

Tender No: Society/DDSFSDIS/TDR-ES/2015-16/178

Dated:16/07/2015

U.T Administration of Daman & Diu and DNH

**BID DOCUMENT FOR PROVIDING TECHNICAL
SERVICE TO EMPLOYABILITY CENTRES IN DAMAN
& DIU AND D&NH**

**DAMAN & DIU SOCIETY FOR SKILL DEVELOPMENT INITIATIVE
SCHEME (DDSFSDIS)**

**GOVT. INDUSTRIAL
TRAINING INSTITUTE**

**M. G. Road, Ringanwada,
Nani Daman**

Tel: 0260 -2244049

Content

Sl. No	Particulars	Page Number
I	Section –I :Invitation for Proposal	4 - 8
1	Introduction	5
2	Invitation	7
3	Consortium/Joint Venture	7
4	Issuer	7
5	Contact Person	8
6	Address for correspondence	8
7	Tender – Price and Time	8
II.	Section – II: Project Information	9-13
8	Employability Centre	10
9	Proposed Model	11
10	Proposed structure of Employability Centre	12
11	Project Location	13
12	Infrastructure facilities provided	13
III	Section – III: Instruction to Participants	14-21
13	Definition	15
14	Conflict of Interest	16
15	Validity of Proposal	16
16	Right to accept proposal	16
17	Fraud and corruption	16
18	Comments/Clarification in Tender Document	17
19	Amendments in Tender Document	17
20	Visit to Project Site	18
21	Preparation of Proposal	18
22	Pre-Bid Conference	19
23	Clarification on Proposal	19
24	Submission, Disqualifications, Receipts and opening	19

IV	Section – IV: Terms of Reference	22 – 31
25	Objective	23
26	Technical Standards & Specifications	23
27	Expected Deliverables	24
28	Scope of Service for Private Player	30
29	Role of Stake Holders	31
	a. Role of DDSFSDIS	31
	b. Role of Employment Exchange	32
	c. Role of Private Player	32
V	Section – V : Tender Detail	33- 51
30	Tender Notification	34
31	Invitation for Bids (IFB)	35
32	Tender Details	36
33	Pre-Bid Document	37
	a. Pre Bid letter format	37
	b. Details to be included in Pre-Bid Doc	38
	c. Eligibility Criteria	39
	d. Check list for Pre-Bid Doc	40
34	Technical Proposal	41
	a. Terms and Conditions	41
	b. Technical Proposal format	42
	c. Approach Paper	43
	d. Time frame	44
	e. Result Based Plan matrix	44
	f. Man Power Planning	45
	g. Project Period	47
	h. Check list for Technical Proposal	47
35	Financial Proposal	48
	a. Financial Proposal-letter	49
	b. Format for Financial Quote	50
36	Evaluation Criteria	51
	a. Evaluation of Technical Proposal	51
	b. Evaluation of Financial Proposal	51
	c. Joint Technical & Commercial Evaluation	52
	d. Negotiation with Successful Bidder	53
37	Award of Contract	53
38	Confidentiality	53

SECTION - I

INVITATION FOR PROPOSAL

1. Introduction

1.1 The 16686 live registrants in Employment Exchanges in Daman & Diu and DNH highlights the intensity of unemployment in the U.T.s. The majority of the youth coming out from the colleges and educational institutions are educated, but lack the skills that make them readily employable/ self-employable through Skill development Program.

1.2 In U.T.s of Daman & Diu and DNH, the Employment Exchanges are the first point of contact of an unemployed person for various jobs within the shortest possible time. Presently there are 03 Employment offices in Daman & Diu and DNH.

1.3 The concerted and systematic efforts are required to make the youth employable and to place them in private sector by making them competent to avail of the employment opportunities. With this objective, UT Administration of Daman & Diu and DNH Government through Daman & Diu Society for Skill Development Initiative Scheme (DDSFSDIS) and Union Territory Management Committee for Skill Development Initiative Scheme (UTMCFSDIS), is looking forward to establish in the U.T to Employability Centres by providing necessary infrastructure, staff and other all facilities.

- 1.4 UT Administration of Daman & Diu and DNH acknowledges the critical importance of skill development both as a crucial engine of economic growth and as a solution for unemployment. Coordinated and concerted efforts are needed for reaping the benefits of various skill development initiatives.
- 1.5 Hon'ble Administrator of Daman and Diu and Dadra Nagar Haveli, accorded sanction to take up the HRD Management of Employability Centres through DDSFSDIS in Daman and Diu and through UTMCFSDIS in Dadra and Nagar Haveli. The Chairman has been authorised to select Private Participants through a transparent bidding process for the HRD Management.
- 1.6 The proposed Employability centres would be modified with adequate infrastructure facilities which include hardware, software for registration, training, assessment and aptitude test for the registrants. It would also have a sophisticated software part for online registration, computerized aptitude test, linkages to Job Portal, Soft skill / high end training and for tracking of profiles.
- 1.7 The HRD support in the Employability Centres starts from Registration, Assessment through Aptitude Test, Training, Counseling, Job fest and Job Placement. The Private Parties or suitable agencies from Government sector can also participate in the running of EMPLOYABILITY CENTRES to provide necessary operational capability.

1.8 The Employability Centres would be one of the most prestigious projects of UT Administration of Daman & Diu and DNH for the unemployed youths, making them employable heralding a skill development revolution in the UT Administration of Daman & Diu and DNH. **This tender document is to invite professionally competent Private /Government Agencies to run the Employability Centers in the District Employment Exchanges in Daman, Diu and DNH.**

2. Invitation

- a. As stated above, DDSFSDIS intends to select single/ multiple, Private/ Government agencies to run the HRD management in the U.T of Daman, Diu and DNH.
- b. Proposal is invited from the reputed interested parties who are technically competent and experienced for taking up the operation of the Employability Centres which involves the work of providing HRD services like Employment Demand Generation, Job Matching, Assessment, Counseling, Vocational Skill Training, Client specific training, job fest, employer's meet, Placement, post placement follow up and for the HRD process in each Employability Centre

3. Consortium/ Joint Venture :

- ✚ The interested Parties may apply either individually or as a Consortium (after herein referred as "Group", subject to the condition that the participating companies together satisfy the ToR and the eligibility criteria.
- ✚ A detailed MoU between the partners of such Joint Venture/Consortium stating clearly inter-relationship and division of work / tasks among the associates should be submitted along with the Technical Proposal for proper examination by DDSFSDIS.

4. Issuer

Daman & Diu Society for Skill Development Initiative Scheme (DDSFSDIS) & Union Territory Management Committee for Skill Development Initiative Scheme (UTMCFSDIS), societies registered under society registration Act 1860, holding registration no. 03/2013 & 10/UTMCFSDIS/2012 respectively intends to promote skill development initiatives in the U.Ts of Daman & Diu and DNH.

5. Contact Person

Name	: <u>Shri. Rakeshkumar</u>
Designation	: <u>Dy. Secretary Education</u>
Phone	: <u>0260 –2230486, 09289055456</u>
Fax	: <u>0260- 2231170</u>
Email	: <u>dsedn-dd@nic.in</u>

6. Address for Bid submission & Correspondence

Name	: <u>Shri. J.P. Solanki</u>
Designation	: <u>Member Secretary / Principal ITI</u>
Address	: <u>Govt. I.T.I.,</u> <u>M.G. Road, Ringanwada,</u> <u>Nani Daman- 396 210</u>
Telephone	: <u>0260-2244049</u>
Email ID	: <u>iti-dmn-dd@nic.in</u>

7. Tender – Price and Time Line

Sl. No	Particular	Unit	Detail
1.	Tender Reference	No	
2.	Tender Amount	Rs. <u>By the Bidder</u>	
3.	EMD Amount	Rs. <u>300,000/-</u>	
4.	Tender participating fee	Rs. <u>2000/-</u>	
5.	Date of Commencement of issue of Tender Document.	Date- 20/07/2015	
6.	Pre-bid conference	Date-07/08/2015	
7.	Last date for submission of Technical and Financial Proposal (online and Physically)	Date- 18/08/2015 Time up to 17:00 hrs.	
8.	Opening of Technical proposal	Date- 21/08/2015 Time 14:00 hrs.	
9.	Evaluation of Technical Proposal	Date-21/08/2015 Time 14:00 hrs.	
10.	Opening of Financial Proposal	Intimated later	

SECTION – II

PROJECT INFORMATION

8. Employability Centre

- a. The proposed Employability Centres are entrusted with the task of equipping the educated youth to become employable mode by identifying their skillsets, provide them with training and equipping them to be placed directly in to the industry thereby enabling them to attain gainful employment throughout their working lives.
- b. The process in the Employability centre starts from the registration. Once the registration is completed, the candidate will be requested to appear for an assessment test. This will be conducted through well developed software to assess their IQ level, skill set, reasoning ability, language skill, and communication skill and over all personality. Once the assessment is over, the score sheet of the candidate will be disclosed to the candidate. Based on the scoring sheet, the candidate will be either directly referred to the jobs available suited to their profile or referred for basic/ high end training programme.
- c. For high-end course, the candidate will be referred to VTPs (Vocational Training Providers), ITIs or other institutions based on the skills required.

