

*RFP Notice No.: GLPC/STP/DDUGKY/ 7711 /2020*

**REVISED/MODIFIED  
REQUEST FOR PROPOSAL**

**For**

**HIRING THE AGENCY AS A TECHNICAL SUPPORT AGENCY (TSA)  
UNDER DDU-GKY SCHEME FOR EXISTING / PROPOSED PROJECT  
IMPLEMENTATION AGENCIES (PIAs)**

**Through online e-tendering process only**

**GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED**

**3rd Floor, Block No. 18,**

**Udyog Bhavan,**

**Gandhinagar, Gujarat – 382011**

**Phone: +079-23248513 ;**

**e-mail: md@glpc.co.in, jtmd@glpc.co.in, apmstp@glpc.co.in**

**July 2020**

## TENDER NOTICE

Gujarat Livelihood Promotion Company Limited (GLPCL) has embarked upon skill development programme under the relevant scheme of skill upgradation at the best of the Ministry of Rural Development (MoRD), New Delhi. Gujarat Livelihood Promotion Company (GLPC) is the executive arm of Mission Mangalam, the implementation agency for NRLM. It has been registered under The Companies Act, 1956. GLPC works through strategic partnership between large industries and SakhiMandals / Self Help Groups / Producer Groups / Service Groups / Collectives of the poor, through decentralized Micro Enterprise Ventures. The promoting companies / entrepreneurs redesign the process where intensive tasks as job-works are undertaken by Self Help Groups in their respective homes or villages as self-employment activities.

Under the scheme of DDU-GKY, the relevant agencies for imparting training to prospective candidates have been identified after due process with a view to generate employment and provide livelihood to such candidates. The qualified and identified PIAs shall be awarded with the work and the targets with fund allocation in an appropriate manner. Subsequent to the award of the work, it is pertinent to monitor the implementation of the training programmes to achieve the desired results. In view of this, the TSA plays an important role to know the efficacy of various training programmes conducted by the PIAs.

The bid document is available on: <http://nprocure.com> for downloading. The bidder who submits downloaded bid document shall pay the cost of bid document in the manners specified in the RFP document. Bid must be accompanied with the Earnest Money Deposit of Rs. 3.00/- Lakhs (Rupees Three Lakh only) payable at Gandhinagar drawn in favour of the "Gujarat Livelihood Promotion Company Limited", Gandhinagar. The Bid Security will have to be in the form(s) as specified in RFP document and shall have to be valid for number of days as specified in the RFP document. No Exemption Certificate will be accepted in this regard.

The last date of submission of Bid is 18<sup>th</sup> August, 2020 on or before 15:00 hrs at the Office of the Gujarat Livelihood Promotion Company Limited, Gandhinagar and will be opened as per schedule indicated in the RFP document. The bid is an e-tender document, and hence

financial bid will be required to be submitted on-line following requisite procedure. However, all other documents including attachments as per RFP will be submitted as hard copy in the GLPCL's office as specified in the RFP document. If GLPCLs' Office happens to be closed on the day of receipt of bids as specified, the bids will be received on the next working day on opening of the Office at the same time and venue.

## DISCLAIMER

The information contained in this Request for Proposal document (the "**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical capability and financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules

or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

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

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

**INVITATION FOR REQUEST FOR PROPOSAL (RFP)**

Through this RFP, Gujarat Livelihood Promotion Company Limited (GLPCL), Gandhinagar, Government of Gujarat, invites bid from the interested bidders for hiring of agency for Technical Support (TSA) to Gujarat Livelihood Promotion Company Limited (GLPCL) under the scheme of DDU-GKY. Agency role as TSA shall continue till the completion of the projects allocated to all the PIAs or maximum period of 5 years as indicated in the Article 1, Chapter IV.

GLPCL will hire services of a Technical Support Agency, that will provide thematic support services for idea incubation, policy framing and formulating implementation strategies for core programme implementation at state, district & block level on key thematic areas such as youth mobilization & Counseling, Training & capacity building, placements, project management & monitoring, financial management, MIS, Procurement, Legal and other logistic support of GLPCL.

GLPCL may, at its own discretion, extend the date for submission of proposals. In such a case all rights and obligations of the GLPCL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## SCHEDULE FOR INVITATION OF RFP

Details about RFP: RFP Notice No. *GLPC/STP/DDUGKY/ 7711 /2020*

Department Name	:	Gujarat Livelihood Promotion Company Limited
Circle	:	3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat - 382011
Division	:	---
IFB No./ Tender Notice No.	:	RFP Notice No. <i>GLPC/STP/DDUGKY/7711/2020</i>
Name of Work	:	Hiring of Agency for Technical Support to Gujarat Livelihood Promotion Company Limited (GLPCL)
Period of Completion	:	Till the completion of projects allocated to all PIAs or maximum period of 5 years
Bidding Type	:	Open
Bid Call (Nos.)	:	1
Class of Bidder	:	Not Applicable
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture	:	Applicable only for manpower affiliation up to 25%
Rebate	:	Not Applicable
<b>Amount Details</b>		
Bid Document Fee.	:	Rs.15,000/- in form of Demand Draft
Bid Document Fee Payable to	:	"Gujarat Livelihood Promotion Company Limited" payable at Gandhinagar
Bid Security /EMD (INR)	:	Rs.3.00 lakhs/- (Rupees Three Lakhs Only)
Bid Security/ EMD in favour of	:	"Gujarat Livelihood Promotion Company Limited" payable at Gandhinagar
<b>Tender Dates</b>		
Bid Document Downloading Start Date	:	07/07/2020 at 2.00 p.m. (14.00 hrs)
Bid Document Downloading End Date	:	18/08/2020 at 03.00 p.m. (15.00 hrs)
Last Date & Time for Receipt (Submission) of Bids	:	18/08/2020 at 03.00 p.m. (15.00 hrs)
Date of Tender opening	:	18/08/2020 at 04.00 p.m. (16.00 hrs)
Financial bid opening Date	:	Will be confirmed by mail

Bid Validity Period	:	180 days from opening of price bid
Submission of certain documents, etc.	:	Submission of RFP, Tender fee and other Documents before 18/08/2020 upto 15:00 hrs in the office of the GLPCL, 3 <sup>rd</sup> Floor, Udyog Bhavan, Gandhinagar, Gujarat
Remarks	:	Bidder shall submit their offer in electronic format on website, after digitally signing the same. Offers which are not digitally signed will not be accepted. No financial offer in physical form will be accepted and any such offer is received by the GLPCL, 3rd Floor, Udyog Bhavan, Gandhinagar, Gujarat will be outright rejected.
Phone	:	079-23248513
<b><i>Other Details</i></b>		
Officer Inviting Bids	:	GLPCL, 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat – 382011
Bid Opening Authority	:	GLPCL, 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat – 382011



**General Terms and Conditions**

- (1) Bidders have to submit Price bid in Electronic form only on nprocure website till the Last Date & time for submission.
- (2) Offers in physical form will not be accepted in any case.
- (3) Free vender training camp will be organized every Saturday between 4.00 to 5.00 PM at (n) Code Solutions – A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:

**(n)Code Solutions**  
**A division of GNFC Ltd.,**  
**(n)Procure Cell**  
**304, GNFC Infotower, S.G. Road,**  
**Bodakdev, Ahmedabad – 380054 (Gujarat)**  
**Contact Details**  
**Fax : +91-79-40007533**  
**E-mail : [nprocure@ncode.in](mailto:nprocure@ncode.in)**  
**Website: [www.gipc.nprocure.com](http://www.gipc.nprocure.com)**  
**TOLL FREE NUMBER: 1800-419-4632 / 7359 021 663**

Other Terms and Conditions are as per detailed tender documents.

## GENERAL INSTRUCTIONS

- 1.0 Bidders who wish to participate in this selection process will have to register on <https://www.nprocure.com>. Further, participating Bidders will have to procure Digital Certificate as per Information Technology Act, 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n) Code Solutions – a division of GNFC Limited, or from any other Contractor licensed by Controller of Certifying Authority, Government of India. Bidders who already have a Digital Certificate need not procure a new digital certificate.
- 2.0 **Technical Bid:** All documents must be submitted online as well as in physical bid along with RFP fees, EMD and self-certified check list of documents uploaded on website **through** Registered A.D. Post/Courier/ hand delivery with acknowledgement receipt only.

