



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::BARPETA

Address:
Ward No-5, P.O& P.S - Barpeta,
PIN-781301

Contact details:
Ph.No-03665-252129
Email-dc-barpeta@nic.in
Date: 09/07/2024

Memo No.BDD-349/2023/ADP/Skill/Empanelment/2

Notice Inviting Request for Proposal

Tender Notice for Empanelment of Training Providers under office of the District Commissioner, Barpeta for providing training under Skill Development Training Program as part of Aspirational District Program.

Sl. No.	Type of work	Trade Name	No. of candidates to be trained	Value
1	Skill Development Training	Optical Fiber Technician	90 Trainees	Rs. 29.34 Lakhs
		Optical Fiber Splicer	90 Trainees	

The District Commissioner's Office in Barpeta, Assam, extends invitation to accredited and affiliated agencies, registered on the Skill India Portal (SIP) administered by the National Skill Development Corporation (NSDC), we are seeking proposals from agencies with the requisite experience in Skill Training to carry out skill development programs in Barpeta district. The primary goal of this request is to identify and partner with agencies that have a strong track record in Skill Training. These selected agencies will assume the responsibility of organizing training programs for the following trades: **Optical Fiber Technician and Optical Fiber Splicer**, within the geographic boundaries of Barpeta district.

The concerned District Skill Committee/DLC of Barpeta district, Assam shall adhere to the **Quality and Cost Based Selection (QCBS)** methodology for the selection of agency/bidder, Within this framework, a significant 70% weightage will be accorded to the technical evaluation score derived from the technical proposals submitted by the agency/bidder, while the remaining 30% of the weightage will be attributed to the financial score based on the financial bids proffered by the agency/bidder.

The contract agreement shall be executed with the bidder/agency that attains the highest combined Score, contingent upon the fulfillment of all conditions delineated within the tender document and compliance with the established eligibility criteria.

The Tender has to be submitted in a sealed non-transparent envelope super scribed with "Tender Notice for Empanelment of Training Providers under office of the District Commissioner, Barpeta for providing training under Skill Development Training Program as part of Aspirational District Program" along with Tender Ref. No. and details of the applicant with contact no./email id.

Earnest Money Deposit (EMD): All Applicants have to pay refundable EMD (non-interest bearing) of Rs. 25,000/- The Applicant needs to mandatory submit EMD fee of INR 25,000/- in the form of a Demand Draft drawn in favour of "Office of the District Commissioner, Barpeta" payable at Barpeta.

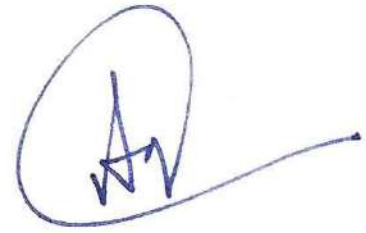
Proposals that are not accompanied by the EMD fee shall be out right rejected by Office of the District Commissioner, Barpeta.

Sl. No	Event Descriptions	Timeline
1	Date of Publication of RFP	10/07/2024
2	Website to obtain RFP documents	https://barpeta.assam.gov.in
3	Pre-bid queries	20.07.2024 up to 3 pm. Pre bid queries can be sent in email or hard copy may be submitted to office of the District Commissioner, Barpeta
4	Last date & time for submission of bidding document & Submission of EMD in hard copies	30/07/2024 till 3:00 PM To the O/o the District Commissioner, Barpeta district, Assam and Soft copy to be submitted in e-Mail: dc-barpeta@nic.in
5	Date & Time of opening of Technical & Financial Bid	05/08/2024 at 11:30 AM
6	Tender Value	29.34 Lakhs
7	Bidding System	Two Bid System
7	Presentation round venue	Office of the District Commissioner, Barpeta, Assam

The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this Tender at any stage without assigning any reason thereof.

The complete RFP can be downloaded from the "Tender Section" of the website:

<https://barpeta.assam.gov.in>



(Aayush Garg, IAS)
District Commissioner
Barpeta

BACKGROUND: Office of the District Commissioner, Barpeta is mandated to implement skill development programmes in the Barpeta district of Assam. The vision is to increase the capacity and capability of the system to deliver quality skill training and professional knowledge to the youth of Barpeta to enhance and ensure their employability and bridge the skill deficit with a view to meet the growing demand for skilled man power in various economic. Barpeta district has been allocated target under Skill development Component of Aspirational District Program to train 180 candidates in trades: **Optical Fiber Technician and Optical Fiber Splicer**. In view of above, Office of the District Commissioner, Barpeta, invites sealed proposals from Training Providers for “Empanelment of Training Providers under Office of the District Commissioner, Barpeta for providing training under Skill Development Training Program as part of Aspirational District Program”.

