

Tender No: 256/A/2015/KSWCFC

**BID DOCUMENT FOR THE SELECTION OF
TRAINING PARTNER FOR KERALA STATE
WELFARE CORPORATION FOR FORWARD
COMMUNITIES LIMITED**

Kerala State Welfare Corporation for Forward Communities Ltd
(A Government of Kerala Undertaking)
TC 9/476, L2, Kuleena, Jawahar Nagar, Kowdiar P.O,
Thiruvananthapuram-695 003
Tel: 0471 2311215

Content

Serial No.	Particulars	Page No.
I	Section -I: Invitation for Proposal	4
1	Introduction	5
2	Invitation	6
3	Consortium/Joint Venture	6
4	Issuer	6
5	Contact Person	6
6	Address for Bid Submission and Correspondence	6
7	Tender-Price and Time Line	7
II	Section -II: Project Information	8
8	Definitions	9
9	Skill Development Programme	10
10	Project Cost	10
	a. Project Location	10
	b. Project Period	10
	c. Project Payment	10
III	Section -III: Instructions to Participants	11
11	Conflict of Interest	12
12	Validity of Proposals	12
13	Right to accept Proposal	12
14	Fraud and Corruption	12-13
15	Comments/Clarifications on Tender Document	13
16	Amendments in Tender Document	13
17	Preparation of Proposal	13-14
18	Clarifications on Proposals	14
19	Submission, Receipts , Disqualification and Opening of proposals	14-15
20	Disqualifications	15
21	Submission of proposal by proposers	16
22	Proposal Opening	16
IV	Section IV: Terms of Reference	17
23	Objectives	18
24	Specific Objective	18
25	Technical Standards & Specifications in Respect of Training Partner	18
26	Deliverables	19
	Deliverable - 1	19
	Deliverable - 2	19-20
	Deliverable - 3	20
27	Scope of Service for Training Partner	20-21
28	Role of Stake Holders	21
	A. Role of KSWCFC	21
	B. Role of Service Provider	22

V	Section V: Tender Details	23
29	Tender Notifications	24
30	Invitation for Bids(IFB)	25
31	How to submit Quotation	26
32	Guidelines regarding Pre-Bid Documents	26
	A. Pre-Bid letter	27
	B. Details of Pre-Bid Document	28
	C. Eligibility Criteria for Bidders	29
	D. Check List for the Pre-Qualification Bid	30
33	Technical Proposal	31
	A. Terms and Conditions	31
	B. Technical Proposal letter	32
	C. Approach Paper& Methodology	33
	D. Project Period	33
	E. Check list for Technical Proposal	34
34	Financial Proposal	34
	A. Financial proposal -Letter	35
	B. Format for Financial Quote	36
35	Evaluation Criteria	37
	A. Evaluation of theTechnical Proposal	37
	B. Evaluation of Financial Proposal	38
	C. Joint Technical and Financial Evaluation	38
	D. Negotiations with Successful Bidder	38
36	Award of Contract	39
37	Confidentiality	39

SECTION -1

INVITATION FOR PROPOSAL

1. INTRODUCTION

- 1.1** The burgeoning figure of live registrants in employment exchanges in Kerala highlights the alarming rate of unemployment in the State. Majority of registrants belong to economically weaker sections among forward communities in Kerala. Kerala has worn accolade of totally literate State & aspirants to Government jobs is a spiralling addiction. The majority of youth passing out from educational institutions are academically qualified, but lack of sharpened skills makes them deprived of jobs. Thrust on a system to identify individual ability coupled with communication and soft skill building, development of work place skill sets, empower the individual by improving his/her social acceptance & value that may take growth rate economy to higher trajectory.
- 1.2** Concrete and systematic effort for assessing the Skill sets of the candidates and providing of adequate training improve employability by optimally utilizing the infrastructure available in public & private sector. Identification of employment opportunities is the need of the hour. With this objective, KSWCFC is looking forward to implement Skill Development Programme ensuing placement for educated youth belonging to economically backward sections among the forward communities in Kerala through, professionally competent and accredited training agencies / partners empanelled for the endeavour.
- 1.3** KSWCFC Ltd is a Government of Kerala Undertaking established under the Companies Act for carrying out the business for comprehensive development of economically weaker sections among forward communities in Kerala.
- 1.4** Skill Development Programme is a State Plan scheme and Government of Kerala has earmarked an amount of Rs. 100 lakh in the budget for the Plan scheme. In collaboration with training partner, KSWCFC will implement the scheme. The KSWCFC will select professionally competent and accredited Private/ Government agencies as Training Partner through a transparent bidding process.
- 1.5** The package Skill Development Programme includes:-
- (1) Demand generation through job fair
 - (2) Ensuring the participation of National/International & Public /Private Organisations in job fair.
 - (3) Screening of potential candidates.
 - (4) Placements of professionally skilled candidates.
 - (5) Assessment of skill gap.
 - (6) Imparting client specific skill training
 - (7) Placements of successfully trained candidates.