**PART-I:Bid** Security and Price of one copy of the RFP Document in a separate sealed envelope superscripted with the RFP Document number. Please enclose EMD Rs 3.00 lakhs and Price of one copy of the RFP Document of ₹ 15,000/- in form of Demand Draft drawn in favour of “Gujarat Livelihood Promotion Company Limited, Gandhinagar.” Or EMD of Rs. 3.00 lakhs may be submitted in form of Bank Guarantee also with the validity of 180 days. Format for the same is attached as Annex-12.

**EMD/ Tender fees will be acceptable for banks as per the Finance Department GR No.EMD/10/2019/50/DMO dt. 01.11.2019 and GR No.EMD/10/2020/38780/DMO dt. 20.04.2020 only.**

**PART-II:** : All documents must be submitted online as well as in physical along with Tender fees, EMD and self-certified check list of documents uploaded on website are to be submitted at GLPCL, Gandhinagar.

**Note:** *Filling up prices in Part II will render the Bidder disqualified.*

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger

envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

- 3.0 **Financial Bid:** Bidder shall submit the FINANCIAL BID online only.
- 4.0 Work offered should be strictly as per specifications mentioned in this RFP Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading "Deviations".
- 5.0 Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- 6.0 Bidder shall quote the prices of work as mentioned valid for 180 days.
- 7.0 The price of one copy of the RFP Document is ₹ 15000/-, which can be paid by crossed Demand Draft. The Demand Draft may be drawn in favour of "Gujarat Livelihood Promotion Company Limited, Gandhinagar."

Yours faithfully,  
For and on behalf of

GUJARAT LIVELIHOOD PROMOTION  
COMPANY LIMITED  
3rd Floor, Block No. 18,  
Udyog Bhavan,  
Gandhinagar, Gujarat – 382011

**To be pasted on the outer envelope containing Bid Security,  
Tender Fees & Technical bid**

*Important Data*

DO NOT OPEN – THIS IS A BID

PROJECT	Proposal for undertaking a work as a Technical Support Agency (TSA) for GLPCL under DDU-GKY scheme for existing / proposed Project Implementation Agencies (PIAs).
Time	12.00 p.m. (12.00 hrs)
From	To
<Name of Bidder>	
<Address>	GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat – 382011
<Phone no.>	079-23248513

## Contents

<b>SCHEDULE FOR INVITATION OF RFP .....</b>	<b>7</b>
<i>Amount Details .....</i>	<i>7</i>
<i>Tender Dates .....</i>	<i>7</i>
<i>Other Details .....</i>	<i>8</i>
General Terms and Conditions .....	9
CHAPTER 1: INSTRUCTIONS TO THE BIDDER.....	15
ARTICLE:1 DEFINITIONS .....	15
ARTICLE:2 NATURE OF WORK .....	16
ARTICLE:3 ELIGIBILITY CRITERIA FOR BIDDERS .....	17
CHAPTER 2: GENERAL TERMS AND CONDITIONS .....	19
ARTICLE:1 CHECKLIST OF DOCUMENTS COMPRISING THE BID .....	19
ARTICLE:2 BIDDING DOCUMENT.....	20
ARTICLE:3 CLARIFICATION ON BIDDING DOCUMENTS .....	20
ARTICLE:4 AMENDMENT OF BIDDING DOCUMENTS.....	21
ARTICLE:5 LANGUAGE OF BID .....	21
ARTICLE:6 COST OF BIDDING .....	21
ARTICLE:7 BID FORMS.....	21
ARTICLE:8 FRAUDULENT & CORRUPT PRACTICE.....	22
ARTICLE:9 LACK OF INFORMATION TO BIDDER .....	22
ARTICLE:10 CONTRACT OBLIGATIONS .....	22
ARTICLE:11 BID PRICE .....	23
ARTICLE:12 BID CURRENCY .....	24
ARTICLE:13 BID SECURITY/ EARNEST MONEY DEPOSIT (EMD).....	24
ARTICLE:14 PERIOD OF VALIDITY OF BIDS .....	25
ARTICLE:15 FORMAT AND SIGNING OF BID.....	25
ARTICLE:16 SEALING AND MARKING OF BID .....	26
ARTICLE:17 BID DUE DATE .....	26
ARTICLE:18 LATE BID/CONDITIONAL BID.....	27
ARTICLE:19 MODIFICATION AND WITHDRAWAL OF BID.....	27
ARTICLE:20 OPENING OF BIDS .....	28
ARTICLE:21 CONTACTING THE GLPCL .....	28
ARTICLE:22 BID EVALUATION.....	28
ARTICLE:23 NOTIFICATION OF AWARD & SIGNING OF CONTRACT .....	32

ARTICLE:24 PERFORMANCE GUARANTEE.....	32
ARTICLE:25 PAYMENT TERMS.....	33
ARTICLE:26 PATENT RIGHTS.....	33
ARTICLE:27 THE GLPCL’S RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS .....	33
CHAPTER 3: TERMS OF REFERENCE .....	34
ARTICLE:1 INTRODUCTION.....	34
CHAPTER 4: SPECIAL TERMS AND CONDITIONS OF CONTRACT .....	39
ARTICLE:1 CONTRACT PERIOD .....	39
ARTICLE:2 APPROVED AGENCY’S OBLIGATION.....	39
ARTICLE:3 GLPCL'S OBLIGATION .....	40
ARTICLE:4 TERMINATION OF THE CONTRACT .....	40
ARTICLE:5 TERMINATION FOR INSOLVENCY, DISSOLUTION ETC.....	40
ARTICLE:6 TERMINATION FOR CONVENIENCE.....	41
ARTICLE:7 FORCE MAJEURE .....	41
ARTICLE:8 SUSPENSION .....	41
ARTICLE:9 OWNERSHIP OF DATABASE.....	42
ARTICLE:10 DETAILS TO BE KEPT CONFIDENTIAL.....	42
CHAPTER 5: ANNEXURES.....	43

## CHAPTER 1: INSTRUCTIONS TO THE BIDDER

### ARTICLE:1 DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- “Agreement” means the document signed by the Chief Executive Officer and the Bidder that incorporates any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract.
- “Bid” or “Proposal” means competitive bid submitted by bidder in response to this RFP for bid participation purpose.
- “Bidder” shall mean a corporate entity eligible to participate in the Tender in the stages of Pre-qualification, Bidding process and shall include the successful Bidder during the currency of the Contract.
- “Contract Period” shall mean entire term of the contract as indicated in the Article 1, Chapter IV.
- “Contract” shall include the Terms of Reference as outlined under Chapter III within time limits indicated under Article 1, Chapter IV for which the Bidder shall be paid in accordance with the terms and conditions of the Agreement.
- “Corrupt Practice” means the offering, giving, receiving or soliciting of any thing of value, pressurizing to influence the action of a public official in the process of Bidder selection and Contract execution.
- “Financial Capability” means financial worthiness of Bidders as per the terms of the Tender.
- “Government” shall mean the Government of Gujarat.
- “Local Language” means the language declared by the concerned State Government as their official language.
- “Tenderer” means the organization / institution, which is floating this tender
- “Total Accepted Tender Value” means the total value of services and supplies as covered under this Tender and agreed upon by the Tenderer and the Bidder.

- “GLPCL” means Gujarat Livelihood Promotion Company Limited, Gujarat
- “Committee” means committee constituted for evaluation of Proposals.
- “SP or Agency” means the business entity selected through competitive tendering in pursuance of this RFP, for providing the consultancy services under the contract.
- “State” means state of Gujarat
- “GCC” mean General Contract Conditions.
- “IFP” means Invitation for Proposals.
- “ITB” means Instructions to Bidders.
- “TSA” means Technical Support Agency.
- “Personnel” means manpower provided by the Agency to perform services to execute an assignment and any part thereof.
- “Proposals” or “Bid” means proposal submitted by bidders in response to this RFP.
- “Services” means the work to be performed by the Agency pursuant to this RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the GLPCL.
- “INR” means currency in Indian Rupees
- “Day” means a calendar day.
- “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency, Consultant or Joint Venture member(s).
- “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Agency’s proposal.
- “Non-Key Expert(s)” means an individual professional provided by the Agency or its Consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.