SCOPE OF WORK:

The chosen agency/ agencies are expected to render its services in the meticulous execution of skill training programs tailored for the following skill trades:

1. **Optical Fiber Technician**
2. **Optical Fiber Splicer**

Sl. No.	Sector	QP Name	QP Code	No. of candidates to be trained
1	Telecom Sector Skill Council	Optical Fiber Technician	TEL/Q6401	90 Trainees
2	Telecom Sector Skill Council	Optical Fiber Splicer	TEL/Q6400	90 Trainees

The on boarded party/parties must adhere to the following clauses during the implementation of the skill training program:

1. The initiation of short-term skill training should take place within 45 days from signing of the agreement. Failure to comply will result in the forfeiture of both the target and Performance Guarantee.
2. Skill trainers employed by the accredited party must satisfy the qualification and experience requirements outlined by the relevant Sector Skill Councils for their respective Qualification Packs (QPs) of the proposed trade. Furthermore, trainers must have successfully completed the Training of Trainers (TOT) program and possess a certificate, which should be presented along with their Trainers ID (TR ID) listed on the Skill India portal.
3. The Accredited party is responsible for candidate mobilization and counselling, as well as the execution of training, assessments, certification, and post-certification tracking for candidates who successfully complete the program. All candidates must possess a valid Aadhar card with proof of Assam residency to enrol in the training program. The installation of the biometric attendance system (BAS), IP-enabled CCTV cameras, and high-speed broadband internet is mandatory for training purposes.
 - a. Candidate Guidance: TPs shall have to play a crucial role in offering pre-counselling services to aspiring trainees.
 - b. Assessing the individual training needs of candidates based on their qualifications, skills, and career aspirations.
 - c. Providing advice and information about available training program, course content and the potential for career advancement.

- d. Addressing questions and concerns related to the training, employment prospects, and any other relevant inquiries as part of the skill training program.
 - e. Awareness Creation: Training Providers (TPs) are tasked with creating awareness among potential candidates within the designated districts. This involves disseminating information about training programs, employment opportunities, and the services offered by the TP in those areas.
 - f. District Engagement: TPs need to engage with local communities, educational institutions, and employment exchanges to identify and mobilize eligible candidates who may benefit from the training programs.
4. The empanelled party is responsible for capturing essential information from candidates interested in enrolling for training programs. This involves:
 - a. Collecting copies of required documents, such as educational certificates, identification proofs, and other necessary paperwork, during the registration process.
 - b. Ensuring that the documents submitted by candidates align with the originals and meet the specified criteria.
 - c. Recording candidate details accurately, including contact information, educational qualifications, and personal particulars.
 5. Training Providers shall submit the list of mobilized candidates to concerned authority for vetting and approval before starting of training.
 6. Training Providers are required to formulate training curricula and strategies of the training in accordance with the National Skills Qualifications Framework (NSQF) in accordance with the job roles stipulated by sector skill councils.
 7. Accredited parties are expressly prohibited from subcontracting or franchising the execution of training. Establishing training centers through franchise arrangements is strictly prohibited.
 8. Training Centers used for classes must rigorously adhere to SSC standards and be equipped with all necessary facilities and equipment required for the proposed skill training program, as per SSC norms for the respective trades:
 - a. The Training Provider (TP) shall be mandated to procure and implement an biometric attendance device for the purpose of recording the biometric attendance of both trainers and trainees.
 - b. Ensuring Comprehensive Coverage of Module-Specific Topics
 - c. Prior to initiating on-the-job training, wherever applicable, practical training activities should be duly planned and communicated to the relevant authority.
 - d. The training process should incorporate IP-enabled CCTV camera recording as a backup measure. This recording can be referenced by the appropriate authority in case of discrepancies. Failure to comply with these provisions may result in the imposition of penalties.
 - e. Training Providers (TPs) are mandated to maintain video and photographic evidence, including geographically tagged images throughout the duration of the training

program. These records must be promptly presented before relevant authorities upon request for inspection or verification purposes.

- f. The candidates must have a minimum attendance rate of 70% to be eligible to appear for assessment and certification.
- g. The Training Provider will have to adhere to the Centre Branding guidelines issued by Authorities.

Additional Terms and Conditions:

1. Procedural Directives:

The Training Provider shall adhere to the Procedural Standards and scheme-specific directives as prescribed by the regulatory authority for the execution of the contract.