In nutshell, following are the steps that a registrant has to undergo in the employability centre.

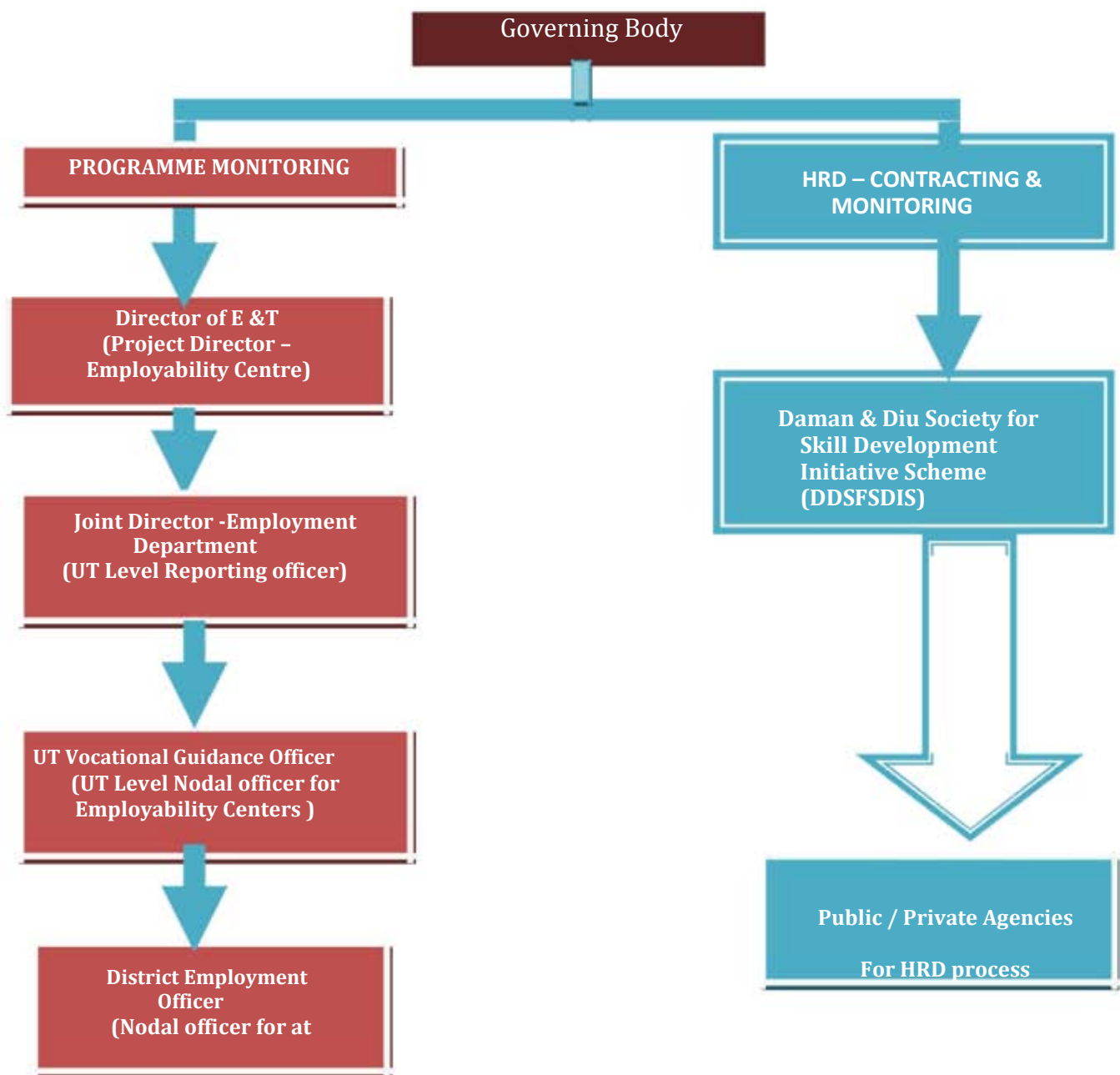


- d. A revenue model is in place to sustain the initiative by charging a nominal amount here propose Rs. 100/-from the candidate, which will be later reimbursed to the candidate as per the policy of U.T Administration. The HRD part of Employability Centres is entrusted with the Daman & Diu Society for Skill Development Initiative Scheme (DDSFSDIS)&Union Territory Management Committee for Skill Development Initiative Scheme (UTMCFSDIS), which will collect the fee and use it for the upkeep of the Employability Centre.

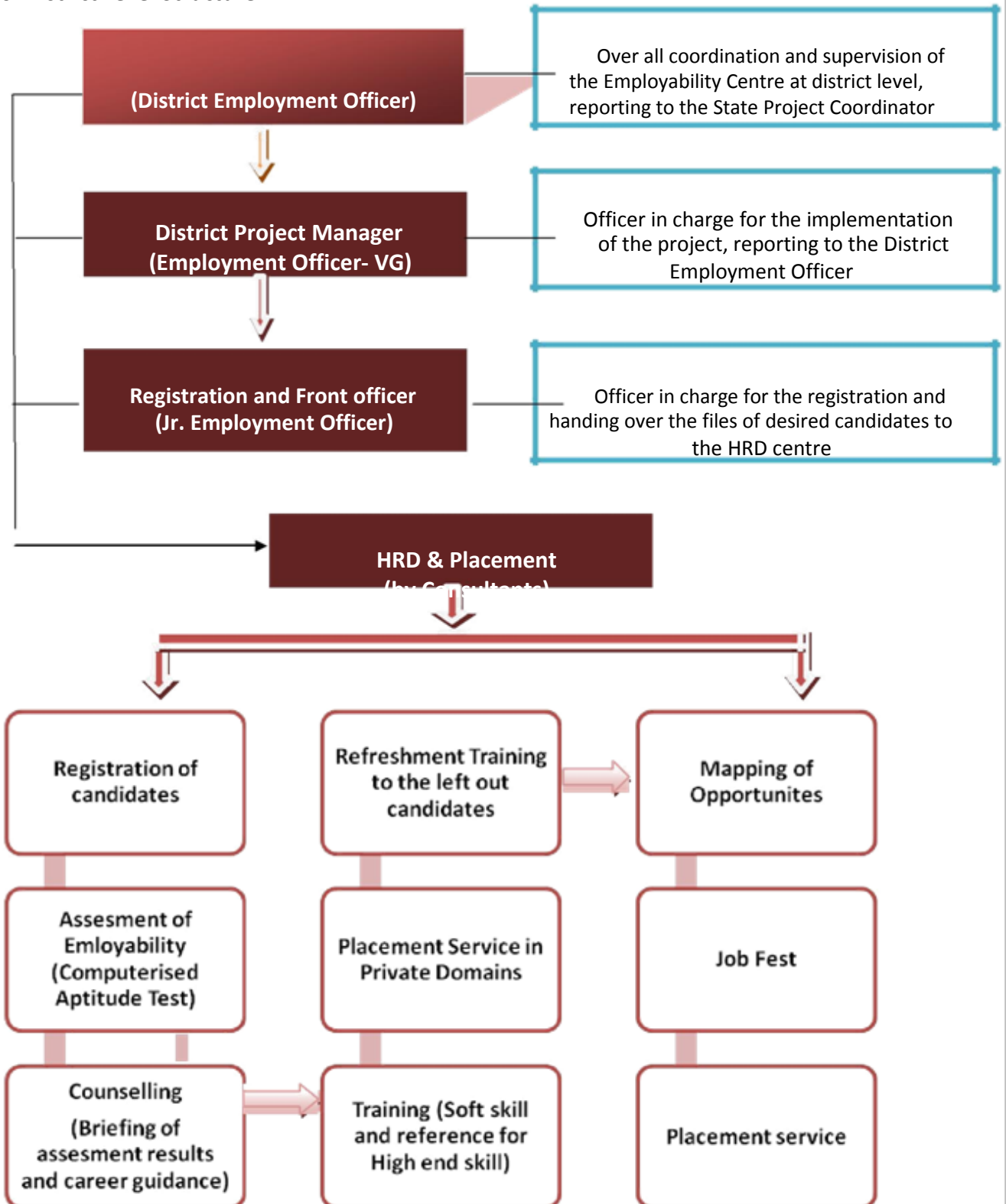
9. Proposed Model for Employability Centre

The employability centres will function in the District Employment Exchanges (DEE), for which an area of Approx. 1500 square feet of space in the DEE has been refurbished with a reception centre, training hall, assessment room, conference room and other requirements in the selected District Employment Exchanges. The HRD process will be taken care by the experts from private/public institutions whereas the overall monitoring will be done by the designated Officers of Employment Department as structured here below.