## ARTICLE:2      **NATURE OF WORK**

The ‘Agency’ will be responsible for overall program management of skill development initiatives of GLPCL under the scheme of DDU-GKY in the state. The agency would be also mandated with the role of Technical Support Agency (TSA) for solutions for planning,



management, monitoring and reporting, essentially as an effective project management unit. Briefly, the works to be taken up by the Agency are as below:

- 1.1 **Financial management support services:** The Agency will provide back-end support to GLPCL to maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, audit of fund allocation/disbursement done to PIAs, etc. The 'Agency' will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure as per policy and guidelines of DDU-GKY.
- 1.2 **Management Agency's Annual Plan of Operation:** The Agency's annual operational plan for GLPCL would be structured on a quarterly/ monthly basis and cost estimates will be prepared jointly with GLPCL and approved by the Executive Director.
- 1.3 **Reporting:** Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency has to maintain track record of placed candidates.
- 1.4 **MIS training, support & maintenance** - The agency will maintain the MIS from training centre level to state level using the dedicated software (online & offline) and providing training and other supports to PIAs and personnel involved in the programme.
  - i. **Legal Procedures** – The agency will be responsible & have to handle all type of legal procedures related to and arising out of the operations of the programme for all the stakeholders of the scheme.

#### ARTICLE:3      **ELIGIBILITY CRITERIA FOR BIDDERS**

The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Bids from consortiums are not allowed. Claims without documentary evidence will not be considered.

The Agency or Project Implementation Agency (PIA) whose project/work has been terminated/closed by GLPCL or whose project/work has been quit/surrendered, will not be permitted to bid in the tender.

Sr. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Turnover	Minimum Average Annual Sales Turnover should be INR 5 Crores during last three (3) financial years as of 31 <sup>st</sup> March 2019.	Extracts from the audited balance sheet and profit & loss along with authentic certificate from the practicing Chartered Accountant of the last three (3) financial years as of 31 <sup>st</sup> March 2019 as per Annexure 9
2.	Net Worth	The Net Worth must be positive of the Bidder for last 3 financial years.	Certificate from practicing Chartered Accountants for last 3 years 2016-17, 2017-18, 2018-19 as per Annexure 10
3.	Profit-Making entity	The bidder should be an operating profit (Profit Before Tax) making entity in all last 3 financial years ending on 31.03.2019.	<ul style="list-style-type: none"> <li>• Certificate from practicing Chartered Accountants 2019 as per Annexure 11.</li> <li>• IT Returns for last 3 years ending 31<sup>st</sup> March 2019.</li> </ul>
4.	Relevant Experience	Should have experience in working with Government/ Semi Government/ Board/ Corporation in skilling as Technical Support Agency or Consultancy in nature.	Project Citation supported with copies of Work order or Client Certificate or project completion certificate.
5.	Nature of company	The bidder should have more than 5 years of existence from the date of application.	<ul style="list-style-type: none"> <li>• In case of Public/Pvt. Ltd company (Certified copy of Certificate of incorporation for companies &amp; Memorandum and Articles of Associations)</li> <li>• In case of Partnership Firm (Partnership deed)</li> <li>• In case of Proprietorship (Registration certificate, Factory registration, DIC –industrial registration)</li> </ul>
6.	Manpower Strength	The Bidder must have minimum average of 15 employees on Company pay rolls or consultant affiliation with company for prescribed scope of work led down with this RFP. (Joint Venture for staff affiliation up to 25% will be allowed)	Self-Certificate from bidder along with list of manpower.
7.	Credential Status	Bidder & affiliated consultant (in case of joint venture) must not have been declared ineligible or blacklisted by any entity of Govt. of India / Govt. of Gujarat / other State Govt. / Semi Govt. / Board / Corporation for similar nature of work.	An affidavit from bidder & affiliated consultant (in case of joint venture)

The GLPCL reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the decision of GLPCL shall be final in this regard.

## **CHAPTER 2: GENERAL TERMS AND CONDITIONS**

### **ARTICLE:1 CHECKLIST OF DOCUMENTS COMPRISING THE BID**

1.1 The bid submitted shall have the following documents:

#### **Part-I**

1. Earnest Money Deposit and Price of one copy of the Tender Document in the form prescribed in the Tender.

#### **Part – II**

1. Bid signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duly numbered.
2. A CD containing the soft copy of the Technical Bid and scan copy of the documents submitted.
3. In case bidder is a company- Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations, 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/ Board members as applicable. Detail of person authorized to sign all bid documents.
5. Current Service Tax/GST Clearance Certificate and certified copy (duly signed) of Service Tax Registration Certificate or GST registration certificate.
6. Authorisation Letter/ General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for Authorisation Letter is given at Annexure-2.
7. Audited Balance sheet and Income & Expenditure statement (P & L Statement) duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the years 2016-17, 2017-18 and 2018-19
8. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the eligibility criteria.

9. Documentary evidence (signed by authorized signatory) proving that bidder has provided all the data and documents required for carrying the evaluation of their Bid as per the parameters given at Article 22: Bid Evaluation, Chapter II.
10. All deviations and/or non-compliance clauses shall be listed separately

Sr. No.	RFP Requirement (Section & Page Number)	Deviation	Remarks
1			
2			

11. Details in the formats as given at Annexure. (please check all the Annexure)
12. No additional/ missing documents would be accepted separately for the tender. The bidder has to submit all the documents with the bid document only.
13. Similarly, no missing documents in the bid document from the bidder would be asked for by GLPCL team during the evaluation process

### Part-III

1. Financial Bid as per Annexure – 1 to be submitted on-line. No deviations and/or non-compliance clauses shall be allowed in the Financial Bid.

### ARTICLE:2 BIDDING DOCUMENT

- 1.1 Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

### ARTICLE:3 CLARIFICATION ON BIDDING DOCUMENTS

The clarification on bidding documents will be done on email only. The format of clarification is defined here as under.

Sr. No.	RFP Document Reference (Section & Page Number)	Content of RFP requiring clarification	Points of Clarification
1			
2			

**ARTICLE:4 AMENDMENT OF BIDDING DOCUMENTS**

- 4.1 At any time prior to the deadline for submission of bids, GLPCL for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.
- 4.2 All prospective Bidders who have received the bidding documents will be notified of the amendment and such modification will be binding on them. The same shall also be placed on the website of GLPCL viz. <http://glpc.co.in/>

**ARTICLE:5 LANGUAGE OF BID**

- 5.1 The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and GLPCL shall be in English. Supporting documents and printed literature furnished by the Bidder may be in Hindi or Gujarati language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

**ARTICLE:6 COST OF BIDDING**

- 6.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid and GLPCL will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

**ARTICLE:7 BID FORMS**

- 7.1 Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- 7.2 For all other cases, the Bidder shall design a form to hold the required information.
- 7.3 Tenderer shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

**ARTICLE:8 FRAUDULENT & CORRUPT PRACTICE**

- 8.1 All the Bidders must observe the highest standards of ethics during the process of selection and during the performance and execution of contract
- 8.2 GLPCL will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.
- 8.3 GLPCL will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.
- 8.4 The Bidder will not engage or retain any consultant/individual to facilitate or lobby for award of contract. Canvassing by its agent(s) for getting the contract awarded will be construed as **corrupt practice**.

**ARTICLE:9 LACK OF INFORMATION TO BIDDER**

- 9.1 The Bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to full-fill his obligation under the Contract.

**ARTICLE:10 CONTRACT OBLIGATIONS**

- 10.1 GLPCL may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
  - Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
  - Submitted a proposal that is not accompanied by required documentation or is nonresponsive;
  - Failed to provide clarifications related thereto, when sought;

- Submitted more than one Proposal (directly/in-directly);
- Declared ineligible by the Government of India/ any State Government /UT Government for corrupt and fraudulent practices or blacklisted.
- Submitted a proposal with price adjustment/variation provision.
- Not submitted as specified in the RFP document
- Suppressed any details related to bid
- Submitted incomplete information, subjective, conditional offers and partial offers submitted
- Not submitted documents as requested in the checklist
- Submitted bid with lesser validity period
- Any non-adherence/non-compliance to applicable RFP content
- If after the award of the contract the Bidder does not sign the Agreement or fails to furnish the performance guarantee within the prescribed time limit, the GLPCL reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document

**ARTICLE:11 BID PRICE**

11.1 The Financial bid should indicate the prices in the format/ price schedule as given at Annexure – 1.

Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

- a) Any effort by a Bidder or Bidder's agent/ consultant or representative howsoever described to influence the GLPCL in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- b) The Bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the Tender.
- c) Bids should be submitted directly by the Bidder.