2. INVITATION

As stated above, KSWCFC invites proposals from reputed bonafide interested parties Private/ Government agency who are technically competent, accredited, experienced, having necessary infrastructure and tie up with major industry players, for taking up the operation of Skill Development Programme which involves providing of HRD services viz organising job fair, placements of potential candidates, skill gap assessment, client based specific training, placements of trained candidates.

3. CONSORTIUM/ JOINT VENTURE

- a. The interested parties may apply either individually or as a consortium herein after referred as 'Group', subject to the condition that participating companies together satisfy the ToR and the eligibility criteria.
- b. 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 KSWCFC.

4. ISSUER

KSWCFC, a Government of Kerala undertaking established under the Companies Act, 1956 for carrying out business for the comprehensive development of economically weaker sections among forward communities in Kerala.

5. CONTACT PERSON

Name : Dr.K. Ampady IIS
Designation : Managing Director
KSWCFC Ltd
Phone : 0471-2311215
Fax :
e-mail : kswcfc@ gmail.com

6. ADDRESS FOR BID SUBMISSION AND CORRESPONDENCE

Name : Dr.K. Ampady IIS
Designation : Managing Director
KSWCFC Ltd.
Address : L2, Kuleena, TC 9/476, Jawahar Nagar,Kowdiar P.O,
Thiruvananthapuram-695 003.
Phone : 0471-2311215
e-mail : kswcfc@ gmail.com

7. TENDER-PRICE AND TIME LINE

Sl.No	Particular	Unit	Detail
1	Tender Reference	No.	256/A/2015/KSWCFC
2	Tender Amount	Rs.	Quote
3	EMD Amount	Rs.	2,00,000/-
4	Tender participating fee	Rs.	10,000/-
5	Last date of submitting Quotation / Technical/ Financial proposal	Date	16 hrs 06-02-2016
6	Opening of Technical proposal	Date Time	15 hrs 08-02-2016
7	Evaluation of Technical proposal	Date	15hrs 08-02-2016
8	Opening of Financial proposal	Date	Date will be informed

SECTION -II

PROJECT INFORMATION

8. DEFINITIONS

Unless the context otherwise requires the following terms whenever used in this tender document and contract have the following meaning

- a. **"KSWCFC"** denotes Kerala State Welfare Corporation for Forward Communities Limited;
- b. **"Training Partner"** denotes the training agency selected through bid process for undertaking Skill Development training programme;
- c. **"Applicable Law"** denotes the laws, rules and regulations having the force of law in India as they may be issued and in force from time to time;
- d. **"Company"** denotes a company incorporated in India under the Companies Act, 1956;
- e. **"Contract"** denotes the contract signed by the parties and KSWCFC along with the entire documentation specified in the bid document;
- f. **"Day"** denotes Calendar day;
- g. **"Effective date"** denotes the date on which the contract comes into force and effect;
- h. **"Evaluation Committee"** denotes committee constituted by the KSWCFC for evaluation of technical and financial proposals submitted by the proposer(s)
- i. **"GCC"** denotes general conditions of contract , specified in **Section IV** of tender document;
- j. **"ITP"** denotes instructions to proposers , specified in **Section III** of the tender document;
- k. **"IFB"** denotes invitation for bids , specified in **Section I** of the tender document;
- l. **"Proposer"** or **"Bidder"** denotes any private or public party eligible to respond as per the eligibility criteria specified for this tender document;
- m. **"Services"** denotes 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 KSWCFC;
- n. **"Taxes"** denotes all applicable taxes in India;
- o. **"ToR"** denotes terms of reference for the proposers, specified in **Section IV** of tender document.

9. SKILL DEVELOPMENT PROGRAMME

Skill Development Programme is a three steps venture

- a. "Linking Skilled to Demand"- connecting entrepreneurs/ employers having demand for specific skills with the job seekers belonging to economically backward sections among Forward Communities in Kerala.
- b. "Improving Productivity & Employability"- The skill sets of the youth will be identified, evaluated and fine tuned to produce expected outcomes.
- c. "Placements offers to the trained"- The youth will be provided with offers for career after successful completion of training.

10. PROJECT COST

Rupees 100 lakh for the Financial Year 2015-16.

(a). PROJECT LOCATIONS

Anywhere in Kerala preferably at Ernakulam.

(b). PROJECT PERIOD

Initially Empanelment of the training partner will be for a period of one (1) year starting from the date of agreement which can be extended to a further period of three (3) years. The performance of the training partner will be reviewed after each session of the scheme and if the performance is found unsatisfactory, KSWCFC will have the right to terminate the agreement and to forfeit the EMD.