UT Level Structure



10. District Level Structure



11. Project Location

Sl. No.	Place of Employability Centre
1	Daman District Employment Exchange
2	Diu District Employment Exchange
3	DNH District Employment Exchange

12. Infrastructure facilities available at Employability Centres.

- ✚ **Reception centre** to address the queries of Job seekers, attend the telephone enquiries and hand over the forms to guide the Job seekers, Employers and the visitors.
- ✚ **Waiting Hall** exclusively for Job seekers who arrive for services like Assessment, Counseling, Interviews, Training etc.
- ✚ **Assessment Room cum Counseling Room** to conduct Assessment/Counseling (personal interview) of candidate.
- ✚ **Training Hall**, with 30 seats to conduct training on work place skills like attitude/aptitude, behavioral and communication skills.
- ✚ **Computer Training Hall with** facilities to train 25 members at a time. The training proposed includes the basic computer skills like Word, Excel, Power Point, typing skills, basic hardware knowledge, Fax transmission, email, etc.
- ✚ **Conference Hall**, for the conducting interview and for interaction with potential employers.
- ✚ **Internet facility** with networking support for the job seekers to register, attend the aptitude test, profile updating. etc.
- ✚ **Washroom/Toilet facility** in the premise
- ✚ **Signages and Boards** that communicate the working of the centres, benefits and motivation to the job seekers.

SECTION – III

INSTRUCTION TO PARTICIPANTS

13. **Definitions**

Unless the context otherwise requires, the following terms whenever used in this Tender Document and Contract have the following meanings:

- a) "**DDSFSDIS**" means Daman & Diu Society for Skill Development Initiative Scheme.
- b) "**UTMCFSDIS**" Union Territory Management Committee for Skill Development Initiative Scheme.
- c) "**Employment Exchange**" means the centres that are setup under National Employment Service (Daman & Diu and DNH) Department.
- d) **Employability Centres** means the centers setup for the process of changing the educated into an employable mode by identifying their skillsets; provide training and equipping them to be placed directly in to the workforce thereby enabling them to attain gainful employment throughout their working lives.
- e) **HRD Management means** coordination, monitoring and implementation of Human Resource Development Services like Assessment through Aptitude Test, Training, Counseling, Job Placement, Job fest etc.
- e) "**Applicable Law**" means the laws, rules and regulations having the force of law in India as they may be issued and in force from time to time.
- f) "**Company**" means a company incorporated in India under the Companies Act, 2013.
- g) "**Contract**" means the Contract signed by the parties and DDSFSDIS along with the entire documentation specified in the Bid Document.
- h) "**Day**" means Calendar day
- i) "**Effective date**" means the date on which the contract comes into force and effect.
- j) "**Evaluation Committee**" means committee constituted by the DDSFSDIS for evaluation of Technical and Financial Proposals submitted by the Proposer(s).
- k) "**GCC**" means General Conditions of Contract, specified in **Section IV** of Tender Document.
- l) "**ITP**" means Instructions to Proposers, specified in Section III of the Tender Document.
- m) "**IFB**" means Invitation for Bids, specified in Section I of the Tender Document
- n) "**Service provider**" means the participant selected through this Bid process to join with DDSFSDIS.
- o) "**Proposer**" or "Bidder" means any private or public party eligible to respond as per the eligibility criteria specified for this Tender Document.
- p) "**Services**" means the work to be performed by the Proposer pursuant to the contract to be signed by the parties or in pursuance of any specific assignment awarded to them by DDSFSDIS.

- q) **"Taxes"** means all applicable taxes in India.
- r) **"TOR"** means Terms of Reference for the Proposers, specified in Section IV of TenderDocument.

14. Conflict of Interest

DDSFSDIS requires that the Proposers must provide professional, objective and impartial advice and services and at all times that uphold the interests of DDSFSDIS, strictly avoid conflicts with other assignments / jobs or their own corporate interests and act without any consideration for the future. In case the bidders (Proposers) have any subsisting interest, either by themselves or through their Partners/ Directors, that is likely to conflict the work specified in the Terms of Reference, they shall declare such interests as part of their proposal.

15. Validity of Proposals

Technical and Financial Proposals shall remain valid for a period of 180 (one hundred and eighty) days after the date of Proposal opening prescribed in Tender Document. A Proposal valid for shorter period may be rejected as non-responsive. DDSFSDIS may seek the Proposers' consent to an extension of Proposal validity (but without modification in Proposal).

16. Right to accept Proposal

DDSFSDIS reserves the right to accept or reject any Proposal, and to annul the Proposal process or reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer(s) or any obligation to inform the affected Proposer(s) of the grounds for such decision. No bidder shall have any cause of action or claim against DDSFSDIS for rejection of his proposal.

17. Fraud and Corruption

DDSFSDIS requires that Proposer selected through this Tender must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, DDSFSDIS defines for the purposes of this provision, the terms set forth as follows:

- i. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of DDSFSDIS or any personnel of Proposer(s) in contract execution.

- ii. **"Fraudulent practice"** means a mis-presentation of facts, in order to influence aprocurement process or the execution of a contract, to DDSFSDIS and includes collusive practice among Proposers (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive DDSFSDIS a of the benefits of free and open competition;
- iii. **"Unfair trade practices"** means supply of services different from what is ordered on, or change in the Terms of Reference which was given by DDSFSDIS in Section IV.
- iv. **"Coercive practices"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
 - (a) Will reject a proposal for award, if it determines that the Proposer recommended for award engaged in corrupt, fraudulent or unfair trade practices.
 - (b) Will declare a proposer ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the company has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

18. Comments/Clarifications on Tender document

Your comments on TOR and facilities required from DDSFSDIS (sections IV and V) should be submitted by you within 5 days from the issue of Tender document.

Every effort will be made to provide any additional information desired by you. Requests for additional information, or any delay in complying with such requests, shall not, however, in any way affect the obligation of companies invited to send complete proposals by the deadline indicated above.

19. Amendments in Tender document

At any time prior to deadline for submission of Tender Bid documents, DDSFSDIS may for any reason, modify the Tender document. The prospective Proposers having received the Tender document shall be notified of the amendments through e-mail/website and such amendments shall be binding on them.

20. Visit to project site

The bidders are advised to visit the proposed Employability Centres in Daman & Diu and DNH to get an idea about the Infrastructure facilities provided for running the HRD centres. It should be clearly noted that any costs incurred by the bidders for attending the pre-bid conference, visit to the project site, collection of preliminary information for preparation of the said proposal, or subsequent negotiations, **would not be reimbursed**.

21. Preparation of Proposal

- a. The Proposer is expected to examine all the instructions, guidelines, terms and conditions and formats in the Tender Document. Failure to furnish all the necessary information as required by the Tender or submission of a Tender **not substantially responsive** to all the aspects of the document shall be at Proposer's own risk and may be liable for rejection.
- b. The Proposers' shall comply with the following requirements during preparation of the Proposal:
 - i. The Proposer is expected to examine all the instructions, guidelines, terms and conditions and formats in the Tender Document. Failure to furnish all the necessary information as required by the Tender Document or submission of a proposal not substantially responsive to all the aspects of the Tender Document shall be at Proposer's own risk and may be liable for rejection.
 - ii. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.
 - iii. The original and each copy of the Proposal shall be typed or written in indelible ink (if required) and shall be signed by the Proposers or duly authorized person(s) to bind the Proposers to the contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the Proposal. **All pages of the technical and financial proposals must be initialed** by the person or persons signing the proposal.
 - iv. In addition to the identification, a covering letter indicating the name and address of the Proposer, to enable the proposal to be returned in the case it is declared late, pursuant, and for matching purposes, shall also accompany the proposal.