11.2 GLPCL reserves the right to seek clarification/justification from the Bidder on the bid price in case GLPCL deems it necessary. Based on the justification provided by the Bidder, if GLPCL feels that the price is unrealistic/ unfeasible in order to execute a

project of this nature, GLPCL reserves the right to reject the said bid. The Bidders shall be governed by the decision of GLPCL.

**ARTICLE:12 BID CURRENCY**

12.1 For the services required in the Tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.

**ARTICLE:13 BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)**

13.1 The Bidder shall furnish, as part of the Bid, a bid security for the amount of ₹ 3.00 Lakhs (Rupees Three lakhs only) by DD in favour of “Gujarat Livelihood Promotion Company Limited” payable at Gandhinagar or by bank guarantee in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.

**Refund of EMD:**

EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders. EMD of the short-listed bidder will be released after the successful bidder signs the final agreement/contract and furnishes the Performance Bank Guarantee (PBG).

The EMD amount is interest free and will be refundable to the bidders without any accrued interest on it.

The EMD lying with the GLPCL in respect of other tender/ RFP awaiting approval or rejected or on account of contracts being completed will not be adjusted towards EMD for this RFP. The EMD may however, be taken into consideration in case RFP is reinvited.

The Earnest Money will be forfeited on account of one or more of the following reasons:-

- Bidder withdraws its Proposal during the validity period specified in RFP after opening of proposals.
- Bidder does not respond to requests for clarification of its Proposal.



- Bidder fails to provide required information during the evaluation process and is found to be non-responsive.
- In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee.

**ARTICLE:14 PERIOD OF VALIDITY OF BIDS**

- 14.1 Bids shall remain valid for 180 days after the date of Bid opening prescribed by GLPCL. A Bid valid for a shorter period shall be rejected as non-responsive.
- 14.2 In exceptional circumstances, the GLPCL may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing subject to proper jurisdiction/ declaration given by the bidder. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

**ARTICLE:15 FORMAT AND SIGNING OF BID**

- 15.1 The Bidder shall prepare required number of copies of the bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern.
- 15.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized (as per Annexure) to bind the Bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 15.3 The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the GLPCL or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

**ARTICLE:16 SEALING AND MARKING OF BID**

16.1 Bidder shall submit their bids in TWO SEPARATE PARTS in sealed envelopes superscribed with due date, time, project and nature of bid (Bid Security, Technical).

**Part: I**

The Bid Security in a separate sealed envelope superscribed with the Tender Document number.

**Part: II**

Original and One copy of TECHNICAL BID complete with all technical and commercial details other than price i.e. identical to part-III with prices blanked out.

***NOTE: Filling up prices in Part-II will render the Bidder disqualified.***

The envelopes containing Part-I and Part-II of bid should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips (Formats given below) shall be filled and pasted on the envelopes. All pages of the offer must be signed.

The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.

16.2 If these envelopes are not sealed and marked as required, the GLPCL will assume no responsibility for the bid's misplacement or premature opening and rejection of the proposed bid.

**ARTICLE:17 BID DUE DATE**

17.1 Bid must be received by the GLPCL at the address specified in the Tender Document not later than the date specified in the bid.

17.2 The GLPCL may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the GLPCL and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

**ARTICLE:18 LATE BID/CONDITIONAL BID**

18.1 Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.

18.2 The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

18.3 GLPCL shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

**ARTICLE:19 MODIFICATION AND WITHDRAWAL OF BID**

19.1 The Bidder may modify or withdraw its Bid after the Bid's submission before the pre-bid meeting, provided that written notice of the modification including substitution or withdrawal of the bids, is received by the GLPCL prior to the deadline prescribed for submission of bids.

19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.

19.3 No Bid may be modified subsequent to the deadline for submission of bids.

19.4 No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in forfeiture of bidder's Bid security.

However all deviations should only be submitted as indicated with Technical Bid only. Any deviations / assumptions mentioned elsewhere in the Bid shall not be considered.

Even in case of no deviation, bidders need to submit the formats "Nil".

**ARTICLE:20      OPENING OF BIDS**

- 20.1 Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 20.2 The Bidder's names, Bid modifications or withdrawals and the presence or absence of relevant Bid security and such other details as the GLPCL at his/her discretion, may consider appropriate, will be announced at the opening.
- 20.3 At the pre-decided time, the GLPCL contact person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

**ARTICLE:21      CONTACTING THE GLPCL**

- 21.1 Bidder shall not approach the GLPCL officers before or after office hours and/or outside the GLPCL premises, from the time of the Bid opening to the time the Contract is awarded.
- 21.2 Any effort by a Bidder to influence the GLPCL officers in the decisions on Bid evaluation bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the GLPCL, it should do so in writing.

**ARTICLE:22      BID EVALUATION****22.1 Parameters and Procedure of Evaluation****I) Technical Evaluation**

The Bidders, who have fulfilled the eligibility criteria, will be evaluated further. The technical evaluation and comparison of the bids shall be done for the following parameters for Bidders.

Evaluation shall be carried out based on the above parameters and the data and documents provided by the Bidders in support of their claims. The proposals will be **evaluated on QCBS (Quality & Cost Based Selection) basis**. The Proposals will be ranked according to their combined technical (St) and commercial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 70% and P = the weight given to the Financial Proposal = 30%; T + P = 100%) using the formula -  $S = St \times T\% + Sf \times P\%$ . Pre-qualified agencies will be called for the presentation before

the selection Committee. The date and time for the technical presentation will be intimated later to the qualified agencies through email. Technical evaluation shall be done on following criteria and points will be allocated against each component as mentioned below:

Sr. No	Criteria	Max points	Criteria	points
<b>Bidder Profile</b>				
A	Average Annual Sales Turnover during last three (3) financial years as of 31st March 2019.	15	More than INR 5 Crore	15
			INR 5 Crore	10
B	Average Net-worth during last three (3) financial years as of 31st March 2019.	15	More than INR 5 Crore	15
			From INR 3 Crore to 5 Crore	10
			Up to INR 3 crore	5
C	Average manpower on company's roll or consultant affiliation with company for prescribed scope of work led down with this RFP as on 31st March, 2019. (Joint Venture for staff affiliation up to 25% will be allowed)	10	More than 20	10
			15-20	7
<b>Total</b>		<b>40</b>		
<b>Relevant Past Experience</b>				
A	Experience in working with Government/ Semi Government/ Board/ Corporation/ projects funded by ADB/DFID/World Bank in skilling as Technical Support Agency or Consultancy in nature.	20	More than 5 years	20
			3 to 5 years	15
			1 to 3 years	10
B	Number of projects undertaken by bidder in Government/ Semi Government/ Board/ Corporation/ projects funded by ADB/DFID/World Bank in skilling or Consultancy in nature.	10	More than 5 projects	10
			3 to 5 projects	7
			1 to 3 projects	5
C	Number of projects successfully completed by bidder in Government/ Semi Government/ Board/ Corporation/ projects funded by ADB/DFID/World Bank in skilling or Consultancy in nature.	10	More than 5 projects	10
			3 to 5 projects	7
			1 to 3 projects	5
<b>Total</b>		<b>40</b>		
<b>Approach and Methodology</b>				
A	Operational Methodology, understanding & clarity of the project DDU-GKY with the purview of Guidelines of GoI, strategy implementation & methodology of the project, Challenges likely to be encountered, Risk Assessment & its mitigation plan, Breakdown of work practices & its continual improvement plan, Methodology suggesting work flow based system for end to end monitoring and performance in relation to achievement of targets, Overall utilization of funds, Diagnosing symptoms affecting future performance, etc.	20	<ul style="list-style-type: none"> <li>Assessment to be based on a power point presentation.</li> <li>The bidder will have to make presentation (physically or via virtual platform) in front of the committee during evaluation phase and for that GLPCL will inform via email to bidder.</li> <li>Hard copy of PPT is not required to submit along with RFP.</li> </ul>	20
<b>Total</b>		<b>20</b>		
<b>Grand Total</b>		<b>100</b>		

- Agency has to score at least of 60% marks overall in technical evaluation to qualify for financial bid opening.
- Each bidder will be given 15 minutes for presentation. Those parties who fail to remain present will automatically disqualify for further evaluation and their financial bid shall not be opened. Presentation must cover all the points mentioned above in approach and methodology.
- Financial proposal of only those bidders shall be opened who will be declared qualified in technical presentation.
- This evaluation procedure reflects the high importance attached to quality, richness of the content and competence. Please note that the Client is not bound in any manner to select any of the firms submitting proposals or to select the firm offering the lower price.
- The firm achieving the highest combined technical and commercial score (S) will get the highest rank, followed by others.
- The firm obtaining the highest number of points will be invited for contract discussion, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful discussion, to sign a Contract Agreement.
- H1 bidder will be invited for contract negotiations but in case of unbalanced rates-any rates higher/lower than estimated rates, client reserves right to negotiate with H2/H3 bidder. Decision of GLPCL will be binding to all competing bidders. Bidders shall have no objection whatsoever in this regard.
- Bidders Submitting Proposals should clearly understand that any or all parts of their proposals are liable to be part of the negotiation procedure and that key personnel to be employed on the assignment may be called for interview.
- The owner may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise.
- The commercial proposals of bidders who qualified based on above parameters will be opened. The lowest evaluated Commercial Bid (Fm) will be given the maximum commercial score (Sf) of 100 (one hundred) points. The commercial scores (Sf) of the other Commercial Proposals will be computed as per the formula –  $Sf = 100 \times Fm/F$ , in

which  $S_f$  is the commercial score,  $F_m$  is the lowest commercial quote and  $F$  is the commercial quote under consideration.

