



REQUEST FOR PROPOSAL (RFP)

RFP NO. 146/27.01.2021

SELECTION OF AGENCY FOR PROJECT MANAGEMENT CONSULTANTS FOR PROVIDING TECHNICAL ASSISTANCE SUPPORT TO DIRECTORATE OF EMPLOYMENT AND TRAINING, JHARKHAND, RANCHI FOR THE WORLD BANK ASSISTED CENTRALLY SPONSORED SCHEME “SKILLS STRENGTHENING FOR INDUSTRIAL VALUE ENHANCEMENT (STRIVE)”.

**Office Address:- Directorate of Employment and Training, Room No. 307, 3rd floor,
Nepal House, Doranda, Ranchi, Jharkhand – 834002.
Website:- www.niyojanprashikshan.nic.in**

Name of the Issuing Authority	Deputy Director Training(HQ), DET, DoLET&SD, Govt. of Jharkhand
Date of Issue	27/01/2021
Last Date & Time of Submission of Bid	04/03/2021 at 12:30 P.M.
Date & Time of Opening of Bid	04/03/2021 at 03:00 P.M.
Validity of bid	120 days after the bid submission date
EMD	INR 2,00,000 (Two Lakhs) in the form of a Demand Draft or Bank Guarantee in favour of “JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME (STRIVE)” payable at Ranchi

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NOTICE INVITING TENDER

FOR

SELECTION OF AGENCY FOR PROJECT MANAGEMENT CONSULTANTS FOR PROVIDING TECHNICAL ASSISTANCE SUPPORT TO DET, DoLET&SD, GOVT. OF JHARKHAND FOR WORLD BANK ASSISTED CENTRALLY SPONSORED SCHEME “SKILLS STRENGTHENING FOR INDUSTRIAL VALUE ENHANCEMENT (STRIVE)”

No. 146

Ranchi, Dated : 27.01.2021

The Directorate of Employment and Training (Henceforth referred as DET), Department of Labour Employment, Training & Skill Development (Henceforth referred as DoLET&SD), Jharkhand invites technical and financial proposals from reputed management consultancy firms of national and international repute in government consulting (in sealed cover) for selection of agency for project management consultants for providing technical assistance support as detailed in the Scope of Work in this RFP.

The document can be downloaded from the website www.niyojanprashikshan.nic.in. Response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses, and the overall eligibility criteria for the parties. The tender document cost of Rs.10,000 (non-refundable) is to be submitted vide crossed demand draft on any Nationalized Bank/ Scheduled Bank in favour of “JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME (STRIVE)” payable at Ranchi.

1. Issuer

Deputy Director Training(HQ)

Directorate of Employment and Training,

3rd floor, Room No.-307, Nepal House, Doranda, Ranchi.

Website: www.niyojanprashikshan.nic.in

Email: dir.et.jharkhand@gmail.com

2 Address for Bid Submission and Correspondence

Deputy Director Training(HQ)

Directorate of Employment and Training,

3rd floor, Room No.-307, Nepal House, Doranda, Ranchi.

Website: www.niyojanprashikshan.nic.in

Email: dir.et.jharkhand@gmail.com

DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the DET, DoLET&SD, Govt. of Jharkhand or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DET, DoLET&SD, Govt. of Jharkhand its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

DET, DoLET&SD, Govt. of Jharkhand or its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

DET, DoLET&SD, Govt. of Jharkhand may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

SCHEDULE FOR INVITATION OF RFP

1.	Tender No.	
2.	Name of the Work	Selection of agency for Project Management Consultants for Providing Technical Assistance Support to DET, DoLET&SD, Govt. Of Jharkhand for the World Bank Assisted CSS 'Skills Strengthening for Industrial Value Enhancement(STRIVE)'
3.	Name of the issuer of this tender	Dy. Director Training (HQ), Directorate of Employment and Training, Jharkhand, Ranchi
4.	Date of issue of tender document	27/01/2021
5.	Date for sending Pre Bid Query by email	08/02/2021
6.	Pre Bid Meeting	09/02/2021 at 12:30 P.M. Directorate of Employment and Training, 3 rd Floor, Room No.-307, Nepal House, Doranda, Ranchi-834002
7.	Publishing of pre-bid queries response	12/02/2021
8.	Last date for Submission of Bids	04/03/2021 at 12:30 P.M.
9.	Date of Opening of Bids	04/03/2021 at 03:00 P.M.
10.	Technical presentations	04/03/2021 at 04:00 P.M.
11.	Date of Financial Bid opening	To be announced later
12.	Place of Physical Submission & Opening of Bids	Directorate of Employment and Training, 3 rd Floor, Room No.-307, Nepal House, Doranda, Ranchi-834002 Information on the outer envelope should also include : < Name of the RFP > and "DO NOT OPEN BEFORE < insert the date & time >
13.	Address for Communication	Dy. Director Training(HQ), Directorate of Employment and Training, 3 rd Floor, Room No.-307, Nepal House, Doranda, Ranchi-834002
14.	Cost of Tender Document	Rs. 10,000 through Demand draft from any Nationalized / Scheduled Bank in favour of "JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME (STRIVE)" payable at Ranchi Bidders are required to download the RFP from the website www.niyojanprashikshan.nic.in and submit the tender cost in the form of a demand draft (details mentioned above) along with the Proposal.
15.	Earnest Money Deposit (EMD)	Rs. 2,00,000 (Two Lakhs) Either in form of Demand Draft or Bank Guarantee in favour of "JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME (STRIVE)" payable at Ranchi
16.	Validity of Proposal	Proposals must remain valid for 120 days after the bid submission date.