- v. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid.
- vi. Proposers are not permitted to modify, substitute, or withdraw Proposals after its submission, beyond the extent specified herein.

22. Pre-bid Conference

Proposers are invited to attend Pre-bid conference at Secretary (Education)/ Chairman, DDSFSDIS, Secretariat, Daman on 7/08/2015 at 16:00hrs.

23. Clarifications on Proposals

During Technical and Commercial evaluation of the Proposals, DDSFSDIS may, at its discretion, ask Proposers for clarifications or documentary evidence on their proposal.

24. Submission, Receipts, Disqualification and Opening of Proposals

- i. The Technical Proposal and the Financial Proposal must be submitted in ONE ORIGINAL and THREE COPIES. SOFT COPY of the Technical Proposal shall also be kept along with the hard copy of the proposal.
- ii. Technical Proposal and Financial Proposal shall be sealed in separate envelopes. On every envelope shall be super scribed with;
 - 1. Name of work viz. HRD process in Employability Centres.
 - 2. Name of Proposal, viz., Technical Proposal/ Financial Proposal, as the case may be.
 - 3. Original or Copy.1 or Copy.2 or Copy.3, as the case may be.
 - 4. Address of DDSFSDIS
 - 5. Name and address of Bidder
- iii. The Technical Proposal in Original and 3 copies along with Soft Copies thereof should be put in separate envelopes duly sealed. These four envelopes (one containing the Technical proposal in Original and other three containing copies thereof) should be put in an outer envelope, which should be duly sealed and marked clearly as "TECHNICAL PROPOSAL".

- iv. Similarly the Financial Proposal in Original and 3 copies thereof should be put in separate envelopes, duly sealed. These four envelopes (one containing the Financial Proposal in Original and other three containing copies thereof) should be put in an outer envelope, which should be duly sealed and marked clearly as “FINANCIAL PROPOSAL”.
- v. The covers containing Technical Proposal and Financial Proposal should be kept in an OUTERMOST envelop, which should be duly sealed and marked clearly as “TECHNICAL PROPOSAL and FINANCIAL PROPOSAL”. The envelope will bear the address of DDSFSDIS, name and address of the Bidder, the NAME OF WORK, TENDER No and DUE DATE. The envelopes must be clearly superscribed – “DO NOT OPEN EXCEPT IN THE PRESENCE OF THE TENDER OPENING/EVALUATION COMMITTEE”.
- vi. In the event of any discrepancy between the copies of the proposals, the original shall govern.
- vii. The Evaluation committee reserves the right to request part or all of the proposal documents in soft copy format.
- viii. During the course of evaluation of Proposal, as well as during the currency of contract, the Evaluation Committee has the right to carry out a due diligence in a manner relevant to understand the facts.

Disqualifications:

DDSFSDIS may at their sole discretion and at any time during the evaluation of Proposal, disqualify any Proposers, if the Proposers have:

- a. Submitted the Proposal documents after the response deadline.
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the experience.
- c. Submitted a proposal that is not accompanied by required documentation
- d. Failed to provide clarifications related thereto, when sought.
- e. Submitted more than one Proposal.
- f. Declared ineligible by the Government of India and, or UT Administration of Daman & Diu and DNH for corrupt and fraudulent practices or blacklisted.
- g. Submitted a proposal with price adjustment/variation provision.
- h. Indicated the financial terms of services in Technical Proposal.

Submission of Proposal by Proposers

- ✚ Proposers shall submit responses (referred to as 'Proposal' herein) in prescribed manner to the contact person mentioned. Late submission of proposal would not be entertained under any circumstances.

- ✚ Proposals from Proposers complete in all respects must be received by DDSFSDIS at the address specified in Section I before the last date and time mentioned in page 8.

- ✚ Any proposal received after the above stipulated date and time (IST), will not be considered. They will be opened as per the time schedule given in Section I of the Tender document, in the presence of the Authorised Representatives of Bidders, who choose to be present.

Proposal Opening

Proposals will be opened in the presence of the Proposers or their authorized representative who chooses to be present, at the address, date and time indicated in Section I. Preliminary scrutiny will be done at the proposal opening and proposal not confirming with the stipulations will be rejected.

SECTION - IV

TERMS OF REFERENCE

25. Objectives

The objective of Employability Centres is to attract the unemployed youth to the centres, assess them for their current skills and aptitude, close the skill gap by providing training, give them effective training relating to industry needs and ensure placement.

The specific objectives of the project are

- To upgrade the District Employment Exchanges in Daman & Diu and DNH to be able to handle the challenges of the changing world especially in training and placement of the jobseekers.
- To provide employability solutions to all job seekers.
- To assess and certify the skills of the job seekers and make them more industry relevant.
- To build capacity for conducting the services like assessment of the candidates, counseling, training and placement.
- To provide value added services to Job Seekers and create jobseeker-industry friendly environment in the Employment Exchange and to act as a Vocational Guidance Bureau.
- To act as repository of skilled manpower.
- Ensure maximum placement through linking the courses with placement vide industrial tie ups.

26. Technical Standards & Specifications

- i. The Employability Centre should be able to render the professional service through registering of candidates, assessing their Employability, Counseling, skilling and Placement.
- ii. Assessment tool should be standardized enough to capture the aptitude, skill sets, employability and the skill gap of the candidate. The assessment test should be web enabled for conducting the test covering minimum of 20 students at a time.
- iii. The training courses proposed in the Employability centre are the soft skill development with focus on communication as well as basic computer and other skills. The period of different trainings and a proper evaluation of the skill set before and after the training should be included in the score sheet of the candidate.

- iv. There should be client specific training after getting inputs from the marketing team.
- v. The training modules as well as the training pedagogy certified by the recognized certifying agencies will get the added advantage while screening the technical proposal.
- vi. Ensuring placement based on the skill set of the candidate is the foremost function that needs to be carried out by the Private Player through this Employability Centre. The success of this HRD process is finally linked to the number of placements within India and abroad.
- vii. The proposal should clearly mention concrete plan of action and the mode of operation. The proposed number of registrations, number of candidates proposed to be trained, number of placements etc. should be clearly mentioned.

27. Expected Deliverables from the participating Agencies / institutions

Deliverable-1:

Unique Software for Employability Centre Management System (ECMS)

Online software needs to be deployed for the efficient operations of employability center starting from the assessment of candidates to the placement and follow ups. The proposed ECMS should have the facility to update the Candidate's profile, assessment result, grading, skill addition, re-assessment, Demand generation, profile mapping, employer/Companies Registration Interview Lists, Interview result updations, selection details, tracking of candidate, Virtual interviews, online updation of resumes etc.. The specific results expected from the unique software are:

Employers (online/offline)

- ✚ Publish the job opportunities/internship/projects to the appropriate career seekers & look at the applicants profile for selection.
- ✚ Setup online assessments tests for the career seekers as part of the selection process.
- ✚ Applicant Tracking System for the entire hiring process including defining their recruitment process/steps & tracking them accordingly and build their brand among career seekers.
- ✚ Communicator – Communicate with career seekers through email and SMS regarding their online opportunities application

a) Career Seekers (online/offline)

- ✚ Online learning and self-assessment, certification test
- ✚ Apply for suitable opportunities from the Career Providers – Jobs, Internships & Projects
- ✚ Get to know industry expectation and preparation required to meet them
- ✚ Receive details about opportunities, interview status through email and SMS

b) Career Specialists- Trainers, Assessors, e-Learning Content Providers

- ✚ Make their e-learning content/assessment tests available to career seekers who are participating in their skill development program.
- ✚ View learning and associated assessment progress of the students enrolled in their skill development course they are offering
- ✚ Share their skill development program schedule & details with the students

c) DDSFSDIS Administrators

- ✚ Create/Update users in the system – Career Seeker, Career Provider & Career Specialists
- ✚ View & Assign courses/assessments to students
- ✚ View the students learning & assessment progress
- ✚ View the opportunities published and their status
- ✚ Load learning content and assessment content into the system
- ✚ Generate various types of reports on opportunities, training/assessment progress.