## **II) Financial Evaluation**

On bid opening day mentioned in the RFP only technical bids will be opened which will be evaluated for responsiveness. Technical presentation may be required to be made to the evaluation committee on any intended date at the prior notice of 03 days. Financial bids of those bidders who obtained score at -least of 60% marks overall in technical evaluation will be opened and commercially evaluated, on a different date. Date of opening of financial bids will be intimated to all eligible bidders via email.

### **22.2 Bid Evaluation Committee**

The above evaluation shall be done by an Evaluation Committee decided by the GLPCL, Govt. of Gujarat. The Committee shall determine the approach and methodologies for the issues, which may arise during above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

**ARTICLE:23 NOTIFICATION OF AWARD & SIGNING OF CONTRACT**

- i. GLPCL will notify the successful bidder in writing that its proposal has been accepted. The notification of award will constitute the formation of the contract after submission of performance bank guarantee by the successful bidder.
- ii. Upon the successful bidder's furnishing of Performance Bank Guarantee, GLPCL will notify each unsuccessful bidder and return their EMD.
- iii. Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the GLPCL. If the successful Bidder thus selected fails to sign the contract as stipulated, the GLPCL reserves the right to offer the contract to the next lowest Bidder.

**ARTICLE:24 PERFORMANCE GUARANTEE**

- i. The contract performance guarantee has to be submitted within TEN days of receipt of contract form. The performance guarantee shall be 10% of the total receivable cost of TSA as per the total project cost of each PIA entrusted to TSA. The performance guarantee in the form of bank guarantee only, which shall be valid for duration of 180 days beyond the expiry of contract period.
- ii. If the successful Bidder fails to remit the performance guarantee the EMD remitted by him will be forfeited by the GLPCL and his bid will be held void.
- iii. Upon the successful Bidder's furnishing of performance guarantee and signing of contractual documents, the GLPCL will promptly notify all Short-listed Bidders and will refund their Bid Security.
- iv. The Performance Guarantee Format is given at Annexure-3.
- v. The Performance Guarantee of the successful Bidder shall be refunded within two months from the expiry of the contract period and on satisfaction of the GLPCL for execution of the work / settlement of disputes, if any.



**ARTICLE:25      PAYMENT TERMS**

The payment to the agency will be processed as per the tranches releasing to the PIA.

PIA's will be receiving payment in 5 tranches, 12.5%, 12.5%, 25%, 25%, and 25% of their budgetary approval and this will be treated as project cost at each stage. With the payment done to all PIA's, the agency's payment will be followed. No advance payment will be made to agency. The agency is required to quote the percentage of total project cost.

In addition to that; in the case of PIA's non-performance, as per the merits / facts of the case, the competent authority of GLPCL will decide to pay the any/full/part amount from the finalized % rate of payment to TSA for particular PIA. And that shall be acceptable to TSA.

No other additional payments will be given to TSA.

As per the project's guidelines (GoI), maximum 1.5% of project cost is permissible for hiring of TSA to provide the Technical Support Services for DDU-GKY project.

**ARTICLE:26      PATENT RIGHTS**

26.1 The Bidder shall indemnify the GLPCL against all third-party claims of infringement of patent, trademark/copyright arising from the use of services or any part thereof.

**ARTICLE:27      THE GLPCL'S RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS**

27.1 The GLPCL reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

### CHAPTER 3: TERMS OF REFERENCE

#### ARTICLE:1 INTRODUCTION

GLPCL will hire services of a TSA that will provide thematic support services for idea incubation, policy framing and formulating implementation strategies for core programme implementation at state, district and block level on key thematic areas such as youth mobilization & Counseling ,Training & capacity building, placements, project management & monitoring ,financial management , MIS, Procurement, Legal and other logistic support and post placement tracking.

TSA will develop state program management systems like management framework, technical and financial management, procurement management, monitoring and evaluation, HR, MIS, and Documentation etc. for effective implementation. For the purposes of technical assistance to the state, districts & blocks for enhancing their program implementation capacity, it is envisaged that the technical assistance (TA) services will be made available.

#### **Scope of Assignment:**

The expected deliverables/results of the consultancy services are to provide services. The 'Agency 'will be responsible for overall program management of skill development initiatives of GLPCL in the state and enabling effective implementation of DDU-GKY Scheme in each district / block level. The agency would be also mandated with the role of Technical Support Agency for solutions for planning, management, monitoring and reporting, essentially as an effective project management unit. Briefly, the works to be taken up by the Agency are as below:

- ii. **Procurement support services:** For project specific procurements, the 'Agency' will carry out procurement functions including release of advertisements, tender notices, expressions of interest, press releases and other print media, as required and approved by GLPCL, and provide administrative support as needed for, organizing pre-bid

meetings, bid openings, etc. The Agency will provide administrative support in procurement related record maintenance as required.

- iii. **Financial management support services:** The Agency will maintain records of expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, audit of fund allocation/disbursement done to PIAs, etc. The 'Agency' will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure as per policy and guidelines of DDU-GKY.
- iv. **Management Agency's Annual Plan of Operation:** The Agency's annual operational plan for GLPCL would be structured on a quarterly/ monthly basis and cost estimates will be prepared jointly with GLPCL and approved by the Managing Director/Jt. Managing Director, GLPCL.
- v. **Reporting:** Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency has to maintain the track record of placed candidates
- vi. **MIS training, support & maintenance** - The agency will maintain the MIS from training centre level to state level using the dedicated software (online & offline) and providing training and other supports to PIAs and personnel involved in the programme.
  - a. The functional requirements shall include:
    - Overall utilization of funds.
    - Assessment of infrastructure facilities provided.
    - Comments on qualitative aspects for faculties, contents of Training modules, methods of trainings, etc.
    - Placement related aspects of the candidates, its duration, emoluments, etc.
    - Relevant aspects like attendance of candidates, process followed by the PIAs, mobilization, etc.
    - Performance matrix on selected parameters.
    - Diagnosing symptoms affecting future performance
- vii. **Legal Procedures** – The agency will be responsible & have to handle all type of legal procedures related to and arising out of the operations of the programme for all the stakeholders of the scheme.