(c). PROJECT PAYMENT

- (1) 30% of project cost will be released after the execution of formal agreement & submission of project plan. The payment will be made against proportional bank guarantee.
- (2) 30% of project cost will be released after the conduction of 1st job fair and completion of the training for the 1st batch, before 2nd job fair
- (3) 30% of project cost will be released after the completion of the training for 2nd batch, before the 3rd job fair.
- (4) 10% of project cost will be released after the placement programme.
- (5) If deliverables are not attained, payment will be prorated on the basis of the number of the job seekers participated, trained & placed.

SECTION -III

INSTRUCTIONS TO PARTICIPANTS

11. CONFLICT OF INTEREST

KSWCFC requires that the proposers must provide professional, objective and impartial services at all times that uphold the interest of KSWCFC, 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.

12. 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. KSWCFC may seek the proposer's consent to an extension of proposal validity (but without modification in proposal).

13. RIGHT TO ACCEPT PROPOSAL

KSWCFC 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) on the grounds for such decision. No bidder shall have any cause of action or claim against KSWCFC for rejection of his proposal.

14. FRAUD AND CORRUPTION

KSWCFC 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, KSWCFC 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 KSWCFC or any personnel or proposer(s) in contract execution;
- ii. **"Fraudulent practice"** means a mis -representation of facts in order to influence a procurement process or the execution of a contract , to KSWCFC 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 KSWCFC 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 KSWCFC 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 prescribed 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 .

15. COMMENTS/ CLARIFICATIONS ON TENDER DOCUMENT

Your comments on ToR should be submitted within 5 days from the issue of tender document via e-mail.

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.

16. AMENDMENTS IN TENDER DOCUMENT

At any time prior to deadline for submission of tender bid documents, KSWCFC 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.

17. PREPARATION OF PROPOSAL

The proposer’s 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 initialled by the authorised 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 authorised person(s) to bind the proposers to the contract. The letter of authorisation shall be indicated by written power of attorney and shall accompany the proposal. All pages of the technical and financial proposals must be initialled 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 therein.

18. CLARIFICATIONS ON PROPOSALS

During technical and commercial evaluation of the proposals, KSWCFC may at its discretion, ask proposers for clarifications or documentary evidence on their proposal.

19. SUBMISSION, RECEIPTS, DISQUALIFICATION AND OPENING OF PROPOSALS

- i. The technical proposal and the financial proposal must be submitted in HARD & SOFT COPY (CD).
- ii. Technical proposal and financial proposal shall be sealed in separate envelopes. Every envelope shall be super scribed with;
 1. Name of the work viz. Skill Development Programme
 2. Name of proposal viz., technical /financial, as the case may be.
 3. Original or copy as the case may be.
 4. Address of KSWCFC
 5. Name and address of bidder
- iii. The technical proposal in original and pre bid document along with EMD, tender participation fee with soft copy thereof should be put in separate envelopes duly sealed. The envelope containing the technical proposal in original and the soft copy should be put in an outer

envelope, which should be duly sealed and super scribed clearly as "TECHNICAL PROPOSAL".

- iv. Similarly the financial proposal in original along with soft copy should be put in an envelope, duly sealed. The envelope should be put in an outer envelope, which should be duly sealed and super scribed clearly as "FINANCIAL PROPOSAL".
- v. The covers containing Technical proposal and Financial proposal should be kept in an OUTERMOST envelope. The envelope must be clearly superscribed - "PROPOSAL IN RESPECT OF SKILL DEVELOPMENT PROGRAMME" DO NOT OPEN EXCEPT IN THE PRESENCE OF THE TENDER OPENING/EVALUATION COMMITTEE, TENDER No. and DUE DATE . The envelope will bear the address of KSWCFC Ltd, Name and Address of the bidder.
- vi. During the course of evaluation of the 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.

20. DISQUALIFICATIONS

KSWCFC may at their sole discretion and at any time during the evaluation of the proposal, disqualify any proposers, if the proposers have:

- i. Submitted the proposal documents after the response deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the experience.
- iii. Submitted a proposal without tender fee or EMD.
- iv. Submitted a proposal that is not accompanied by required documentation.
- v. Failed to provide clarifications related thereto, when sought.
- vi. Submitted more than one proposal.
- vii. Declared ineligible by the Government of India and, or Government of Kerala for corrupt and fraudulent practices or blacklisted.
- viii. Submitted a proposal with price adjustment/ variation provision.
- ix. Indicated the financial terms of services in technical proposal.

21. SUBMISSION OF PROPOSAL BY PROPOSERS

- i. 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.
- ii. Proposals from proposers complete in all respects must be received by KSWCFC at the address specified in Section 1 before the last date and time mentioned in page 4.
- iii. 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 1** of the tender document, in the presence of the authorised representatives of bidders, who choose to be present.

22. PROPOSAL OPENING

Proposals will be opened in the presence of the proposers or their authorised representative who chooses to be present, at the address, date and time indicated in **Section 1**. Preliminary scrutiny will be done at the proposal opening and proposal not confirming with the stipulations will be rejected.