Note: **DDSFSDIS will have the sole authority on the license, ownership with source code, database and the hosting details if any for the software used for the HRD part.**

Deliverable-2:

Effective Monitoring and coordination of Registration Process – Online/Offline

- ✚ The data of interested candidates needs to be captured and imported to the software of the Employability centre for aptitude test.
- ✚ Develop a separate comprehensive data form to collect the Resume of the interested candidates. This will include Preferences of Industry, Location, Salary etc., Skillsets, Aptitudes, Extra Abilities, Experiences, Work Skills obtained.
- ✚ The skill map of the candidates to be collected along with short comings if any like
- ✚ English Communication, Interpersonal and Communication Skills, Interview Performance, Computer Skills, Skill Shortage etc.

- ✚ A dashboard based monitoring, reporting and evaluation mechanism has to be developed, with real-time user interface, showing a graphical presentation of the current status (snapshot) and historical trends of the key performance indicators of Employability Centers to enable instantaneous, effective and informed decision making process. Workflows, service levels, technical details, interface points etc. have to be enumerated.
- ✚ The operator shall gather requirements from all stakeholders (Employment Department and DDSFSDIS). The consultations in particular will focus on understanding as to how the MIS system will interface with the stakeholders for all authentication and other activities.

This would broadly include:

- Program Design: Understanding the various components, organizational structure and management levels of Employability Centers
- Information Needs: Identifying the information needs of key stakeholders (Employment Department and DDSFSDIS) for effective decision making
- Information flows: Understanding the origins of information and determine the information flow and target/destination of information
- Key Performance Indicators: Identification of indicators for performance measurement of the programs run by Employability Centers
- Reports: The requirement should include standard and customizable reports covering all analytical reports, graphic analysis and online queries for addressing the decision making, monitoring and reporting and reporting needs across all appropriate user levels
- Infrastructureavailability:Studyinfrastructureavailability

(Broadband/connectivity) to come up with infrastructure plan and mode of data transmission and communication

- Work Load: Estimate concurrent users for various modules, locations to workout load on system
- Documentations: All user requirements will be documented and presented for review and approval.

Deliverable-3:

Assessment and Career Counseling

The service provider needs to assess the aptitude, skillsets and the employability of the candidates registered. The assessment should be done by a competent professional having qualifications and background related to Human Resource Development, Sociology, Psychology. The assessment should be done on the basis of an aptitude test and personal interview session. For aptitude test shall be conducted by certified aptitude tool. The result and classified aptitude information should go back to the candidate's profile immediately.

Following are to be done as part of assessment and Counseling,

Aptitude Test - (Certified aptitude test tool should be in place)

Verify Certificates

Verify the claims of Candidate about Skillsets, languages etc.

Modify the CV of the candidate to suit the verifications and assumptions.

Assess the lack of candidate, short comings and suggest the corrective steps

Confirm if readily employable; if yes, nature of Jobs.

Refer soft skill / high end training if not readily employable.

Grading of candidate based on various parameters based on aptitude, personal abilities, managerial or leadership qualities, Interpersonal skills, Presentation skills, based on technical skills etc.

Recommend Industry, Functional Area, Job Roles most suitable for the candidate

Assess the training requirements

- ❖ Soft skills/Basic training – In-house training in the Employability centre.

- ❖ Additional Skills - MES Scheme/Other Schemes
- ❖ Identify Institutions/CSR /Central Assisted Projects
- ❖ Higher Studies Opportunities
- ❖ Database of courses; Short term and structured courses
- ❖ Save in database/ Reassessment after a period

Deliverable – 4:

In- house training and referral service

- There shall be two sets of training viz. Basic or General and Advanced (Sector/Client specific)
- Basic training to be provided in the employability Centre shall include soft skills, viz. behavior, etiquettes, Interview/Communication skills, team skills, writing skills, CV preparation, group discussion, role play etc. Minimum 16 hr training is envisaged. The service provider may propose higher duration of training and the frame work as detailed below, for which weightage will be given in the technical evaluation of the proposal. (Refer Clause 12 for infrastructure facilities available)
- Advance Training (Client Specific) Training shall be provided as per the requirement of the employer. The outcome of training should be placement of the trainees. Training can be conducted at any location within the district.
- The Training Co-ordinator will arrange and co-ordinate the training sessions with prior approval of DDSFSDIS. **The training expenses will be met by DDSFSDIS.**

• Training Framework:

It should enlist the following:

- Sessions
 - Topics/Theme
 - Sub Topics/coverage
 - Learning objectives /Key messages
 - Methodology
 - Training Kits/Resource Materials
- Training Products

- Training Policy
 - Training manual/guidelines document
 - Reports pertaining to trainings planned and conducted
 - Learning notes
 - Best Practice documents
 - Audio-visual concepts and case studies on core thematic areas for knowledge dissemination through proper channels of communication
 - Success stories
- Reference to Higher study, courses suggested, Skill Enhancements based on requirement and need to develop a data base of training institutions.
 - Update Database with Skill sets, Soft Skills, Emotional Qualities etc.

Deliverable- 5:

Placement of Candidate and Tracking System

One of the important deliverable that is entrusted with the Service provider is Business development/Demand generation and the **placement of candidate** whose aptitude and employability are assessed. Minimum 30% placement is envisaged and the service provider may propose higher percentage, which will be given greater weightage in the Technical Evaluation. **Integrations and Linkages with other systems** like that of Employment Exchanges, ODEPEC, SKILLJOBS, Naukri, Monster india etc. **need to** be ensured. The following needs to be ensured in the Business development.

Demand Generation, Online Registration of Employers

Conduct job fairs;

Get Company Profile; Industry, Functional Areas

General Opportunities; Designations, Salary, Facilities, Advantages, Career Growth

Data base of Job opportunities - Qualification based Classification, Location Based Classification, Salary Wise Classification, Career Opportunity Wise Classification

Integration of Data from Employers from Employment Exchanges

Regular follow up is required with the Job seekers and Employers about the Jobs they get and also to know the Opportunities created and to fine tune the database and stay with only relevant details. The MIS reports with Number of Registrations, Assessment Tests, Candidates sent for Interview, Employers Registered, Interviews schedules and Total Placements, Email/SMS notifications etc. needs to be furnished on a monthly basis.

Deliverable – 6:

Separate Website for Employability Centre

A website with entire operations of Employability centres has to be developed by the Consultant and updated on a daily basis. This should not only help to speed up the process but also to replace the old paper filing system. The website should be able to provide web enabled registration system, assessment, profile Updation, Resume posting, job opportunities, interface with candidates, employers and should have a placement linked platform. Each Employability centre should have separate websites with unique data for its effective monitoring and coordination.

28. Scope of services for the Service Provider

The scope of the service provider will be to establish the HRD process in the Employability Centres as detailed in Project Information section for achieving the deliverables detailed in the Section IV.

The service provider has to develop the Questionnaire and the tool for the aptitude and assessment test, which should be set apart based on the different education level as well as the Employment Opportunities. The aptitude test tool should be a certified one.

The service provider has to design the training courses, its structure, syllabus and curriculum based on the profile of the candidate and the demand from the industry. It shall equip the trainees with effective communication skills and confidence to appear for the interviews and other HRD process, whether it is workers category, supervisory or even management category.

The basic and advanced (industry specific) training for each batches should be arranged and scheduled by the service provider with prior approval from DDSFSDIS, and the expenses towards the training programs will be met by DDSFSDIS separately.

Networking and tie ups created with National and International organizations for placement and its effectiveness will be a criterion for performance evaluation. This should be updated atleast on a monthly basis. Establishing linkages with the Companies and Employers, assessing their needs in HRD and providing the HR requirement of the companies based on their requirement are of foremost importance.

Internships need to be arranged in established industries for the onsite and on job trainings.

Conduct job fairs, campus placement programmes etc. to ensure better placement. Thrust should be given to overseas placements.

Carry out research and improve upon the curriculum in collaboration with institutions in India and abroad towards equipping the candidates based on the industry requirement.

To run and maintain the Employability Centre for the number of years agreed between PP and DDSFSDIS and to hand over the Employability Centres of Daman and Diu to DDSFSDIS and DNH to UTMCFSDIS at the end of the tenure.

Percentage of placements secured for the trainees and its sustainability will be ascertained through statistical data of registration and placement. (The service provider should ensure the placement of maximum number of candidates on a monthly basis).