### Key Deliverables and Outputs:

The broad functions and roles to be assigned to the Agency will include the following:

S.No.	Deliverable	Outputs
A	<p><b>Development of a comprehensive framework for supporting and monitoring projects as well as overall program.</b> The 'Agency' will be responsible for overall program management of skilling initiatives of GLPCL and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project management unit.</p>	<p>a. Inception report submitted with detailed work plan, approach to the assignment and proposed manpower deployment plan</p> <p>b. Draft - Consulting deliverables (program management, monitoring, reporting structures, etc.)</p>
B	<p><b>Financial management support services:</b> The Agency will maintain records of expenditures incurred for the services along with the supporting documents, track expenditure by activity heads, etc. The Agency will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the office related expenditure.</p>	<p>a. Accounting system for tracking expenditure by activity heads; and</p> <p>b. Periodic progress and analytical reports for submission to GLPCL</p>
C	<p><b>Annual Plan of Operations of the Agency and Fund Management:</b> The Agency will develop its annual operation / quarterly/ monthly plans, with the budget, in accordance with the Annual Action Plan.</p>	<p>a. The Agency creates the dedicated team for GLPCL;</p> <p>b. The Agency's annual operation plan with quarterly / monthly activity and cost estimates will be prepared and approved by authority of GLPCL.</p> <p>c. The Agency will prepare quarterly/monthly progress report of the expenditure along with cost estimates analysis (variance analysis, etc.)</p>
D	<p><b>MIS training, support &amp; maintenance</b> - The agency will maintain the MIS from training centre level to state level using the dedicated software (online &amp; offline) and providing training and other supports to PIAs and personnel involved in the programme. The functional requirements shall include:</p> <ul style="list-style-type: none"> <li>- Integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance,</li> </ul>	<p>a. Detailed Project Plan including timeline and team member profiles</p> <p>b. Monitoring and validation of MIS infrastructure like Bio metric, CC camera and any other technical equipments</p> <p>c. High Level and Low Level Design documents</p> <p>d. Prototype and</p>

	<p>placement percentage, youth perceptions etc.</p> <ul style="list-style-type: none"> <li>- Reporting &amp; Dashboard capability to monitor the performance of the partner organisation against the stated Key Performance Indicators</li> <li>- Easy to use and intuitive user interface</li> <li>- Ability to search and retrieve documents, apply versions and archive documents</li> </ul>	<p>demonstration</p> <ul style="list-style-type: none"> <li>e. Unit and System Integration Test cases and results</li> <li>f. User Acceptance Testing</li> <li>g. Training Plan</li> <li>h. Change Management reports</li> </ul>
<b>E</b>	<b>Performing role of a TSA</b>	<ul style="list-style-type: none"> <li>a. Facilitate in designing the model training centres strategy</li> <li>b. Support in Mapping of jobs in Govt. Dept. and convergence with line departments</li> <li>c. Benchmarking of the proposed curricula and duration of each level of the programme in various sectors.</li> <li>d. Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary.</li> <li>e. TSA will help the Skill Development Cell to focus on new emerging occupations/employment avenues.</li> </ul>
<ol style="list-style-type: none"> <li>1. Agency will have to follow guidelines as per scheme of DDU-GKY as well as GLPCL's instructions/suggestions.</li> <li>2. Agency will have to deploy the full time dedicated team for this task only as per the guideline of the scheme i.e. at least 8 executives at State level (GLPCL HO). And also have to deploy at least one executive dedicatedly for maximum 3 training centres running in the Districts/Adjoining Districts of the state. It may vary as per the current scenario of the project from time to time and that will be decided by the GLPCL only.</li> </ol>		

### **Review and Monitoring of the Assignment**

The performance of the agency will be judged on the basis of work done against the agreed work plan. The agency will prepare monthly activity plans and share it with GLPCL. A joint monthly review mechanism will be put in place and represented by members of GLPCL and the agency. The review of the progress and plan for future action will be decided therein. In case, GLPCL has any objection, related to assignment deliverables, it will inform the agency in writing. The agency will comply with the recommendation made by GLPCL and accordingly complete the assignment at no additional cost.

**Reporting**

For all purposes the Agency will be reporting to GLPCL. It will generate Monthly Progress Reports highlighting the accomplishment against the agreed activity/operational plan. The District Coordinator (Skills) shall report to CE, DSMS and send all relevant report and returns to the concerned line Officer of the Consultancy Agency i.e Team Leader. All the fund releases to the PIAs will be done through the GLPCL on recommendation of the TSA. Further, whenever necessary agency's representative should have to attend any meetings/ workshop/ training/ seminar, etc. as per directions of GLPCL.

**CHAPTER 4: SPECIAL TERMS AND CONDITIONS OF CONTRACT****ARTICLE:1 CONTRACT PERIOD**

- i. This service shall commence within 15 days on the date of signing of the Agreement/ issuing of the Work Order and will continue till the completion of projects/ work allotted to all PIA's or maximum period of 5 years.
- ii. In case the performance of the agency is not found to be satisfactory as per parameters set out in Chapter-3 of the contract or not in conformity with the terms & conditions of the agreement under Chapter-2, the contract shall be terminated even before the scheduled time by giving advance notice of 2 (two) months to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be partially forfeited as per the merits & as decided by GLPCL.

**ARTICLE:2 APPROVED AGENCY'S OBLIGATION**

- i. The Bidder shall appoint, an authorised person not lower than the rank of Deputy General Manager as "Co-ordinator -Bidder" to co-ordinate with the GLPCL in all matters related to Bidder for the successful implementation and operation of the project and to be responsible for all necessary exchange of information.
- ii. The Bidder shall deploy the dedicated team as per the guideline of the scheme i.e. at least 8 executives at State level (GLPCL HO) And also have to deploy at least one executive dedicatedly for maximum 3 training centres running in the Districts/Adjoining Districts of the state. It may vary as per the current scenario of the project from time to time and that will be decided by the GLPCL only.
- iii. The Bidder shall provide to the GLPCL reports on a regular basis during the Implementation Period and the Contract Period as per the "Monitoring Framework" of GLPCL.
- iv. The Bidder shall appoint, supervise, monitor and control the activities related to operational & financial of PIAs under their respective agreements as may be necessary.
- v. The Bidder shall be responsible for all statutory obligations/ liabilities like Salary, ESI, PF, etc. as per Labour Laws for the manpower employed.

**ARTICLE:3 GLPCL'S OBLIGATION**

- i. Transparently define aspirations/expectations of the system which is planned to be implemented/ followed.
- ii. To provide close tie-ups with the stakeholders in the project, to provide commitment and support, help to bring in the process changes and overall guidance to the project.
- iii. Release timely payments as per Contract terms subject to bills/ invoice and supporting documents being in order.
- iv. Contact person for coordination of the project
- v. Participation in the review meeting
- vi. Overall monitoring of the project
- vii. The GLPCL team will coordinate with the Bidder in all matters related to the project for the successful implementation.
- viii. Any legal dispute on GLPCL regarding DDU-GKY scheme, the TSA should have to represent with GLPCL.

**ARTICLE:4 TERMINATION OF THE CONTRACT**

- i. Following reasons shall lead to the termination of contract:
  - Failure of the successful bidder to accept the contract and furnish the Performance Bank Guarantee within specified time period
  - The term of Contract expires
  - Termination of Contract by the GLPCL due to non-adherence of contract/RFP terms and conditions/work order terms and conditions.

**ARTICLE:5 TERMINATION FOR INSOLVENCY, DISSOLUTION ETC.**

- i. GLPCL may at any time terminate the Contract by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company.
- ii. In this event termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to GLPCL.



**ARTICLE:6      TERMINATION FOR CONVENIENCE**

- i. Both the parties i.e. GLPCL & Agency, reserves the equal right to terminate, by prior written notice of 60 days, the whole or part of the contract, at any time for their convenience. The notice of termination shall specify that termination is for the convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.
- ii. The Agency shall not be liable for penalty of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

**ARTICLE:7      FORCE MAJEURE**

- i. For purposes of this clause, “Force Majeure” means an event beyond the control of the Agency and not involving the Agency’s fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of GLPCL in their sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.
- ii. If Force Majeure situation arises, the Agency shall promptly notify GLPCL in writing of such condition and the cause thereof. Unless otherwise directed by GLPCL in writing, the Agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**ARTICLE:8      SUSPENSION**

- i. The GLPCL may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension:
  - a. Shall specify the nature of the failure and
  - b. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

**ARTICLE:9 OWNERSHIP OF DATABASE**

- i. The ownership of the data base as and when created in the course of the execution of the work under this tender during the contract period without any liability will be automatically vested with the GLPCL. None of the physical facility and manpower created under this tender shall be transferred to GLPCL.

**ARTICLE:10 DETAILS TO BE KEPT CONFIDENTIAL**

- i. The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the same. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the GLPCL whose decision shall be final. The Bidder or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the GLPCL.

**CHAPTER 5: ANNEXURES**

*ANNEXURE -1***FINANCIAL BID FORMAT**

Tender Notice No. :

Tender Document No. :

To:

**GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED**

3rd Floor, Block No. 18,

Udyog Bhavan,

Gandhinagar, Gujarat – 382011

Sir:

I/We hereby bid For Hiring of Agency for Technical Support Agency (TSA) For GLPCL for Existing / Prospective Project Implementation Agencies (PIAS). in Gujarat as per the Terms of Reference given in this Tender Document of the GLPCL, Gandhinagar within the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

*[To be submitted by the bidder as per the format given below along with Commercial bid Format]*

Tranche	Percentage of the total project cost of all PIA's
12.5%	
12.5%	
25%	
25%	
25%	
In Words	

The unit rate quoted above by the bidders will be firm till the completion of the contract.