SECTION -IV

TERMS OF REFERENCE

23. OBJECTIVES

Objectives of Skill Development Programme are

- i. to equip educated youth belonging to economically backward sections among the forward communities in Kerala in various employable areas &
- ii. to harness the potential of the youth by providing them job offers.

24. SPECIFIC OBJECTIVES

- i. To create demand generation through job fairs.
- ii. To provide immediate employability solutions to potential job seekers via job fairs.
- iii. To assess the skill gap of the job seekers.
- iv. To develop and fine tune employability skills.
- v. Ensure maximum placement offers vide industrial tie ups etc.

25. TECHNICAL STANDARDS & SPECIFICATIONS IN RESPECT OF TRAINING PARTNER

- i. The training partner should be a NSDC accredited firm.
- ii. The training partner should organise job fair in selected locations in Kerala preferably at Ernakulam and should ensure good participation of industry players and job seekers.
- iii. The training partner should be able to render the professional service viz registration of candidates, placement offers to equipped youth, assessment of skills, training to youth and maximum placement offers to trained youth.
- iv. Assessment tool should be standardised enough to analyse the aptitude and skill sets of the candidates. The assessment test should be web enabled for covering minimum of 20 students at a time.
- v. The training courses proposed
 - a. should be client specific
 - b. for the development of employability/communication skills
 - c. should have a module for pre and post evaluation of skill sets.
- vi. The training modules as well as the training pedagogy certified by the employers/industry partners/ recognised certifying agencies will get added advantage while screening the technical proposal.
- vii. Ensuring placements offers based on the skill sets of the candidates is the foremost function that needs to be carried out by the training partner. The success of this HRD process is finally linked to the number of placement offers within India and abroad.
- viii. The proposal should clearly mention concrete plan of action and the mode of operation.

26. DELIVERABLES

DELIVERABLE-1

ORGANISING JOB FAIR, ASSESMENT AND PLACEMENT OF CANDIDATES

The training partner should generate demand by organising job fairs. The training partner is expected to organise Job fairs with good participation of both industry partners & job seekers. They should assess the aptitude, skill sets and the employability of the candidates prior to the client based training.

- i. Demand generation by organising minimum two job fairs, initially, in two venues.
- ii. Ensure participation of minimum number of 25 employers/ industry partners and a minimum number of 500 job seekers in each of the job fairs.
- iii. Professional human resource assessment by certified tools.
- iv. Verification of certificates.
- v. Grading of candidate based on various parameters like aptitude, personal abilities, managerial or leadership qualities, interpersonal skills, presentation skills and technical skills etc.
- vi. Assess the training requirements.
- vii. Refer soft skill/high end training.
- viii. Recommend industry, functional area, job rolls most suitable for the potential candidate.

DELIVERABLE -2

IN -HOUSE TRAINING

Client Specific training shall be provided to minimum of 600 candidates identified in the job fair, in accordance with the requirement of the employer. The training is to be conducted at any suitable place in Kerala, in consultation with KSWCFC.

- i. Registration & Collection of Rs.1,000/- as reimbursable security deposit on behalf of KSWCFC from a minimum number 600 candidates who will attend client specific training.
- ii. The training providers will arrange the infrastructure and co-ordinate the training sessions with prior approval of KSWCFC.
- iii. Soft skills/basic training/finishing skills /high end training etc should be provided as per the requirement of employers.

iv. **Training Frame work**

It should enlist the following:

- Objectives
- Curriculum & Syllabus
- Modules
- Sub titles
- Pedagogical Methodology
- Pedagogical tools

v. **Resource materials**

- Training policy
- Document on training guidelines
- Reports/ feedback on previous trainings
- 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

vi. **Duration**

- Optimum duration for a training module shall be a period of 10 days.

DELIVERABLE-3

PLACEMENT OF CANDIDATES AND TRACKING

The important deliverable entrusted with the training partner is “to offer placements to candidates who successfully complete the skill upgradation programme”.

- The training partner should create space for linking employers and trained candidates.
- Training partner should guarantee placement offers to 50% of trained candidates.

27. SCOPE OF SERVICES FOR THE TRAINING PARTNER

The scope of the training partner will be to run Skill Development Programme as detailed in project information section for achieving the deliverables detailed in Section IV.

