The Committee reserves the right to do a reference check of the past experience stated by the “Proposers”. Any feedback received during the reference check shall be taken into account during the evaluation process.

If at any time during the evaluation process TAHDCO requires any clarification, it reserves the right to seek such information from any or all of the “Proposers” and the “Proposers” will be obliged to provide the same with supporting documents in the specified time frame.

7.14 Mandatory Documents for “Proposers”:

TAHDCO shall verify whether the “Proposers” meets the specified qualification criteria to decide eligibility.

S.N	Qualification Criteria	Supporting document
1.	Company Profile	Form - III
2.	Demand Draft Drawn of Tender Fee & EMD Fee	Enclosed receipts
3.	GST Registration certificate	Enclosed Certificate
4.	a) Copies of Income tax returns for last 3 financial years. b) Income and Expenditure Statement, Balance Sheet and Profit & Loss statement for previous 3 Financial years certified by Chartered Accountant. c) Certificate from CA stating turnover of last 3 financial years	Enclosed Certificate
5.	The “Proposers” must be a legal entity in the form of Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Association / Educational Institution	Copy of Certificate of Incorporation / Registration Certificate
6.	The “Proposers” should have been operational and working exposure of skill development in India from the last 1 years prior to date of issue of RFP	Copy of Certificate of Incorporation / Registration Certificate along with Work order for Skill development training.
7.	The proposers should have been affiliated to any state or central recognized skill development training initiative such as TNSDC/PMKVY-2/DDUGKY/MSSDS/ and so on any Department of State Government of TN	Valid Memorandum of Understanding/ Certificate of affiliation
8.	An eligible “Proposers” must not have been blacklisted by any State Government/ Central Government / Donor Agency.	Self-Declaration signed by authorized signatory.

7.15 Technical Qualification Criteria

SN	Evaluation Criteria	Max. Marks	Score	Supporting document
A.	ORGANIZATIONAL COMPETENCE	20		
1	Number of operational years in Skill Development training of the proposer from the date of issue of this RFP	20	<ul style="list-style-type: none"> • Operational year between 2-5 years = 5 marks • Operational year between 5-10 years = 10 marks • More than 10 years= 20 marks 	Certificate of Incorporation
B	PAST EXPERIENCE	25		
2	The proposer should have experience of working with Central / State clients in the field of skill development	15	<ul style="list-style-type: none"> • Credentials / References from 1 or more clients = 6 marks • Credentials / References from 3 or more clients = 9 marks • Credentials / References from 5 or more clients = 15 marks 	Work orders / Completion certificates from the relevant program

3	The proposer should have received repeat work orders from the any government skilling program for any two consecutive years.	10	• Yes = 10 marks • No = 0	Work orders / Completion certificates from the relevant program
C	TRAINING CAPABILITIES	25		
4	The proposer should have experience of having successfully completed the skill development training for the specified number of trainees during the last three (3) years as on issue to this RFP under any Government-sponsored programs, across all sectors	20	• 100 to 500= 5 • 501 to 1000 = 8 marks • 1001 to 5000= 10 marks • 5001 to 7000 = 15 marks • Above 7,000 trainees = 20 marks	Copy of Work Order(s)/Completion Certificate(s) and specifying therein the number of trainees trained by the TSP.
5	Experience of Skill development training in TamilNadu	5	• No =0 • Yes = 5	
D	PLACEMENT CAPABILITIES	30		
6	The proposer should have experience of having successfully placed for the specified number of trainees during the last three (3) years as on issue to this RFP across all sectors	15	• 100 to 500 = 5 marks • 501 to 1500= 8 marks • 1501 to 2500 = 12 marks • Above 2500 trainees = 15 marks	Copy of Work Order(s)/Completion Certificate(s) and specifying therein the number of trainees placed by the TSP.
7	The proposer should have Industry Tie-up, MoUs with the Industry for placement	15	• No. of Employer references/MoUs for placements > 10 = 5 marks • No. of Employer references/MoUs for placements > 20 = 10 marks • No. of Employer references/MoUs for placements > 30 = 15 marks	Valid Memorandum of Understanding / Letter specifically addressed to the bidder
	Total	100		

7.16 Evaluation and Selection of proposers:

1. Proposers who will provide mandatory documents only are eligible for Evaluation.
2. Proposers who able to score more than 50 marks is eligible for selection.
3. TAHDCO reserves all rights for final selection of TSPs and target allocation.