2. Syllabus:

The syllabus must align with the Qualification Packs (QPs) and National Occupational Standards (NOSs) established by the respective Sector Skill Councils for the trades.

3. Assessment & Certification:

The certification shall be conducted by assessor appointed by the Assessment Agencies authorized by the Sector Skill Councils (SSCs)/ NSDC.

4. Payment Terms:

- a. Training fees payments shall be disbursed in accordance with the cost and procedural standards as set forth by authority as follows:

- i. **1st Tranche:** This constitutes 30% of the total amount and shall be disbursed upon the commencement of training for candidates whose eligibility and validation have been duly verified.
- ii. **2nd Tranche:** This entails 30% of the total amount and shall be released upon successful certification of the trainees, after proper vetting, signifying their completion of the training program in accordance with the established criteria.
- iii. **3rd Tranche:** This constitutes 40% of the total amount and this tranche becomes payable upon the submission of documentation related to the employment status of a minimum of 70% of the trainees who have attained certification. This documentation must align with a three-month time-frame following the placement of candidates and serve as evidence of the training programs efficacy and its impact on employment outcomes.

These disbursements shall be made after accounting for any necessary deductions in accordance with the applicable terms and conditions.

- b. The Authority will release payments only after thorough scrutiny of the submitted documents, as mandated for cash installment, as specified in the cost and procedural standards. Additionally, the Training Provider (TP) must submit bills for each installment within the stipulated time-frame as prescribed in the training process. No bills will be entertained beyond the specified period for the respective installment, as outlined in the agreement.

5. Batch Size:

The minimum and maximum batch size permissible for the program conforms to the established procedural standards is 20-30 candidates.

6. Performance and Placement Review:

The evaluation criteria for reviewing the TP shall be as follows-

- a. Attendance of the Training Batch: The minimum attendance requirement will be specified in the Cost & Process guidelines, and it is obligatory to meet these requirements to qualify for assessments.
- b. Accomplishment of Training Certification: To determine the achievement of training certification, candidates must participate in their assessments with certified assessors as per the prescribed Process Norms.
- c. Achievement of Placement Targets: The number of candidates placed will be determined based on the number of candidates who pass their third-party assessments successfully and meet the placement criteria as outlined in the Process Norms.

7. Dispanelment:

The training center will be periodically inspected by the Members of the District Skill Committee/Designated Nodal Officers before the start of training to check center readiness and also during the course of training to ensure maximum transparency. The reports concerning the performance of center will be diligently reviewed by the concerned authority. The authority shall assess the TP's performance based on the progress made and the ethical practices followed during the training program.

A Training Provider may face dispanelment for the following reasons:

- a. Inability to meet the established timeline or achieve the specified targets.
- b. Submission of false or fraudulent documents to authorities to portray a favourable performance. Involvement of unfair or unlawful practices by the TP to showcase positive results.
- c. Engaging in practices without obtaining consent from the relevant authorities or Legal body which may result in potential legal complications in the future.
- d. Reduction in the availability of tools and equipment for training in relation to the roles approved by the authority during approval process of the center.

A.ELIGIBILITY CRITERIA:

- i. The agency should have center/s in Barpeta district.
- ii. The agency can be a sole proprietorship firm, partnership firm, Company, Limited Liability Partnership, Trust or Society. Proof of constitution of the agency should be submitted.
- iii. The training agencies and centers should be already registered on NSDC for at least one of the job roles.
- iv. Applicants are required to demonstrate a substantial track record, showcasing a minimum of 3 consecutive years of active involvement in conducting skill training programs.

- v. Eligible applicants must provide assurance of a clean track record, having not been blacklisted by Central/State Government Departments or Public Sector Undertakings for any prior contract engagements.
- vi. To facilitate operational efficiency, coordination and administrative convenience, it is imperative that at least one registered or branch office is situated within the state of Assam.
- vii. Applicants are expected to provide concrete evidence of financial stability, with a minimum average turnover of Rs. 35 lakhs or more over the preceding three financial years. Submission of audited Balance Sheets and Profit and Loss Accounts from the past three years, certified by a Chartered Accountant, is obligatory. Additionally, the organization must maintain a positive net worth.
- viii. Applicants should present clear evidence of established connections with industries and banking institutions, including Letters of Intent or formal bank partnerships. The application should include a comprehensive Mobilization and Employment strategy as an integral part of the bid document.
- vii. The submission of work completion certificates for previously executed skill training projects is a mandatory requirement.