Commencement of Operation: service provider shall commence the HRD process within **30 days** of the execution of the contract.

29. Role of Stake Holders

Role of DDSFSDIS

DDSFSDIS will be the issuer of the Tender and execute the management of the contract for running the HRD centres in the Employability Centres.

The Management contract will be executed between DDSFSDIS and the Private Partner.

The revenue that accrues as registration fee of candidates need to be transferred into the account of DDSFSDIS&UTMCFSDIS within 5th of the succeeding month. All the expenses were borne by the U.T. Administration Daman, Diu and DNH

The officer deputed from DDSFSDIS will do the overall monitoring on the functioning of the Employability Centre at Daman and Diu and UTMCFSDIS officer monitor on the functioning of DNH Employability centre.

b. Role of Employment Department

- i. The infrastructure as well the space for running the Employability Centre will be provided by the District Employment Exchanges as indicated in **Page 13**.
- ii. The Director, Employment and Training will be project Director for the Employability

Centres.

- iii. Joint Director-Employment Department will be the UT Level Reporting Officer
- iv. UT Vocations Guidance Officer will be the UT Level Nodal Officer.
- v. The District Employment officer will be the District level Project Coordinator for over all coordination and supervision of the Employability Centre.
- vi. The Employment Officer for Vocational Guidance will be the District Level Project Manager for ensuring the implementation of the project and reporting to the District Employment Officer.
- vii. The Jr. Employment Officer will be the officer in charge of registration and handing over the files.

c. Role of service provider

Role of the Private Partner is to run the Employability Centres as detailed out in the Project note towards attaining the deliverables detailed in **Page 24 -29**.

To achieve the milestones of the project in the specified timelines.

Design, formulate and provide professional HRD service including assessment, training and placement for the candidate.

Establishing links and entering into agreement/ MOU with institutions and companies in India and abroad to conduct the HRD and placement services.

Carry out necessary marketing steps to mobilize Employers, candidates and interface meetings.

Provide necessary managerial guidance, innovation and leadership to make the Employability Centre, a model for replicating it across the state.

To carry out research and improve HRD system in collaboration with institutions in India and abroad.

SECTION -V

TENDER DETAILS

30 TENDER NOTIFICATIONS

UT. Administration of Daman, Diu and DNH
Department of Education,
Secretariat, Daman
Tender Notification

Tender Notice No: Society/DDSFSDIS/2015-16/178

Dated: 16/07/2015

Daman and Diu Society for Skill Development Initiative Scheme (DDSFSDIS), a section 8 company under UT Administration of Daman and Diu and DNH, on behalf of the President of India invites sealed tenders in prescribed format from reputed, technically competent and experienced firms/groups of individuals for taking up Service Providing HRD service like Employment demand generation, Job Matching, Assessment, Counseling, Vocational Skill Training, placement and Job Fest for the HRD process. The three District Employment Exchanges selected for Employability Centres are Daman, Diu and DNH.

The Tender Document can be downloaded from the web site www.daman.nic.in from 20-07-2015 to 18-08-2015 during Office hours 10:00 am to 5:00 pm. The nontransferable/ nonrefundable tender participating fee of Rs.2000/- by way of Demand Draft (DD) from any Nationalised Bank drawn in favour of 'Daman and Diu Society for Skill Development Initiative Scheme' payable at Daman should be paid on or before the Pre-bid Conference.

Further details/ clarification/ suggestions, if any, can be discussed in the pre bid meeting. Completed sealed tender along with Technical and Financial bid in separate covers with EMD 3 lakhs addressed to Chairman DDSFSDIS may be submitted latest by 18-08-2015 before 17:00 hrs. The Technical Bid would be opened on 21-08-2015 at 14:00 Hrs., in presence of Tenderers/ their authorized representatives. Successful Technical bidder will be intimated the date of opening of Financial bid. The under signed reserves the right to reject any/all tenders without assigning any reason.

Bid Document Download start date	on	20-07-2015 at 10:00 am onwards
Bid Document Download up to date	up to	18-08-2015 at 17:00 pm
Pre bid meeting in the Chamber of Chairman DDSFSDIS, Daman	on	07-08-2015 at 16:00hrs. onwards
Last date of on line Submission of Tender	upto	17 hrs. on 18-08-2015
Last date of Submission of Physical Documents	on	17 hrs. on 18-08-2015
Online opening of Technical Bid	on	21-08-2015 at 14 hrs. onwards
Online opening of Financial Bid		intimated later

For further details, terms and condition for bid visit at www.daman.nic.in.


Member Secretary
DDSFSDIS

31. INVITATION FOR BIDS (IFB)

DDSFSDIS is entrusted to facilitate the process of setting up of HRD centres in the Employability Centres. The mandatory functions that need the service of professionally competent Private Players detailed in the Project Note and the Deliverables from page 24 to 30.

DDSFSDIS desires to provide the said services through private sector service provider in the form of Human Resource Development Centre under the Management Contract where in DDSFSDIS would provide infrastructure and the grant in aid for developing such centres as well as take all such steps which are crucial to meet the desired expectations. DDSFSDIS desires to invite applications from parties that are willing to set up Employability Centres for providing services to the youth of Daman & Diu and DNH as detailed below.

1. The Member Secretary, Daman & Diu Society for Skill Development Initiative Scheme invites sealed proposal for providing Technical service to the following Employability Centres in Daman & Diu and DNH as listed below:

Sl. No.	Place of Employability Centre
1	Daman District Employment Exchange
2	Diu District Employment Exchange
3	DNH District Employment Exchange

3. A Complete set of bidding documents may be purchased by any interested eligible bidder having **unit in Daman & Diu and DNH or India**, on the submission of a written application to the above office and upon payment of a non-refundable fee Rs.2000/- in the form of Demand Draft/Pay Order on any Nationalized/Scheduled bank payable at Daman in favour of **Daman & Diu Society for Skill Development Initiative Scheme, Daman.**

4. The Bidder or their authorized representative may attend a pre bid meeting to be held on specified dates and time.
5. The envelope containing the **Pre-Bid qualification document, Technical Bid and the EMD** will be opened on the specified date & time in presence of Bidders. In the event of the date specified for bid receipt and opening being declared as a holiday, the due date for submission and opening of bids will be the following working day at the appointed times.

32. Tender Detail

The proposal needs to be submitted in two separate sealed covers as indicated in the table.

Item	Original Proposal	Additional Copies
Cover - 1	Pre-Bid Qualification	2
	Technical Proposal	
Cover -2	Financial Proposal	2

b. Details of Pre-Bid Document.

1.	Name of the Firm/ Company /Man Power Service Providers
2.	Registration No
3.	PAN details
4.	Full address in capital letters
5	Name of Principal consultant, Phone No, Fax, Mobile, e-mail if any
6.	Professional Experience along with documentary evidence (extra sheet may be attached if necessary)
7.	Details of the EMD: DD No. _____ Dated _____ for Rs. Three Lakhs (RS. 3 Lakhs) drawn on _____ payable at Daman in favour of "Daman & Diu Society for Skill Development Initiative Scheme"
8	Total value of the works executed during the immediate last three years with documentary proof as per the eligibility criteria laid out in the next page.
9	Total value of the work executed so with documentary proof
10	Any other relevant information the consultant would like to furnish for their evaluation (extra sheet may be attached if necessary)

d. **Eligibility Criteria for Bidders**

The Bidder should fulfil the following preconditions and must also submit documentary evidence in support of fulfilment of conditions while submitting the Pre-Qualification Documents. Claims without documentary evidence will not be considered. The Technical Proposal will be opened only for those bidders qualifying the Pre-Bid Qualification criteria.