- i. Skill development Programme starts with a job fair. The training partner will organise Job fairs (minimum 3 job fairs) at suitable locations in Kerala preferably at Ernakulam in consultation with KSWCFC. All expenses connection with organising job fairs shall be met by the training partner.
- ii. The training partner should ensure good participation of industry in job fair through the networks and tie ups.
- iii. The training partner has to develop questionnaire and tool for the aptitude and assessment test, which should be set apart based on the different education level as well as the employment opportunities.
- iv. The training partner has to design the training courses, its structure, syllabus and curriculum, based on the profile of the candidate and the demand from the industry in consultation with KSWCFC. It shall equip the trainees with effective communication & soft skills.
- v. The basic and advanced (industry specific) training for each batches should be arranged and scheduled by the training partner with prior approval of KSWCFC. All expenses and infrastructure requirements shall be met by the training partner.
- vi. Networking and tie ups created with Nationalised/International & Public/ Private organisations for placement and its effectiveness will be a criterion for performance evaluation. 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.
- vii. Conduct of job fairs, campus placement programmes etc to ensure better placement offers. Thrust should also be given to overseas employment.
- viii. The training partner shall commence the Skill Development activities envisaged under the scheme within 30 days of the execution of the contract.

28. ROLE OF STAKE HOLDERS

A. Role of KSWCFC

- i. KSWCFC will be the issuer of the tender and execute the contract with the training partner for running Skill Development Programme
- ii. The management contract will be executed between KSWCFC and the training partner
- iii. The training partner should transfer the reimbursable security deposit of Rs. 1000/- collected from candidates who attended the programme to KSWCFC.
- iv. The officer deputed from KSWCFC will periodically monitor the activities under skill development programme.

B. Role of Training Partner

- i. Role of the training partner is to run the skill development programme as detailed out in the project note towards attaining the “deliverables”
- ii. Design, formulate and provide professional HRD service on skill development including organising job fairs, assessment, training and placement offer for the candidate.
- iii. Establishing links and entering into agreement /MoU with institutions and companies in India and abroad to conduct the skill up gradation.

SECTION V

TENDER DETAILS

29. TENDER NOTIFICATIONS

Tender No. 256/A/2015/KSWCFC.

KSWCFC a Government of Kerala undertaking under Companies Act, 1956, invites sealed tenders in prescribed format from reputed, bonafide, technically competent, experienced and accredited firms/groups of individuals with adequate infrastructure resources for undertaking Skill development/ Skill enhancement/ Finishing skills programmes which involves the work of providing HRD services like employment demand generation through job fair, job matching, assessment, counselling, vocational skill training and placement offers to trained persons. The tender document can be downloaded from the website www.kswcfc.org. The non transferable/non refundable tender participating fee of **Rs. 10,000/-(Rupees ten thousand only)**, should be paid by way of Demand Draft (DD) from any nationalised/ scheduled bank, drawn in favour of Managing Director, KSWCFC payable at Thiruvananthapuram. Completed sealed tender along with (pre-bid document, technical & financial bid in separate covers) along with EMD of **Rs 2,00,000/-(Rupees two lakh only)** should be addressed to the Managing Director, KSWCFC latest by **06-02-2016**. The technical bids will be opened on **08-02-2016** thereafter. Successful technical bidder will be intimated the date of opening of financial bid. The undersigned reserves the right to reject any /all tenders without assigning any reason.

Managing Director
KSWCFC

30. **INVITATION FOR BIDS (IFB)**

KSWCFC, a Government of Kerala undertaking established for the comprehensive development of the economically weaker sections among forward communities in Kerala. KSWCFC is the implementing agency of the state plan scheme, "Skill Development Programme". The Managing Director, KSWCFC invites sealed proposal for running Skill Development/Skill Enhancement/Finishing Skills Courses and Placement programme at any suitable place in Kerala preferably at Ernakulam. KSWCFC will select training partners through a transparent bidding process for undertaking the Skill Development programme.

- i. Firms/groups of individuals should be reputed, technically competent, experienced and accredited with NSDC and having adequate infrastructure for running the programme, anywhere in Kerala preferably at Ernakulam.
- ii. The **Tender Fee** for an amount of **Rs. 10,000/- (Rupees Ten Thousand Only)** should be paid by a **non-refundable** Demand Draft/Pay Order on any Nationalised/Scheduled bank drawn in favour of Managing Director, Kerala State Welfare Corporation for Forward Communities Ltd, payable at Thiruvananthapuram, along with Technical Bid, failing to which the Tender will not be accepted
- iii. **Earnest Money of Rs. 2,00,000/- (Rupees two lakh only)** in the form of Demand Draft in favour of "Managing Director, Kerala State Welfare Corporation for Forward Communities Ltd, payable at Thiruvananthapuram", to be submitted along with the Technical Bid failing to which the Tender will not be accepted.
- iv. The **Earnest Money** of the successful Bidder will be kept as Security Deposit and will be **refunded without interest**, after successful completion of the assignment. Earnest Money of the unsuccessful Bidders will be refunded without interest after the exercise for selection of partner is completed
- v. The envelope containing the pre-bid qualification document, technical bid and the EMD will be opened on the specified date and 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.