7.17 Award of work order:

1. Based on the evaluation, TAHDCO shall award the work order to the eligible proposer who has the highest score. TAHDCO will notify in writing that the successful proposal has been accepted. Upon the successful proposer furnishing of a Performance security deposit, the contract signing process will commence. In case the successful proposer is unable to furnish the Performance Security deposit and execute Agreement within 21 days, TAHDCO shall forfeit the Earnest Money deposit. Performance security shall be @7.5% on the gross institution cost of work order. performance security is adjustable against EMD and balance amount after adjusting with EMD has to be remitted by DD drawn in favour of MD,TAHDCO.

2. Preference shall be given to the Proposers belong to the Scheduled caste but they should fulfill all the technical criteria.

3. Prior to sanction of work, there may be further consultations with empanelled TSP's. The performance of Empanelled TSPs shall be assessed bi-annually and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

4. Separate evaluation will be done for short term/long term/ Residential/Non-residential/ Sector specific (sanitation / Health) proposals etc.

4. Final discretion regarding the selection will be taken by TAHDCO only.

Payment Terms

8 Payments Terms

Payments Terms for Proposers: In case of sanction of work post-selection, payment shall be guided by the training costs approved at the time of issuing work order. The funds shall be released as per the following schedule for short term courses.

Installment	Payment Schedule	Criteria	Amount to be released
First	Within 30 days from start of the batch	Submission of candidate's application, selection and joining data and successful validation of candidate. List of Trainees with photos.	25% amount of the total eligible project cost per batch
Second	Course Midterm / on completion of 50% works as specified in work order.	Submission of mid-term feedback forms, candidate dropout details etc. Attendance, Group photo of all trainees other photographs taken at the time of training ongoing.	25% amount of the total eligible project cost per batch
Third	On completion of the training program and placement of minimum 70% of candidates.	Submission of the copies of the certificate and final result of the trainees Submission of placement data in TAHDCO prescribed format, along with copy of offer letter (or confirmation email) from the employer as a proof of placement.	30% amount of the total eligible project cost per batch
Fourth	Post placement tracking for 3 months	Submission of post placement tracking reports .3 months salary slip issued by employer with seal, Bank passbook entry,	20% amount of the total eligible project cost per batch

Payment schedule for long term courses will be done as per final agreement to be executed after allotment of courses.

Service Level Agreement

9 Service Level Agreement with TSPs

The proposers have to follow the following terms and conditions under Service Level Agreements (SLAs):

SN	Parameters	Milestone / Key performance indicator	Target / Timeline	Penalty
1	Pre- Training	Training Center creation in TAHDCO MIS system	Within 30 days of the issuance of Work Order from TAHDCO	INR 150 for each day from 30th day onwards till 45th days. After that show cause letter will be issued to TSP.
2	Training	Attendance report through Biometric System. Daily online	Submission of manual attendance Within 7 days of the subsequent month (for each month)	INR 100 each day from 7th day onwards till 15th days. After that show cause letter will be issued to TSP.
3	Training	Cancellation of classes not more than once and with prior permission from TAHDCO.	At least 48hr prior notice	INR 1000 per incident.
4	Training	Submission of training session plan and class schedule to TAHDCO	Within 5 days from the date of batch start date	INR 200 each day from 5th day onwards till 15th day. After that show cause letter will be issued to TSP.
5	Post Training	TSP to share the placement data of trainee in the requisite format.	Every fortnight after the batch end date.	INR 1000 each fortnightly. After that show cause letter will be issued to TSP.
6	Post Training	Certification to be awarded to trainee	Within 1 month of Batch end date.	INR 1500 each month. After that show cause letter will be issued to TSP.
7	Post Training	TSP to share the final placement data with TAHDCO	Within 3 months of Batch end data	INR 2000 each month after 3 months. After that show cause letter will be issued to TSP.

General Conditions of Award of work

10 General Conditions :

10.1 Governing Law

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

10.2 Confidentiality

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

b) TAHDCO will treat all information, submitted as part of the proposal, in confidence and will require all those who have access to such material to treat the same in confidence. TAHDCO may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or TAHDCO.

10.3 Legal Fees and Duties

The successful proposer shall be entirely responsible for stamp duties, license fees, and other such levies imposed.

10.4 Period of Validity of Proposals:

Proposals shall remain valid for a period of 180 days after the proposal submission deadline date prescribed by TAHDCO. A Proposal valid for a shorter period shall be rejected by TAHDCO as nonresponsive. In exceptional circumstances, prior to the expiration of the proposal validity period, TAHDCO may request proposers to extend the period of validity of their Proposals.