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached
1	The bidder should have conducted HRD Training for over 5,000 persons on an annual average basis in the last three years ending 31 st December 2013.	A self certified list on Number of trainees who have undergone skills training provided by the Bidder at State or National Level.
2	The bidder should have arranged for employment of over 1,000 persons on an annual average basis in the last three years ending 31 st December 2013	A self certified list of all employers who have employed manpower provided by the bidder, along with the employers contact details.
3	The bidder has to have an annual average turnover of over 3 crores in the last three years ending 31 st March 2014	Chartered Accountant Certificate indicating the required average annual Turnover
4	The bidder should have a dedicated call centre service for acquiring job seekers & generating industry requirement	A self certified list of calls made to generate industry demand and identify job seekers to match with industry with industry demand
5	The Bidder should have unique training modules and courses with clearly defined pedagogy.	List of courses offered and the hard copy/soft copy of the modules
6	Sufficient placement tie-ups with major industry players	Letters or MoU should be produced

Note: Any false certification or wrong certification will disqualify the bidders and if found after the award of Contract, the contract may be terminated, EMD will be forfeited and

Criminal Proceedings will be initiated.

e. CHECKLIST FOR THE PRE-QUALIFICATION BID

The Pre Bid document submitted without the following shall be rejected:

1. BID SECURITY/EARNEST MONEY DEPOSIT (EMD): The Bidder shall furnish, as part of the Bid, a bid security for the amount of Rs.2000/- by DD in favour of “Daman & Diu Society for Skill Development Initiative Scheme”, payable at Daman issued by any nationalized bank in India in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.
2. Pre-Bid document signed in Original (with photocopies in copy 2) on all pages.
3. In case bidder is a company – certified copy of certificate of incorporation for companies & Memorandum and Articles of Associations.

Or

In case the Bidder is a Society-Certified copy of registration deed with objects of constitution of society

Or

In case Bidder is Corporation-Authenticated copy of the parent statute

Or

In case of Trust-Certified copy of the Trust Deed

Or

In case of Firm-Certified copy of the **Partnership** Deed, Certified copies of documents submitted, as above, must be signed and carry the seal of the authorized signatory.

4. List of present Directors/owners/executive council members/trustees as applicable.
5. Certified copy (duly signed) of Service Tax Registration Certificate.
6. Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the last three years.
7. Documentary evidence (signed by authorized signatory) proving that the bidder fulfils the criteria as stated in page 39.

34. Technical Proposal.

a. Terms and Conditions

The proposal may be submitted for all the three employability Centres. One proposer will be entrusted with a single employability Centre based on the evaluation of proposal.

The proposal should include a concrete plan of action as to the number of proposed registrations, number of candidates proposed to be trained, training duration and framework, plan for approaching market, number of proposed placements and the mode of operation in detail considering the deliverables mentioned in this document.

A committee will scrutinize the proposal.

The organization must bring in the employees as per the qualification and experience set out by DDSFSDIS.

The service provider should be able to build strategic processes for creation and management of HRD Centres, optimum utilization of the resources, liaison with industries and other organization for training requirements, ensure trainings are aligned to industry expectations and industry standards, ensure employability of students through industry linkage and also ensure all round improvement of key stakeholders (staff, management and students) through training programs.

Ensure sustainability of the HRD Centres.

The organization should be functional for at least 3 years

The organization should have provided manpower to multi industries

There should be placement tie-ups / tie up plans with major industry players (MoU should be produced)

The organization should not be placed under black list by any Govt. agencies

The organization will have to give wide publicity through appropriate media about the training programmes

The organization will have to enroll the trainees by following objective and transparent selection criteria

The organization will have to allow officers of DDSFSDIS, or authorized persons/ experts deputed for examining, inspecting etc.

The organization will have to sign MOU with DDSFSDIS which will be framed out in due course stipulating therein the acceptable terms and conditions of the contract.

The decision of the Chairman /Secretary Education of DDSFSDIS is final in selection or rejection of any proposal.

Contribution towards the employee benefits like ESI, PF etc in accordance with the Government norms.

All establishment expenses including the salary of the employees of the service provider shall be paid immediately after each month on or before 5th of the succeeding month, failing which DDSFSDIS resume the right to pay the amount directly and adjust it against the management fee or any other amount payable to Private Party.

The Payment to the service provider will be strictly linked with the accepted performance terms and details of the same will be included in the proposed Contract documents.

The technical proposal should be sent in the following format.

b. TECHNICAL PROPOSAL

FROM :

TO :

Sir,

Subject: *Technical Proposal for the operation of Employability Centres.*

I/We _____ herewith enclose Technical Proposal for selection of our organization as Private Participant under Management Contract, in association with DDSFSDIS, for operating the Employability Centres.

Yours faithfully,

Signature

Full Name

Designation

Address

(Authorised Representative)

c. Approach Paper and Methodology

- ✚ The technical proposal should carry an approach paper to attain the deliverables detailed in page 24 to 30 of this document. This should include the following
 - ✚ Detailed Methodology to attain the deliverables
 - ✚ Detailed HRD process and its management that the institutions can undertake.
 - ✚ Detailed note on assessment tool, means of verification and counselling support.
 - ✚ Training pedagogy, Courses, Modules for achieving the deliverables
 - ✚ Comprehensive Plan for Placement and related services like demand generation, networking of institutions, placement services, job fest.etc.
 - ✚ Specifications of facilities, manpower planning, etc. for the HRD, training and placement services in and abroad.
 - ✚ Provision of service to youth with different education qualifications and aspirations. List of training courses proposed to be offered.
 - ✚ Intended target group of each course.
 - ✚ Faculty availability for each course.
 - ✚ Duration and Capacity intake of each course.
 - ✚ Training and capacity building plan for the Trainees and Faculties
 - Assessment of business risks and mitigation strategies thereof.
 - ✚ Work plan with main activities of the assignment, their content, phasing and interrelations, milestones.
 - ✚ Placement linkages with any nationally / internationally recognised institutions and agencies.
 - ✚ Proposers are required to cover the entire scope of work as mentioned in the Terms of Reference given in section IV in the proposal.

No information relating to financial terms of your services should be included in the Technical Proposal. Any such mention of financial terms in the technical proposal will render the tender as invalid.

d. Time Frame

The time line against the deliverables should be specific and be indicated in the template given below. The time frame should be counted starting from Day-1 of the execution of contract and can be extended to a period of one year initially.

Sl. No.	Process Plan	Period

e. Result Based Plan Matrix:

The technical proposal should contain the template with the deliverables in quantity and quality in terms of registration of candidates & employers, assessment, training, placement etc as detailed out in the deliverables.

Proposed Deliverables	Indicators Qualitative & Quantitative	Means of verification	Assumptions

f. Man Power Planning

The technical bid should envisage the requirement of Staff to provide the technical services as per the proposed deliverables with roles and responsibilities. The following are the proposed staff for Employability centres. Qualification and experience given are **mandatory** for each position.

Sl No	Name of key staff	Position	Academic Qualification	Age (As on date of application)	Relevant Experience	Total Experience
1		Business Development Officer	Post Graduate (MBA)	35 Yrs.	5 yrs.	
2		Counsellor	PG with Counselling specialization	30 Yrs.	2 Yrs.	
3		Training co-ordinator	Post Graduate (MBA)	30 Yrs.	5 yrs.	
4		Receptionist	Graduate (BCA)	27 Yrs.	2 yrs.	

SUMMARY OF PROPOSED KEY STAFF.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF :

Proposed Position :
 Name of Company :
 Name of staff :
 Educational Qualification & Experience :
 Date of birth :
 Years of association with the company :
 Regular/ Contract Employee/PP to Proposer:

Nationality :

Membership of professional Institutions / Bodies (including local and foreign):

Nature of tasks to be assigned :

Key qualifications :

Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and locations. (Use upto half a page)

Educational qualifications:

Summarise college/ university and other specialized education of staff member, giving names of schools/ colleges , dates attended and diplomas / degrees obtained viz., graduate, post-graduate etc. (Use up to a quarter page). – The qualification and experience provided in point 'f' is mandatory for respective positions.

Employment Record:

Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last FIVE years, also give types of activities performed and Employer references, where appropriate. (Use up to three quarters of a page).

Professional training and Attachments:

Indicate (a) attachments/ affiliation to teaching / research institutions (giving the name of the institution and period) after doing professional fieldwork in the task assigned (b) short term courses of period not less than a month, on the task assigned.

Certification

I, _____, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience.

Date : Day/Month/Year

Signature of staff member

g. Project Period.