Signature of the Bidder with Seal

*ANNEXURE – 2*

**AUTHORISATION LETTER**

(ON THE LETTER HEAD OF THE ORGNISATION /FIRM)

We authorize [Name of the person], who is employed and holding the position of .....[Designation] in our Company, to submit bid on our behalf and do all such acts, deeds and things necessary in connection with or incidental to submission of Bids for ..... [Name of the Bid].

The Signature of the Authorized Person is also attested herewith.

Signature of Authorized Person:

Full Name:

Designation:

Signature:

Full Name:

Designation:

Address:

*ANNEXURE – 3***FORMAT FOR PERFORMANCE GUARANTEE**

(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to

Be in the name of the executing Bank

To

**GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED**

3rd Floor, Block No. 18,

Udyog Bhavan,

Gandhinagar, Gujarat – 382011

In consideration of the GLPCL, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the “GLPCL” which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No \_\_\_\_\_ dated \_\_\_\_\_ issued by the **GLPCL**, Office of GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED, 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat – 382011, which has been unequivocally accepted by the Vendor (refer NOTE below) work of Hiring of Agency for Technical Support Agency (TSA) For GLPCL for Existing / Prospective Project Implementation Agencies (PIAS) (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) from a Nationalized Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor’s bill, for the due fulfilment by the said Vendor of the terms and conditions contained in the same Contract. We \_\_\_\_\_ the \_\_\_\_\_ (hereinafter referred to be “the said Bank” and having our registered office at \_\_\_\_\_ do hereby undertake and agree to indemnify and

keep indemnified to the GLPCL from time to time to the extent of ₹ \_\_\_\_ (Rupees \_\_\_\_ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the GLPCL by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the GLPCL on demand and without demand to the extent aforesaid. We, \_\_\_\_\_ Bank, further agree that the GLPCL shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GLPCL on account thereof and the decision of the GLPCL that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the GLPCL from time to time shall be final and binding on us.

1. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the GLPCL under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the GLPCL shall have no claim under the Guarantee after 366 (Three Hundred Sixty Six Only) days from the date of expiry of the contract period.
2. The GLPCL shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract

or securities available to GLPCL and the said Bank shall not be released from its liability under these presents by any exercise by the GLPCL of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the GLPCL or any indulgence by the GLPCL to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.

3. It shall not be necessary for the GLPCL to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the GLPCL may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.
4. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the GLPCL in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from M/s. \_\_\_\_ on whose behalf this guarantee is issued.

In presence of

WITNESS

For and on behalf of (the bank)

1. \_\_\_\_\_ Signature \_\_\_\_\_



2. \_\_\_\_\_ Name & Designation \_\_\_\_\_

AuthorizationNo.

Date and Place

Bank Seal

The above guarantee is accepted by the GLPCL, Gandhinagar

NOTES

FOR COMPANIES

M/s. \_\_\_\_\_ a company registered under the Companies Act 1956 and having its registered office in the State of \_\_\_\_\_ (hereinafter called "the said Vendor" which expression shall unless the context requires otherwise include its administrators, successors and assigns).

## ANNEXURE – 4

## PROFILE OF BIDDER

Sr.	Particulars	Detail
1	Name of Organization	
2	Nature of the Organization	
a	In case of Public/Pvt. Ltd company (Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations)	
b	In case of Partnership Firm (Partnership deed)	
c	In case of Proprietorship (Registration certificate, Factory registration, DIC – industrial registration)	
3	Address with Phone No. and Fax No.:	
4	Name and Contact details of the Authorized Person	
5	Any other details in support of your offer	
6	Certificate/ Recognition obtained for course	
7	PAN	
8	Service Tax Registration/ VAT	
9	GST Registration Certificate	

**Relevant Past Experience**

*[Bidders are required to provide details of relevant experiences in the format given below, highlighting experience of designing & implementing a similar service delivery project to meet the marking requirement as part of technical evaluation. Use separate sheet for each citation / use separate sheet for new/revision of projects undertaken by bidder]:-*

**Bid Reference No. :**

Sr. No.	Particulars	Reference / supporting Documents	Page No
1.	<b>Relevant Experience-Multi-locational Projects</b>	Project Citation supported with copies of Work order or Client Certificate.	
	Name of Client		
	Address		
	Contact Person Name & Contact No. of Client		
	Project Name and brief scope		
	No Of Locations		
	Start Date		
	End Date		
	Duration		
	Order Value		

Signature of the bidder with seal

**ANNEXURE – 5**  
**CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA**  
**(CHAPTER-I, ARTICLE-3)**

Sr. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Turnover	Minimum Average Annual Sales Turnover should be INR 5 Crores during last three (3) financial years as of 31 <sup>st</sup> March 2019.	Extracts from the audited balance sheet and profit & loss along with authentic certificate from the practicing Chartered Accountant of the last three (3) financial years as of 31 <sup>st</sup> March 2019 as per Annexure 9
2.	Net Worth	The Net Worth must be positive of the Bidder for last 3 financial years.	Certificate from practicing Chartered Accountants for last 3 years 2016-17, 2017-18, 2018-19 as per Annexure 10
3.	Profit-Making entity	The bidder should be an operating profit (Profit Before Tax) making entity in all last 3 financial years ending on 31.03.2019.	<ul style="list-style-type: none"> <li>• Certificate from practicing Chartered Accountants 2019 as per Annexure 11.</li> <li>• IT Returns for last 3 years ending 31<sup>st</sup> March 2019.</li> </ul>
4.	Relevant Experience	Should have experience in working with Government/ Semi Government/ Board/ Corporation in skilling as Technical Support Agency or Consultancy in nature.	Project Citation supported with copies of Work order or Client Certificate or project completion certificate.
5.	Nature of company	The bidder should have more than 5 years of existence from the date of application.	<ul style="list-style-type: none"> <li>• In case of Public/Pvt. Ltd company (Certified copy of Certificate of incorporation for companies &amp; Memorandum and Articles of Associations)</li> <li>• In case of Partnership Firm (Partnership deed)</li> <li>• In case of Proprietorship (Registration certificate, Factory registration, DIC –industrial registration)</li> </ul>
6.	Manpower Strength	The Bidder must have minimum average of 15 employees on Company pay rolls or consultant affiliation with company for prescribed scope of work led down with this RFP. (Joint Venture for staff affiliation up to 25% will be allowed)	Self-Certificate from bidder along with list of manpower.
7.	Credential Status	Bidder & affiliated consultant (in case of joint venture) must not have been declared ineligible or blacklisted by any entity of Govt. of India / Govt. of Gujarat / other State Govt. / Semi Govt. / Board / Corporation for similar nature of work.	An affidavit from bidder & affiliated consultant (in case of joint venture)

Signature of the Bidder with seal

**ANNEXURE – 6**  
**CHECKLIST FOR FULFILLMENT OF EVALUATION CRITERIA**

Sr. No	Criteria	Max points	Criteria	points
<b>Bidder Profile</b>				
A	Average Annual Sales Turnover during last three (3) financial years as of 31st March 2019.	15	More than INR 5 Crore	15
			INR 5 Crore	10
B	Average Net-worth during last three (3) financial years as of 31st March 2019.	15	More than INR 5 Crore	15
			From INR 3 Crore to 5 Crore	10
			Up to INR 3 crore	5
C	Average manpower on company's roll or consultant affiliation with company for prescribed scope of work led down with this RFP as on 31st March, 2019. (Joint Venture for staff affiliation up to 25% will be allowed)	10	More than 20	10
			15-20	7
<b>Total</b>		<b>40</b>		
<b>Relevant Past Experience</b>				
A	Experience in working with Government/ Semi Government/ Board/ Corporation/ projects funded by ADB/DFID/World Bank in skilling as Technical Support Agency or Consultancy in nature.	20	More than 5 years	20
			3 to 5 years	15
			1 to 3 years	10
B	Number of projects undertaken by bidder in Government/ Semi Government/ Board/ Corporation/ projects funded by ADB/DFID/World Bank in skilling or Consultancy in nature.	10	More than 5 projects	10
			3 to 5 projects	7
			1 to 3 projects	5
C	Number of projects successfully completed by bidder in Government/ Semi Government/ Board/ Corporation/ projects funded by ADB/DFID/World Bank in skilling or Consultancy in nature.	10	More than 5 projects	10
			3 to 5 projects	7
			1 to 3 projects	5
<b>Total</b>		<b>40</b>		
<b>Approach and Methodology</b>				
A	Operational Methodology, understanding & clarity of the project DDU-GKY with the purview of Guidelines of GoI, strategy implementation & methodology of the project, Challenges likely to be encountered, Risk Assessment & its mitigation plan, Breakdown of work practices & its continual improvement plan, Methodology suggesting work flow based system for end to end monitoring and performance in relation to achievement of targets, Overall utilization of funds, Diagnosing symptoms affecting future performance, etc.	20	<ul style="list-style-type: none"> <li>• Assessment to be based on a power point presentation.</li> <li>• The bidder will have to make presentation (physically or via virtual platform) in front of the committee during evaluation phase and for that GLPCL will inform via email to bidder.</li> <li>• Hard copy of PPT is not required to submit along with RFP.</li> </ul>	20
<b>Total</b>		<b>20</b>		
<b>Grand Total</b>		<b>100</b>		