10.5 Change in Laws and Regulation

Unless otherwise specified in the work order, if after the date of the Invitation for Proposals, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or agreed Price shall be correspondingly increased or decreased, to the extent that the successful Proposers has thereby been affected in the performance of any of its obligations under the Contract.

10.6 Fraud and Corruption

TAHDCO requires that proposer must observe the highest standards of ethics during the execution of the work. In pursuance of this policy, TAHDCO defines, for the purpose of this provision, the terms set forth as follows:

1 "Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

2 “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;

3 “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;

4 “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;

5 “Obstructive practice” is • deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a TAHDCO 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, or • Acts intended to materially impede the exercise of TAHDCO’s inspection and audit rights.

If it is noticed that the proposer has indulged into Corrupt / Fraudulent / Collusive / Coercive / Obstructive practices,

a. It will be a sufficient ground for TAHDCO to terminate the agreement and initiate blacklisting of the proposer.

b. It will reject a proposal for award if it determines that the proposer recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract; and

10.7 Force Majeure

The successful Proposers shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the agreement is the result of an event of Force Majeure.

Force Majeure shall not cover the price fluctuation of components. For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful Proposers that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful Proposers. Such events may include, but not be limited to, acts of TAHDCO in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. If a Force Majeure situation arises, the successful Proposers shall promptly notify TAHDCO in writing of such condition and the cause thereof. Unless otherwise directed by TAHDCO in writing, the successful Proposers shall continue to perform its obligations under the agreement as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

10.8 Change orders and Amendments of work order

TAHDCO may at any time order the successful Proposers to make changes within the general scope of the Contract, in any one or more of the following:

1. The place of service delivery.

2. The related services to be provided by the successful Proposers. If any such change causes an increase or decrease in the cost of, or the time required for, the successful proposers performance of any provisions under the agreement, an equitable adjustment shall be made in the agreed/prescribed Price or in the Delivery and Completion Schedule, or both, and the work award shall accordingly be amended. Any claims by the successful proposer for adjustment under this Clause must be asserted within 45 days from the date of the successful proposers receipt of TAHDCO's change order.

10.9 Right to accept and to reject any or all Proposals

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

2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the proposer.

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

10.10 Termination

TAHDCO, at its discretion, can terminate the Proposals of TSP earlier than the expiry of Two (2) year period in the event of failure of TSP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per agreement deliverables or other relevant reason(s) given in writing to the TSP.

10.11 Payment upon Termination TAHDCO may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the TAHDCO.

10.12 Applicable laws

1 The agreement shall be interpreted in accordance with the laws prevalent in India

2 Compliance with all applicable laws: The proposer shall undertake to observe, adhere to, abide by, comply with and notify the Department about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Department and its employees/ officers/ staff/ personnel/representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

3 Compliance in obtaining approvals/ permissions/ licenses: The proposer shall promptly and timely obtain all such consents, permissions, approvals etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law,

Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Department and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Department will give notice of any such claim or demand of liability within reasonable time to the bidder.

4 All legal disputes are subject to the jurisdiction of Civil Courts of Chennai only.

10.13 General Terms of Proposal Submission

1 Each Proposers must submit a single proposal.

2 TAHDCO shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by TAHDCO pursuant to this RFP as amended/clarified from time to time by TAHDCO

3 Proposers shall not have a conflict of interest ("Conflict of Interest") that affects the Selection Process or any sanction of work that may follow. Any proposer found to have a Conflict of Interest is liable to be disqualified.

4 Any misrepresentation shall lead to disqualification of the Bidder.

5 TAHDCO will not return any proposal or any information provided along therewith. TAHDCO reserves the right to verify all statements, information and documents submitted by the Proposers in response to the RFP. Failure of TAHDCO to undertake such verification shall not relieve the Proposers of its obligations or liabilities hereunder nor will it affect any rights of TAHDCO there under.

10.14 Failure to agree with the Terms & Conditions of the RFP

Failure of the proposer to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of empanelment

11 Guidelines for filling Response to RFP

11.1 Contents of the RFP

The following are the Schedule attached as part of this RFP

1. Soft skill curriculum guidelines
2. Indicative parameters for annual performance review of TSPs

11.2 Guidelines for Preparation of Technical Proposal [Envelope A] for proposers:

The Proposers shall submit the proposal in the formats specified in this RFP. Chapter 12, Copy of Certificate of Incorporation / Registration Certificate

1. Certificate of affiliation from SSC/NSDC
2. Covering Letter (Form-I)
3. Self-declaration of not being blacklisted (Form-II)
4. Pre-qualification criteria (Form-III-A)