B. APPLICATION PROCEDURE:

1. Submission of Proposals:

In accordance with the Request for Proposal (RFP), organizations that meet the aforementioned criteria are eligible to seek empanelment by submitting the requisite documentation in the prescribed format. The authority may consider empanelling such agencies based on their compliance with the stipulated requirements and targets.

2. Submission of Technical Components

Applicant organizations are required to complete and submit the following TECH components on or before the designated submission deadline:

TECH 1 - Envelope with Introduction Letter

TECH 2- Organization's Data Sheet

TECH 3- Self-declaration of non-Blacklisting on a notarized stamp paper of minimum Rs. 100/-

TECH 4- Self-Declaration Form

TECH 5 - Mobilization and Placement Strategy

TECH 6 -Certificates of Work Completion

TECH 7- Address Proof Document (Sales deed/rent agreement and last month electricity bill)

3. EARNEST MONEY DEPOSIT:

All Applicants have to pay refundable EMD (non-interest bearing) of Rs. 25,000 /- (Rs. Twenty Five Thousand Only) in the form of a Demand Draft/ Bankers Cheque drawn from a nationalized bank of India in favor of "**Office of the District**

Commissioner, Barpeta" payable at Barpeta along with the application for empanelment.

4. The bid must be self-attested by the applicant with seal and signature on all pages of bid documents.

C. KEY INFORMATION:

Sl. No.	Event Descriptions	Timeline
1	Date of Publication of RFP:	10/07/2024
2	Website to obtain RFP documents	https://barpeta.assam.gov.in
3	Pre-bid queries	20.07.2024 up to 3 pm. Pre bid queries can be sent in email or hard copy may be submitted to office of the District Commissioner, Barpeta
4	Last date & time for submission of bidding document Submission of EMD in hard copies	30/07/2024 till 3:00 PM To the O/o the District Commissioner, Barpeta district, Assam and Soft copy to be submitted in e-Mail: dc-barpeta@nic.in
5	EMD fees	Rs.25000/-
6	Date & Time of opening of Technical & Financial Bid	05/08/2024 at 11:30 AM
7	Tender Value	29.34 Lakhs
8	Bidding System	Two Bid System
9	Presentation round venue	Office of the District Commissioner, Barpeta, Assam

D. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The District Commissioner's Office retains the authority to either accept or decline any proposal, as well as to terminate the tendering process and dismiss all submissions at any point before the work is officially awarded. Such actions will not result in any liability to the concerned bidders, nor there be an obligation to communicate the reasons for such decisions. Additionally, the concerned authority maintains the prerogative to cancel or amend this tender at its discretion and without prior notice.

E. VALIDITY PERIOD:

Proposals will retain their validity for a period of 180 days, commencing from the date of bid submission. Proposals with shorter validity durations may be deemed non-responsive and subject to rejection. After the initial 180-day validity period expires, unless the bidder formally withdraws their proposal in writing, it will continue to be considered valid until such time as the bidder officially (in writing) withdraws it.

F. Force Majeure:

Definition:

1. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agent employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations here under.

2. Force Majeure shall not include insufficiency of funds or failure to make any Payment required hereunder.

G. NOTIFICATION PROCEDURE FOR FORCE MAJEURE:

1. In the event of Force Majeure, the affected Party is required to inform the other Party within a period of seven (7) days from the occurrence of said event. If the other Party contests the request for relief under Force Majeure, it must provide written notification of the dispute within thirty (30) days from the receipt of the initial notice.

2. Once the circumstances that prompted the Party to claim Force Majeure have ceased, the Party making the claim must notify the other Party in writing within seven (7) days of the cessation. Subsequently, both Parties shall, as soon as reasonably possible, resume the fulfillment of all their obligations.

H. CONSULTATION AND DUTY TO MITIGATE:

The affected Party shall, at its own cost, take all steps reasonably required to remedy and mitigate the effects of the Force Majeure event and restore its ability to perform its obligations under this Agreement as soon as reasonably practicable. The Parties shall consult with each other to determine the reasonable measures to be implemented to minimize the losses of each Party resulting from the Force Majeure event. The affected Party shall keep the other Parties informed through written communication of its efforts to remedy the effect of the Force Majeure event and shall make reasonable efforts to mitigate such event on a continuous basis and shall provide written notice of the resumption of performance hereunder.

I. DISPUTE RESOLUTION:

The parties will try to mutually resolve any disputes as far as practically possible. In case, the dispute could not be resolved mutually, the parties will go for Arbitration. The place of Arbitration will be at Barpeta only. Also, all legal matters arising out of this agreement will be subject to the jurisdiction of the Hon'ble Court situated at Barpeta only.