31. HOW TO SUBMIT QUOTATION

- i. **Pre-bid details**:-Pre-bid details (in hard copy and soft copy) in the prescribed proforma to be submitted along with the technical proposal
- ii. **Technical Bid - Technical Specifications** (in hard copy and soft copy) & **Earnest Money of Rs 2,00,000/-** (Rupees two lakh only) must be submitted in a sealed envelope superscribing "Technical Bid for undertaking skill development programme" - marked 'A'.
- iii. **Financial Bid** - The price must be quoted as per our format (in hard copy and soft copy) and put in a separate sealed envelope superscribing "Price Bid for undertaking skill development programme" - marked 'B'.
- iv. Pre-bid details and the above two sealed envelopes i.e. 'A' & 'B' along with the Demand Draft of **Tender Fee of Rs. 10,000/-** (Rupees Ten Thousand Only) and the **duly filled Proforma** must be put in another single big sealed envelope superscribing "Tender undertaking skill development programme" and to be submitted at Kerala State Welfare Corporation for Forward Communities Ltd before **16 hrs. of 06-02-2016.**

32. GUIDELINES REGARDING PRE-BID DOCUMENTS

Pre-bid details should be submitted in the following format along with the technical proposal.

A. PRE-BID LETTER

From

.....
.....
.....

To

The Managing Director,
Kerala State Welfare Corporation for Forward Communities Ltd.
T.C.9/476, L2, Kuleena, Jawahar Nagar
Kowdiar P.O. Thiruvananthapuram-3.

Sir,

Sub: Pre-bid document for Skill Development programme

I/We herewith enclose pre-bid qualification documents for selection of as Training Partner under contract, to undertake "skill development programme" in collaboration with KSWCFC, after considering the technical proposal submitted herewith.

I/We am/are remitting the required amount of Rs.10,000/- + Rs. 2,00,000/- as Tender Fee & Earnest Money Deposit.

Yours faithfully,

Signature.....

Full name.....

Designation.....

Address.....

.....

Date

(Authorised Representative)

B. DETAILS OF PRE-BID DOCUMENT

1	Name of the Firm/Company/Man Power Service Providers
2	Registration No.
3	PAN Details
4	Service Tax Registration No.
5	Full Address in capital letters
6	Name of Principal Consultant, Phone No., Fax, Mobile, e-mail, if any
7	Professional experience along with documentary evidence (extra sheet may be attached if necessary)
8	Details of accreditation with NSDC/GOI
9	Details of the EMD: DD No.....dated for an amount of Rs. 2,00,000/- drawn on..... payable at Thiruvananthapuram in favour of Managing Director, "Kerala State Welfare Corporation for Forward Communities Ltd"
10	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
11	Any other relevant information the firm/agency would like to furnish for their evaluation (extra sheets may be attached if necessary)

C. ELIGIBILITY CRITERIA FOR BIDDERS

The bidder should fulfil the following pre conditions 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.

Sl.No	Eligibility Criteria	Documentary evidence to be attached
1	The bidder should be an accredited agency of NSDC /GOI in skill development areas	Accreditation details with documentary proof
2	The bidder should have conducted skill development training for over 2000 persons on an annual average basis in the last three years ending 31 st December 2015	A self certified list on number of trainees who have undergone skill development training provided by the bidder at State or National level
3	The bidder should have arranged for employment of over 500 persons on an annual average basis in the last three years ending 31 st December 2015	A self certified list of all employees who have employed manpower provided by the bidder, along with the employers contact details
4	The bidder has to have an annual average turnover of over 1 Crore in the last three years ending 31 st March 2015.	Chartered Accountant certificate indicating the required average annual turn over
5	The bidder should have capacity to organise and conduct job fair and skill development programme anywhere in Kerala preferably at Ernakulam.	
6	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
7	Sufficient placement tie-ups with major industry players	Documentary evidences should be provided.

NOTE: Any false certification or wrong certification will disqualify the bidders and if found after the award of contract, the contract will be terminated, EMD will be forfeited and criminal proceedings will be initiated.

D. CHECK LIST FOR THE PRE-QUALIFICATION BID

The pre bid document submitted without the following shall be rejected:

- i. **BID SECURITY/EARNEST MONEY DEPOSIT (EMD):** The bidder shall furnish, as part of the bid, a bid security (EMD) for the amount of Rs.2,00,000/-(Rupees two lakh only) by DD in favour of KSWCFC Ltd payable at Thiruvananthapuram issued by any Nationalised/ Scheduled Bank in India in a separate envelope. Only after the confirmation of valid bid security, the technical bid will be opened.
- ii. Pre-bid document signed in original on all pages along with two photocopies.
- iii. In case bidder is a **company**- certified copy of certificate of incorporation for companies and Memorandum and Articles of Association.

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 authorised signatory.
- iv. List of present Directors/Owners/Executive Council members/Trustees as applicable.
- v. Certified copy (duly signed) of service tax registration certificate.
- vi. Audited balance sheet and Income statement duly signed by the statutory auditors and authorised signatory/ies of the bidder for the years 2013-14, 2014-15 and 2015-16.
- vii. Documentary evidence (signed by authorised signatory) providing that the bidder fulfils the criteria.