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

The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

SN	Description	Reference
1.	Cover Letter with the proposal[for SC or ST specify]	Form-I
2.	Affidavit on not being blacklisted	Form-II
3.	Mandatory Documents	Form-III
4.	Technical Capability Statement for proposal	Form-IV
5.	Board Resolution for Proposal Submission	Form-V
6.	Authorization for Signing of proposal	Form-VI

Schedules

12 Schedule

12.1 Schedule-A

It has been observed that students from the weaker sections of the society face difficulty in conversing in English and also require substantial grooming on presentation and soft skills. Apart from technical skills, it is pertinent for the students targeting corporate jobs to have a positive outlook along with enhanced confidence during selection drives by corporates.

Indicative outline of Soft skill curriculum:

Module-1	Spoken English
Module-2	Business Communication
Module-3	Personality Development
Module-4	Industry relevant training
Module-5	Detailed Interview Preparation

12.2 Schedule-B

List of finalized sectors along with preferable courses as per the cost category prescribed in the Common Norms notified by the Ministry of Skill Development and Entrepreneurship on Feb, 2015:

Cost for Category-I	Cost for Category-II	Cost for Category-III
Rs. 38.50 per hour per trainee	Rs. 33 per hour per trainee	Rs. 27.5 per hour per trainee

12.3 Schedule-C

The performance of Empanelled TSPs shall be assessed annually at the time of empanelment renewal on following parameters (Indicative):

- a) Achievement of targets: In terms of beneficiary numbers; against assigned and completed successful training.
- b) Achievement of outcomes: Proportion of trainees successfully certified; Proportion of trainees facilitated with wage.
- c) Quality of training: Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed & Trainees Enrolled; Trainees Certified & Trainees Assessed; Feedback from Monitoring agency/team.
- d) Quality of placement: Trainee job-retention record; Average salary of placed trainees, International placements.

13 Formats to be shared by bidders**Form – I**

Format – Covering Letter

To,

The Managing Director,
TAHDCO, Teynampet, Chennai-18
Dear Sir,

Subject: Proposal for - to impart skill development training to
Unemployed SC & ST youths in Tamilnadu through TAHDCO
– Proposal submitted – reg.

This is in response to the RFP issued by the TAHDCO (Ref No.) dated
..... for imparting skill development training to SC & STyouths in Tamilnadu through
TAHDCO

We (Name of the Proposers) are keen to get work order
with TAHDCO as Training Service Provider under Group category and
hereby express our interest in being considered for the same.

We hereby confirm that:

- a) The RFP is being submitted by which is the
“proposer” in accordance with the conditions stipulated in the RFP.
- b) We have examined in detail and have understood the terms and conditions stipulated in the RFP
issued by TAHDCO and in any subsequent communication sent by TAHDCO. We agree and undertake
to abide by all these terms and conditions. Our RFP is consistent with all the requirements of
submission as stated in the RFP or in any of the subsequent communications from TAHDCO.
- c) The information submitted in our RFP is complete and correct to the best of our knowledge and
understanding. We would be solely responsible for any errors or omissions in our RFP. We
acknowledge that TAHDCO will be relying on the information provided in the RFP and the documents
accompanying such RFP for Selection of Training Service Providers to impart skill development
training in Tamilnadu, and we certify that all information provided in the application is true and
correct; nothing has been omitted which renders such information misleading; and all documents
accompanying such RFP are true copies of their respective originals.
- d) We acknowledge the right of TAHDCO to reject our RFP without assigning any reason or otherwise
and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same
on any account whatsoever.
- e) We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in
the RFP.
- f) This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the
RFP.
- g) We understand that any work sanctioned in pursuance to the selection process detailed in this
RFP shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement
pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking
such work.
- h) We have not directly or indirectly or through an agent engaged or indulged in any corrupt
practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal) (Authorized Representative and Signatory)

Note:

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

Form – II

Affidavit for not being blacklisted

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

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

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Signatory)

Form – III**Format –proposer’s Details for Pre-qualification**

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

Company Profile of the Proposer:

SN	Information	Details
1.	Name of responding proposer:	
2.	Address of responding proposer:	
3.	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4.	Telephone number of contact person	
5.	Mobile number of contact person	
6.	E-mail address of contact person:	
7.	PAN No. (Enclose Copy)	
8.	GST Registration No (Enclose Certificate)	
9.	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc.)	
10.	Company Registration Certificate (Enclose Certificate)	
11.		