Signature of the Bidder with seal

*ANNEXURE 7***DETAILS OF EMPLOYEES OF THE AGENCY/ CONSULTANT AFFILIATION**

**Note:-** Please submit the below mentioned details of the Employees who will be engaged in TSA work.

Sr.	Name	Designation	Date of Joining	Qualification	Area of specialization	Details of experience

Signature of the bidder with seal

## ANNEXURE 8

## Key Deliverables and Outputs

S.No.	Deliverable	Outputs
A	<p><b>Development of a comprehensive framework for supporting and monitoring projects as well as overall program.</b> The 'Agency' will be responsible for overall program management of skilling initiatives of GLPCL and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project management unit.</p>	<p>c. Inception report submitted with detailed work plan, approach to the assignment and proposed manpower deployment plan</p> <p>d. Draft - Consulting deliverables (program management, monitoring, reporting structures, etc.)</p>
B	<p><b>Financial management support services:</b> The Agency will maintain records of expenditures incurred for the services along with the supporting documents, track expenditure by activity heads, etc. The Agency will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the office related expenditure.</p>	<p>c. Accounting system for tracking expenditure by activity heads; and</p> <p>d. Periodic progress and analytical reports for submission to GLPCL</p>
C	<p><b>Annual Plan of Operations of the Agency and Fund Management:</b> The Agency will develop its annual operation / quarterly/ monthly plans, with the budget, in accordance with the Annual Action Plan.</p>	<p>d. The Agency creates the dedicated team for GLPCL;</p> <p>e. The Agency's annual operation plan with quarterly / monthly activity and cost estimates will be prepared and approved by authority of GLPCL.</p> <p>f. The Agency will prepare quarterly/monthly progress report of the expenditure along with cost estimates analysis (variance analysis, etc.)</p>
D	<p><b>MIS training, support &amp; maintenance</b> - The agency will maintain the MIS from training centre level to state level using the dedicated software (online &amp; offline) and providing training and other supports to PIAs and personnel involved in the programme. The functional requirements shall include:</p> <ul style="list-style-type: none"> <li>- Integrated workflow based system that end to end partner monitoring and performance in terms of targets, funds, attendance,</li> </ul>	<p>i. Detailed Project Plan including timeline and team member profiles</p> <p>j. Monitoring and validation of MIS infrastructure like Bio metric, CC camera and any other technical equipments</p> <p>k. High Level and Low Level Design documents</p> <p>l. Prototype and</p>

	<p>placement percentage, youth perceptions etc.</p> <ul style="list-style-type: none"> <li>- Reporting &amp; Dashboard capability to monitor the performance of the partner organisation against the stated Key Performance Indicators</li> <li>- Easy to use and intuitive user interface</li> <li>- Ability to search and retrieve documents, apply versions and archive documents</li> </ul>	<p>demonstration</p> <ul style="list-style-type: none"> <li>m. Unit and System Integration Test cases and results</li> <li>n. User Acceptance Testing</li> <li>o. Training Plan</li> <li>p. Change Management reports</li> </ul>
<b>E</b>	<b>Performing role of a TSA</b>	<ul style="list-style-type: none"> <li>f. Facilitate in designing the model training centres strategy</li> <li>g. Support in Mapping of jobs in Govt. Dept. and convergence with line departments</li> <li>h. Benchmarking of the proposed curricula and duration of each level of the programme in various sectors.</li> <li>i. Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary.</li> <li>j. TSA will help the Skill Development Cell to focus on new emerging occupations/ employment avenues.</li> </ul>
<ol style="list-style-type: none"> <li>1. Agency will have to follow guidelines as per scheme of DDU-GKY as well as GLPCL's instructions/suggestions.</li> <li>2. Agency will have to deploy the full time dedicated team for this task only as per the guideline of the scheme i.e. at least 8 executives at State level (GLPCL HO). And also have to deploy at least one executive dedicatedly for maximum 3 training centres running in the Districts/Adjoining Districts of the state. It may vary as per the current scenario of the project from time to time and that will be decided by the GLPCL only.</li> </ol>		

Signature of the bidder with seal

*ANNEXURE 9*

To whomsoever it may concern

This is to certify that m/s \_\_\_\_\_ is in the business of \_\_\_\_\_ . There turn over in the execution of \_\_\_\_\_ in each financial year during the presenting three years and the current year is as given below.

Year ( F.Y )	Turnover ( In INR)
2016-17	
2017-18	
2018-19	

This is further certified that the above turnover is in the line with the turn over declared by the Agency in their Income Tax Returns including other incomes, filed under PAN NO. \_\_\_\_\_

Date: \_\_\_\_\_

For \_\_\_\_\_

Place: \_\_\_\_\_



*ANNEXURE 10*

To whomsoever it may concern

This is to certify that m/s \_\_\_\_\_ is in the business of \_\_\_\_\_ . Their net worth in the execution of \_\_\_\_\_ in each financial year during the presenting three years and the current year is as given below.

Year ( F.Y )	Net worth ( In INR)
2016-17	
2017-18	
2018-19	

This is further certified that the above Net worth is in the line with the net worth declared by the Agency in their Income Tax Returns including other incomes, filed under PAN NO. \_\_\_\_\_

Date: \_\_\_\_\_

For \_\_\_\_\_

Place: \_\_\_\_\_

*ANNEXURE 11*

To whomsoever it may concern

This is to certify that m/s \_\_\_\_\_ is in the business of \_\_\_\_\_ . Their operating profit in the execution of \_\_\_\_\_ in each financial year during the presenting three years and the current year is as given below.

Year ( F.Y )	Operating Profit ( In INR)
2016-17	
2017-18	
2018-19	

Date: \_\_\_\_\_

For \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE 12****PROFORMA FOR BANK GUARANTEE FOR EMD**

(To be stamped in accordance with Stamp Act)

To be stamped according to Stamp Act and to

Be in the name of the executing Bank

To

**GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED**

3rd Floor, Block No. 18,

Udyog Bhavan,

Gandhinagar, Gujarat – 382011

Dear Sir,

In accordance with your Tender Specification No ..... M/s.  
.....

Having its Registered/ Head Office  
at.....(Hereinafter

called the "Bidder") wish to participate in the said bid for .....

..... valid for  
.....months from the date of bid opening is required to be submitted  
by the Bidder as a condition precedent for participation in the said bid which  
amount is liable to be forfeited on the happening of any contingencies mentioned  
in the Bid Documents.

We, the ..... Bank at ..... Having our Head Office at  
.....Guarantee and under to pay immediately on demand  
by client, the amount..... (In  
Figures & Words) without any reservation, protest, demur and recourse. Any such  
demand made by said Owner shall be conclusive and binding on us irrespective  
of any dispute or difference raised by the Bidder. This guarantee shall be  
irrevocable and shall remain valid up to ..... If any further extension  
of this guarantee is required the same shall be extended to such required period  
(not exceeding one year) on receiving instructions from  
M/s.....on whose behalf the guarantee is issued. In witness  
whereof the Bank, through its authorized officer has set its hand stamped on this  
..... day of.....20.....at.....

WITNESS:

(Signature)

Name

(Signature)

Name

Attorney as per  
Power of  
Attorney No.

Date.....

(Official Address)

\* The amount should be as indicated by the Owner.

\*\* This date should be 30 days after the date for which bid is valid.

Note:

The non-judicial stamp papers for this EMD should be purchased in the name of the issuing Bank. ii) This bank guarantee must be issued by a nationalized Indian Bank/Commercial bank as indicated in Clause