33. TECHNICAL PROPOSAL

A. TERMS AND CONDITIONS

- i. The proposal should contain detailed action plan for skill development programme.
- ii. The proposal should include a concrete plan of action on job fair, number of candidates proposed to be trained, training duration and frame work, plan of approaching market, number of placement offers and the mode of operation in detail considering the deliverables mentioned in this document.
- iii. A committee will scrutinise the proposal.
- iv. The organisation should bring in qualified faculties and adequate infrastructure for the Skill Development Programme.
- v. The training partner should be able to build strategies processes for running Skill Development Programme, optimum utilisation of the resources, liaison with industries and other organisation for training requirements, ensure trainings are aligned to industry expectations and industry standards, ensure employability of students through industry linkage .
- vi. The organisation should have provided man power to multi industries.
- vii. The organisation should not be placed under black list by any Government agencies.
- viii. The organisation will have to give wide publicity through appropriate media about the training programmes.
- ix. The organisation will have to enrol the trainees by following criteria fixed by the KSWCFC through a transparent procedure.
- x. The organisation will have to allow Officers of KSWCFC or authorised persons/experts deputed for examining, inspecting etc.
- xi. The organisation will have to sign MoU with KSWCFC which will be framed out in due course stipulating therein the acceptable terms and conditions of the contract.
- xii. The decision of the MD, KSWCFC is final in selection or rejection of any proposal.

B. TECHNICAL PROPOSAL LETTER

From

.....
.....
.....

TO

The Managing Director,
Kerala State Welfare Corporation for Forward Communities Ltd.
T.C.9/476, L2, Kuleena, Jawahar Nagar
Kowdiar P.O. Thiruvananthapuram-3

Sir,

Sub: Technical proposal for Skill Development Programme

I/We..... herewith enclose Technical Proposal for selection ofas a Training Partner under contract, for running Skill Development Programme, in association with KSWCFC.

Yours faithfully,

Signature.....

Full name.....

Designation.....

Address.....

.....

Date.....

(Authorised Representative)

C. APPROACH PAPER AND METHODOLOGY

The Technical proposal should carry an approach paper to attain the **deliverables**. This should include the following:

- i. Detailed Methodology to attain the deliverables
- ii. Detailed note on demand generation and job fair.
- iii. Details of the Skill Development Programme in offer that the institution can undertake
- iv. Detailed note on assessment tool, means of verification and counselling support
- v. Training pedagogy, Courses, Modules for achieving the deliverables
- vi. Comprehensive plan for placement and related services like demand generation, networking of institutions, placement services, job fest etc.
- vii. Specifications of facilities , manpower planning, training and placement services
- viii. Provision of service to youth with different education qualifications and aspirations
- ix. List of training courses proposed to be offered
- x. Intended target group of each course
- xi. Faculty availability for each course
- xii. Duration and Capacity intake of each course
- xiii. Training and Capacity building plan for the Trainees
- xiv. Placement linkages with any Nationally/Internationally recognised institutions and agencies
- xv. 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. PROJECT PERIOD

The project period is for **One year** starting from the date of agreement.

E. 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 covers & super scribed as Technical Bid and Financial Bid separately?	
3	Whether EMD, given in form of DD enclosed along with Technical Bid?	
4	Whether a note on the firm, giving details of registration, key professionals, relevant experience and abstract of works undertaken so far with emphasis on the immediate last 3 years submitted?	
5	Whether the applicant has minimum prescribed professional experience?	
6	Whether the applicant has track record of completed projects?	
7	Whether the applicant has provided the registration number of the firm/company?	
8	Whether PAN number is furnished?	
9	Whether the firm is capable to undertake skill development programme on employable areas?	
10	Whether Service Tax Registration Certificate is furnished?	
11	Whether the firm have accreditation with NSDC/GOI	
12	Any other information furnished by the applicant?	

34. FINANCIAL PROPOSAL

- i. The financial proposal should quote the Management Contract amount for running skill development courses in various employable areas towards achieving the deliverables as detailed in the technical part.
- ii. The financial proposal must take into account, all the related taxes, duties, cess and liabilities. No tax liability or expenses will be borne by KSWCFC. However any concession /exemption in the taxes, duties and cesses are as extended to KSWCFC will be passed on to the Training Partner.
- iii. The proposal should quote skill development course fee per student for each courses in offer.
- iv. The bidder who offer higher percentage of placement offers, will get additional weightage
- v. 30% of project cost will be released after the execution of formal agreement & submission of project plan. **The payment will be made against proportional bank guarantee.** 30% of project cost will be released after the conduction of 1st job fair and completion of the training for the 1st batch, before the 2nd job fair. 30% of project cost will be released after the completion of the training for 2nd batch, before the 3rd job fair. 10% of project cost will be released after the placement programme. **If deliverables are not attained, payment will be prorated on the basis of the number of the job seekers participated, trained & placed.**
- vi. The proof of placement shall be copy of the job offer letter from the employers.
- vii. The financial proposal has to be given as per the format given below:

A. FINANCIAL PROPOSAL- LETTER

From

.....
.....
.....