The initial project period is for **one year** starting from the date of agreement which can be extended based on the performance.

h. CHECK LIST – FOR TECHNICAL PROPOSAL

Sl. No	Particulars	YES/NO
1	Whether applied in prescribed format	
2	Whether the application is submitted in 2 separate sealed cover & superscribed as Technical Bid and Financial Bid separately?	
3	Whether EMD, given in the form of DD enclosed along with Technical Bid?	
4	Whether the Principal Consultant and the team members are having sufficient experience and requisite qualification.	
5	Whether a note on the firm, giving details of registration, key professionals, relevant experience and abstract of works under taken so far with emphasis on the immediate last 3 years submitted?	
6	Whether the applicant has minimum prescribed professional experience?	
7	Whether the applicant has track record of completed projects?	
8	Whether the applicant has provided the registration number of the Firm/company?	
10	Whether PAN No. is furnished?	
11	Whether the firm is capable to take up work in the District Employment exchanges/ HRD centres?	
12	Whether Service Tax Registration Certificate is furnished?	
13	Any other information furnished by the applicant?	

35. Financial Proposal

The Financial proposal should quote the **Management Contract amount** for running each Employability Centre (on priority basis) towards achieving the Deliverables as detailed in the technical part.

The financial proposal must take into account, all the related taxes, duties, cess and liabilities. No tax liability or expenses will be borne by DDSFSDIS. However, any concession/exemption in the taxes, duties and cesses as are extended to DDSFSDIS will be passed on to the Employability Centre.

The proposal should quote **assessment fee per candidate per month**.

The Employability Centre has to be registered as a Vocational Training Provider under Modular Employability Scheme (MES) of Government of India and the basic Training cost has to be borne under the MES scheme of Government of India.

The placement linked financial proposals will get added weightage.

There will be performance linked payment method (from the payment of second month onwards) as indicated below:

- ◆ If the agreed minimum number of placements for a month is not met, 20% of the payment will be held which will be released when the number of placements is covered in the subsequent month. If the agreed number of placements exceeds 5%, there will be an incentive payment for the service provider.
- ◆ The proof of placement shall be the joining report of the candidate. However the incentive scheme for placement will be based on the production of salary slip for a period of minimum three months.

The financial proposal has to be given as per the format given below:

a. FINANCIAL PROPOSAL

FROM

TO

Sir,

Subject: HRD process of Employability Centres - Financial Proposal Regarding

I/We _____ herewith enclose Financial Proposal for selection of our organization as Private Participant for operating the Employability Centre.

Yours faithfully,

Signature

Full name

Designation

Address

(Authorized Representative)

b. Format for Financial Quote

The following format can be used for the financial quote for each center on priority basis. The bidder can choose any one or multiple centers. (The service provider will be entrusted with any center.)

Sl. No	Item	1	2	3
		Daman employability Center	Diu employability Center	DNH employability Center
1.	Operating Cost (Rs.) 1. 2.			
2.	Human Resource Cost (Rs.) 1 2.			
3.	Service Tax & Any Other (Specify)			
	Total			

Note :

- 1. Please give all figures in numbers as well as words.**
- 2. The quote should be against the deliverables in Rupees**

Signature

In the capacity of

Duly authorised to sign Proposal for And on behalf of

Date

Place

Place:

Date:

Signature of the Bidder
with seal

36. Evaluation Criteria

a. Evaluation of the Technical Proposal:

The technical evaluation and comparison of the bids shall be done for the following parameters. The evaluation committee will carry out technical evaluation applying the evaluation criteria specified below. Each responsive proposal will be attributed a technical score (TS)

Sl. No	Evaluation Criteria (with Max.marks)	Max. Points
1	<p>Experience in HRD Training; Number of persons trained on an annual average basis in the last three years.</p> <ul style="list-style-type: none"> ❖ =5,000 - 7 Marks ❖ 5,001 – 10,000 - 10 Marks ❖ >10,000 - 15 Marks 	15
2	<p>Experience in arranging placement; Number of persons for whom placement has been arranged on an annual average basis in the last three years</p> <ul style="list-style-type: none"> ❖ =1,000 - 10 Marks ❖ 1,001 – 3,000 - 15 Marks ❖ > 3,000 - 20 Marks 	20
3	<p>Average annual turn over</p> <ul style="list-style-type: none"> ❖ =3 Crores - 7 Marks ❖ >3 - <5 Crores - 10 Marks ❖ 5 Crores or more - 15 Marks 	15
4	<p>Concrete Plan and Method of operation</p> <ul style="list-style-type: none"> ❖ Overall Strategy - 5 Marks ❖ Quality of Aptitude tools - 5 Marks ❖ Quality of monitoring system - 5 Marks 	40

	<ul style="list-style-type: none"> ❖ Number of registrations - 5 Marks ❖ Training modules and didactics - 5 Marks ❖ Marketing plans/ Placement tie-ups -5 Marks ❖ Number of placements - 10 Marks (national and international tie-ups will be given weightage) 	
5	Involvement in any of similar Projects	10
	Total	100

Based on the evaluation of the Technical proposals, the Proposers shall be ranked highest to lowest in accordance with the total marks obtained. The decision of the Evaluation Committee shall be final in this regard.

Before opening of the Financial Proposal, bidders will be allowed to make non-substantive amendments in their Technical proposal only

b. Evaluation of Financial Proposal

The bidders will be informed by registered letter or by e-mail or by Fax the date and time of opening the financial proposal, with a request to attend the same. The Evaluation Committee will then open the financial proposal and determine if it is complete and without computational errors.

Any non-comparable components in the financial proposals will be brought to comparable levels using methods that deemed fit by the Evaluation Committee. The financial bid for each centre will be evaluated separately.

The lowest financial proposal (Fm) will be given a financial score (FS) of 100 marks.

The financial scores of other bids shall be computed as follows:

$$FS = 100 \times Fm/F$$

(F= Amount quoted as per financial bid)

c. Joint Technical & Financial Evaluation

✚ The Evaluation Committee shall follow a Quality cum Cost Based System (QCBS) for finalization of the Proposer.

✚ A composite weightage shall be calculated for those bidders whose bids are found to be in order.

✚ The weightage for the composite evaluation is as described below:

➤ **Technical** - **70%**

➤ **Financial** - **30%**

- ✚ Composite score (Technical & Commercial = $TS*0.70 + FS*0.30$) of Technically qualified bidder shall be prepared for each centre mentioned above and shall be compared centre wise. Bidder with highest composite score for a centre will be called for negotiating the contract for that particular centre.
- ✚ In case of a tie in the overall score bidder with the superior technical score will be invited for negotiations first.

d. Negotiations with the Successful Bidder.

- ✚ Negotiation will be conducted with the first ranking bidder only.
- ✚ The aim of negotiations is to arrive at a reasonable agreement on the terms of the contract with a view to initialing a draft contract by the conclusion of Negotiations.
- ✚ Negotiations will commence with a discussion of the Technical proposal, the proposed methodology (work plan), staffing, training and any suggestions the bidder may have made to improve the TOR. Agreement must then be reached on the final TOR. Special attention will be paid to optimise the required outputs from the Center.
- ✚ The negotiations will be concluded with a review of the draft General Terms of Contract given in RFP, to which specific terms of contract will be added. The DDSFSDIS and the Selected Operator will finalise the contract agreement to conclude negotiations.

37. Award of Contract

DDSFSDIS will issue a letter to the Selected Operator after the negotiations have been completed. The terms as per this RFP as finalised in negotiations will be included to form a contract and after legal vetting, it will be entered between DDSFSDIS and the Selected Operator. Within fifteen days from the date of issue of the letter of acceptance, the Selected Operator will be required to execute the Contract Agreement.

38. Confidentiality

- ✚ Information relating to the examination, clarification and comparison of the Proposal shall not be disclosed to any Proposers or any other persons not officially concerned with such process. The undue use by any Proposers of confidential information related to the process may result in rejection of its Proposal. Except with the prior written consent of the DDSFSDIS, the Proposer and the personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.
- ✚ Neither party will disclose to any third party, without the prior written consent of the other party, any confidential information which is received from the other party for the purposes of providing or receiving Services which if disclosed in tangible form is market confidential or if disclosed otherwise is confirmed in writing as being confidential or if disclosed in tangible form or otherwise, is manifestly confidential.

Each party will take measures to protect the confidential information of the other party that, in the aggregate are no less protective than those measures it uses to protect the confidentiality of its own comparable confidential information, and in any event, not less than a reasonable degree of protection. Both parties agree that any confidential information received from the other party shall only be used for the purposes of providing or receiving Services under this Contract or any other contract between the parties. The Proposer shall not, without DDSFSDIS's prior written consent, disclose the commercial terms of this assignment to any person other than a person employed by the Proposer in the performance of the assignment.

The clause on Confidentiality shall be valid for a further period of one year from the date of expiry or termination of the assignment, whichever is earlier.