Eligibility as per Qualification Criteria for proposer:

SN	Criteria Clause	Supporting Document/s	Page No.	Compliance (Y/N)
1	Proposer must be a legal entity	Certificate of Incorporation / Registration		
2	Proposer should have been operational since last 3 years			
3	a) Copies of Income tax returns for last 3 financial years. b) Income and Expenditure Statement, Balance Sheet and Profit & Loss statement for previous 3 Financial years certified by Chartered Accountant. c) Certificate from CA stating turnover of last 3 financial years.	a) Income tax returns for last 3 financial years. (2015-16,2016-17,2017-18) b) Income and Expenditure Statement, Balance Sheet and Profit & Loss statement c) Certificate from CA		
4	Affiliation to SSC and/or NSDC*/DDUGKY or TNSDC or Centrally recognized skill development initiatives	Affiliation Certificate with date of validity for each sector where Proposer seeks to get empanelled		
5	Proposer should not have been blacklisted	Self-Declaration signed by authorized signatory		

* The entity holding SSC/NSDC affiliation must be the same as the entity applying as “Proposer” in response to this RFP who shall be the implementing agency for any work that may be sanctioned.

Form-IV Format – Technical Capability Statement for proposers

Eligibility Parameter	Value			Supporting Document	Page No.
	Parameter	Marks	Tick v		
Number of years of operation	2-5 years	5		Certificate of Incorporation	
	5– 10 years	10			
	> 10 years	20			
Experience of Proposer	<2Projects	6		Check Form IVA for the template	
	3–5projects	9			
	>= 5 projects	15			
Proposer has received repeat Work Orders	No	0		Check Form IVA for the template	
	Yes	10			
Trainees trained in last three years	100-500	5		Check Form IVA for the template	
	501- 1,000	8			
	1001 - 5000	12			
	5001-7000	15			
	> 7,001	20			
Skill training experience	No	0			
	Yes	5			
Trainees placed in last three years	100-500	5		Declaration on Proposer's letter head.	
	501 – 1500	8			
	1501-2500	12			
	>2500	15			
Tie up Agreement with Industries for placement	>10 references	5		Valid agreements/MoUs specifically addressed to the Proposer	
	> 20 references	10			
	> 30 references	15			

Form-IVA**Experience of the proposer in working with various State/Central departments in implementing skill development programs**

Name of the Project	Project Funding Dept	Cost of the Project	Date of commencement as per contract	No. of trainees trained	Placement %age	Designation & Contact number of officer to whom reference may be given

Form-IVB

Experience of the proposer in receiving repeat Work Orders or renewal/extension of MoUs with any of the State/Central departments in implementing skill development programs.

Name of the Project	Project Funding Dept	MoU/Work Order date for first year	Milestones achieved		Supporting Document attached on page no.	MoU/Work Order date for second year	Supporting Document attached on page no.
			Trained	Placed			

Form-IVC

Experience of the proposer for Training and Placement in past 3 Financial Years

SN	Name of the Project	Sectors	Course Name	No. of trained trainee*	Proof for each row items attached on page no.	Total No. of trainee placed after skill training**	Proof for each row items attached on page no.	Average salary range of placed trainee
1	<Project X>	<Sector A>	Course 1					
2	<Project X>	<Sector A>	Course 2					
3	<Project X>	<Sector B>	Course 3					
4	<Project Y>	<Sector B>	Course 4					
...10								

• Note 1: Data may be provided for financial years 2015-2016, 2016-2017 & 2017-2018 OR financial years 2014-15, 2015-16 & 2016-17 •

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

Note 3: The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Proposer. Detailed candidate-wise data may be provided on CD, if required.

1. Supporting evidence must be provided as below: For “No. of Trainee Trained”, the following is required: Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Proposer as per the conditions stated in the note under Clause 3.3.4

3.3.4. And**Self-attested copies of any of the following:**

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

Form – V

Format – Board Resolution for Proposal Submission

(To be furnished by the Proposer)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF _____ <Name of Organisation> AT THEIR MEETING HELD ON _____ <Date> AT _____ <Time> AT _____ <Address>

“Resolved that the consent of the Board of Directors is hereby accorded to submit the proposal and other necessary documents for Request For Proposal for ‘Empanelment of Training Service Providers to Impart Skill Development Training in TAHDCO’ ”

Signed on behalf of:

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

Name: _____ Designation: _____

Signature of:

Name: _____

Designation: Company Secretary

Form – VI

Format – Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

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

Signed on behalf of _____

(Signature)

(Name, Title and Address)