TO

The Managing Director,
Kerala State Welfare Corporation for Forward Communities Ltd.
T.C.9/476, L2, Kuleena, Jawahar Nagar
Kowdiar P.O. Thiruvananthapuram-3

Sir,

Sub: Skill Development Programme-Financial proposal regarding

I/We herewith enclose financial proposal for selection of our organisation as training partner for running skill development programme in association with KSWCFC.

Yours faithfully,

Signature.....

Full name.....

Designation.....

Address.....

.....

Date.....

(Authorised Representative)

B. FORMAT FOR FINANCIAL QUOTE

The following format can be used for the financial quote for each Skill Development Programme.

Item	Rate per Item (INR)(inclusive of all taxes)	Remarks
A. Conducting 2 mandatory Job Fairs		Expenses in connection with organising job fairs and ensuring participation of industry partners and job seekers(inclusive of all taxes)
B. Registration, Assessment & Training of minimum 600 candidates		Course fee and all expenses including infrastructure, faculty, study materials etc (inclusive of all taxes)
Total (A+B)		

Note:

1. Please give all figures in numbers as well as words

Signature.....

In the capacity of

Duly authorised to sign Proposal for

and on behalf of

Place :

Date:

Signature of the Bidder
with seal

35. 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	Experience in Skill Development Training; Number of persons trained on an annual average basis in the last three years. ❖ =3,000 -7 Marks ❖ 3,001-5 ,000 -10 Marks ❖ >5,000 - 15 Marks	15
2	Experience in arranging placement; Number of persons for whom placement has been arranged on an annual average basis in the last three years ❖ =250 -10 Marks ❖ 251-500 - 15 Marks ❖ >5,00 - 20 Marks	20
3	Average annual turn over ❖ =1 Crores - 7 Marks ❖ 1- 3 Crores -10 Marks ❖ 3 Crores or more - 15 Marks	15
4	Concrete Plan and method of operation ❖ Overall Strategy including Number of courses offered , no of seats offered etc - 15 Marks ❖ Quality of Aptitude tools -5 Marks ❖ Training modules and didactics - 5 Marks ❖ For placements offered exceeding the mandatory 50% National and International tie -ups - 10 Marks - 5 Marks	40
5	Involvement in any of similar projects	10
	Total	100

- i. Based on the evaluation of the Technical proposals, the Proposers shall be ranked highest to lowest in accordance with the total marks obtained. **The minimum marks for qualification of Technical bid will be 60 points. (i.e 60%)** . The decision of the Evaluation Committee shall be final in this regard
- ii. 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 Financial bid of the technically qualified will only be considered. The bidders will be informed by registered letter or by e-mail or by Fax the date and time of opening of 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.

- i. Any non-comparable components in the financial proposal will be brought to comparable levels using methods that deemed fit by the Evaluation Committee. 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 and Financial Evaluation

- i. The evaluation committee shall follow a Quality cum Cost Based System (QCBS) for finalisation of the bidder.
- ii. A Composite Weightage shall be calculated for those bidders whose bids are found to be in order.
- iii. The weightage of the composite evaluation is described below:
 - ✓ **Technical** - 70%
 - ✓ **Financial** - 30%
- iv. The bidder with the highest composite score (Technical & Financial = $TS \times 0.70 + FS \times 0.30$) will be called for negotiating the contract . In case of a tie in the overall score, the bidder with superior technical score will be invited for negotiations first.

D. Negotiations with Successful Bidder

- i. Negotiation will be conducted with the first ranking bidder only
- ii. The aim of negotiations is to arrive at a reasonable agreement on the terms of the contract with a view to initialling a draft contract by the conclusion of negotiations
- iii. Negotiations will commence with a discussion on the Technical proposal, the proposed methodology (work plan), training and any suggestions the bidder may have made to improve the TOR. Agreement must then be reached on the final TOR.
- iv. 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 KSWCFC and the Selected Training Partner will finalise the contract agreement to conclude negotiations.

36. AWARD OF CONTRACT

KSWCFC will issue a letter to the selected Training Partner 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 KSWCFC and the selected training partner. Within fifteen days (15) from the date of issue of the letter of acceptance, the selected training partner will be required to execute the Contract Agreement.

37. CONFIDENTIALITY

- i. Information relating to the examination, clarification and comparison of the proposals 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 KSWCFC, 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.
- ii. 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 KSWCFC 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.
- iii. The clause of Confidentiality shall be valid for a further period of one year from the date of expiry of termination of the assignment, whichever is earlier.

@@@@@@@@@@@@@@@@