J. PENALTY CLAUSE:

In case the deliverable is delayed beyond the submission date or the revised completion date (as agreed by Office of the District Commissioner, Barpeta in writing), penalty will be liable as per terms of Memorandum of Association or Agreement signed between Empanelled party and Office of the District Commissioner, Barpeta.

K. EVALUATION CRITERIA:

1. Authorities/Bid Evaluation Committee shall be adopting Quality and Cost Based Selection (QCBS) methodology for selection of agency/bidder for districts, where in 70% weightage shall be given to technical evaluation score based on the technical proposals submitted by the agency/bidder while 30% of the weightage shall be given to the financial score based on the financial bids quoted by the agency/bidder. The Contract agreement shall be signed with the bidder/agency whose combined score the highest subject to all conditions laid down in the tender document and the bidder/agency fulfilling the eligibility criteria.
2. Minimum Technical Score: The minimum qualifying marks for the technical evaluation would be 60 marks. Any bidder scoring less than 60 marks would not be eligible for further financial evaluation and consideration in the bidding process. Tender inviting authority reserves the right to lower the minimum qualifying marks in technical evaluation by 5 marks in case the number of eligible bidders is less than 3 after the technical evaluation.
3. The criteria of computation of technical score of each agency/bidder is mentioned below:

Sl. No.	Particulars	Marks Alloted
1	SMART Accredited Centre <ul style="list-style-type: none"> • Yes= 5 Marks • No = 0 Mark 	5
2	MoA with Companies(Pre-placement offers) <ul style="list-style-type: none"> • 1-3 = 5 Marks • 4 -6 = 10 Marks • 7 and above =15 Marks 	15
3	No. of Govt. Skill training schemes implemented (Work order to be submitted for evaluation) <ul style="list-style-type: none"> • 1-3 = 5 Marks • 4 -6 = 10 Marks • 7 and above =15 Marks 	15
4	Number of work completion certificates from various Govt. Department <ul style="list-style-type: none"> • 1-5 = 5 Marks • 5 and above =10 Marks 	10
5	Infrastructure based on the following parameters <ol style="list-style-type: none"> 1. RCC type building <ul style="list-style-type: none"> Yes = 5Marks No = 0 Mark 2. IP enabled CCTV camera to record the total training period with back up of 30 days. 	25

	Yes- 5 marks No-0 mark 3. Separate Toilets for Male/ Female / Physically handicapped Yes- 5 marks No- 0 mark 4. High Speed internet connectivity Yes- 5 marks No- 0 mark 5. Power Back up facility Yes- 5 marks No -0 mark	
6	Placement Records <ul style="list-style-type: none"> • 1-100 = 5 Marks • 100 and above =10 Marks 	10
7	Presentation	20
	Total	100

Technical Score = (Marks of Proposer/Marks of the Highest Scorer X 100)

4. Computation of financial score of each agency/bidder is mentioned below:

$$\text{Financial Score} = \frac{\text{Cost of L1 Proposer}}{\text{Cost quoted by Proposer}} \times 100$$

The combined score of the technical and financial evaluation of the technically qualified bidders as per the eligibility criteria shall be calculated as per the formula:

$$\text{Combined Score} = (\text{T.S.} \times 70/100) + (\text{F.S.} \times 30/100)$$

For Example,

Proposer/ Bidder	Technical Marks (as scored in technical evaluation)	Technical Score	Technical Weightage (70%)	Quoted Value (In INR)	Financial Score	Financial Weightage	Combine Score (Tech Weightage + Fin. Weightage)
A	79	$(79/91) \times 100 = 86.813$	$86.813 \times 70/100 = 60.769$	2300	$(2300/2300) \times 100 = 100$	$100 \times 30/100 = 30$	90.769
B	85	$(85/91) \times 100 = 93.406$	$93.406 \times 70/100 = 65.384$	2417	$(2300/2417) \times 100 = 95.156$	$95.156 \times 30/100 = 28.574$	93.932
C	91	$(91/91) \times 100 = 100$	$100 \times 70/100 = 70$	2576	$(2300/2576) \times 100 = 89.285$	$89.285 \times 30/100 = 26.786$	96.785

Hence, bidder "C", with the highest score of 96.785 becomes the successful bidder.

In case of more than one bidder with equal highest score up to 3 decimals in a district, then the bidder with the highest Financial Score shall be declared as the shortlisted bidder for the particular district.