Important Notes:

1. The RFP is to be submitted within the stipulated time on the date specified above.
2. DET, DoLET&SD, Govt. of Jharkhand reserves the right to amend any or all conditions of this RFP Document before the last date of submission of RFPs, or to change the above schedule at any time, without assigning any reasons.
3. Contact person for communication: - Shri Shashi Bhushan Prasad, Deputy Director Training(HQ), Directorate of Employment and Training, 3rd Floor, Room No.-307, Nepal House, Doranda, Ranchi, DET, DoLET&SD, Govt. of Jharkhand at Phone No: 0651-2491024
4. In case any bidder fails to submit the original Demand Draft/ Bank Guarantee of tender cost and Earnest Money along with the bid, the Technical Bid of the bidder shall not be opened. The Demand Draft/ bank Guarantee should be of Nationalized / Scheduled Bank drawn in favour of “JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME (STRIVE)”, payable at Ranchi.

Dy. Director Training(HQ)
Directorate of Employment and Training,
Department of Labour Employment, Training & Skill Development
Jharkhand, Ranchi

Section 1: General Conditions of the Contract

1. General Provisions

Definitions

- 1.1. “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Technical Consultant.
- 1.2. “Client” means the implementing agency (DET, DoLET&SD, Government of Jharkhand.) that signs the Contract for the Services with the selected Technical Consultant.
- 1.3. “Contract” means a legally binding written agreement signed between the Client and the Technical Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC))
- 1.4. “Data Sheet” means an integral part of the Instructions to Technical Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement (but does not overwrite the conditions in ITC)
- 1.5. “Day” means a calendar day
- 1.6. “State Government” means the government of Jharkhand.
- 1.7. “Key Expert(s)” means an individual professional whose skills, sector experience, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Technical Consultant’s proposal. All Key Experts deployed in the project shall be an employee or in direct contract with the Selected Bidder.
- 1.8. “ITC” (Section 2 of the RFP) mean the Instructions to Technical Consultants that provides Technical Consultants with all information needed to prepare their Proposals.
- 1.9. “LOA” means the Letter sent by client to the selected Technical Consultant after the legal agreement.
- 1.10. “Proposal/Bid” means the Technical Proposal and the Financial Proposal of the Technical Consultant in response to the RFP.
- 1.11. “Proposal due date” means the last date for submission of bid.
- 1.12. “RFP” means the Request for Proposals prepared by the Client for the selection of Technical Consultants
- 1.13. “Services” means the work to be performed by the Technical Consultant pursuant to the Contract.
- 1.14. “TOR” (Section 3 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Technical Consultant, and expected results and deliverables of the assignment.

2. Introduction

- 1.15. DET, DoLET&SD, Govt. of Jharkhand intends to select a Technical Consultant in accordance with the method of selection specified in the Data Sheet.
- 1.16. The Technical Consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet.
- 1.17. The Technical Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals; including attending a pre-bid meet as specified in the Data Sheet. Attending any such pre-bid meet is optional and is at the Technical Consultant’s expense.
- 1.18. DET, DoLET&SD, Govt. of Jharkhand will timely provide, at no cost to the Technical Consultants, the inputs, relevant project data, and reports required for the preparation of the Technical Consultant’s Proposal as specified in the Data Sheet.

3. Conflict of Interest

- 1.19. The Technical Consultant shall not engage in consulting activities that conflict with the interest of the DET, DoLET&SD, Govt. of Jharkhand (Govt. of Jharkhand) under the contract. It should be the requirement of the consultancy contract that the Technical Consultant should provide professional, objective and impartial advice and at all times hold the DET, DoLET&SD, Govt. of Jharkhand /Govt. of Jharkhand interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Technical Consultant shall not be hired for any assignment that would be in conflict with their current obligations to other DET, DoLET&SD, Govt. of Jharkhand /Govt. of

Jharkhand , or that may place them in a position of being unable to carry out the assignment in the best interest of the client.

- 1.20. The Technical Consultant has an obligation to disclose to DET, DoLET&SD, Govt. of Jharkhand any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Technical Consultant or the termination of its Contract.

4. Corrupt and Fraudulent Practices

- 1.21. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this “RFP”, DET, DoLET&SD, Govt. of Jharkhand shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the DET, DoLET&SD, Govt. of Jharkhand shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Proposal Security or Performance Guarantee as damages payable to the DET, DoLET&SD, Govt. of Jharkhand for, inter alia, time, cost and effort of the DET, DoLET&SD, Govt. of Jharkhand in regard to the “RFP”, including consideration and evaluation of such Bidder’s Proposal.

- 1.22. Without prejudice to the rights of the DET, DoLET&SD, Govt. of Jharkhand under Clause 4.1 hereinabove, and the rights and remedies which the DET, DoLET&SD, Govt. of Jharkhand may have under the LOA or the Agreement, if an Bidder or Technical Consultant, as the case may be, is found by the DET, DoLET&SD, Govt. of Jharkhand to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder or Technical Consultant shall not be eligible to participate in any tender or “RFP” issued by the DET, DoLET&SD, Govt. of Jharkhand during assignment period from the date such Bidder or Technical Consultant, as the case may be, is found by the DET, DoLET&SD, Govt. of Jharkhand to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- 1.23. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical/ adviser of the DET, DoLET&SD, Govt. of Jharkhand in relation to any matter concerning the Project;
- (b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the DET, DoLET&SD, Govt. of Jharkhand with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

5. Eligibility

- 1.24. It will be the Technical Consultant’s responsibility to ensure that it meets the eligibility requirements as established in the Data Sheet.

6. General Considerations

1.25. In preparing the Proposal, the Technical Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

7. Cost of Preparation of Proposal

1.26. The Technical Consultant shall bear all costs associated with the preparation and submission of its Proposal, and DET, DoLET&SD shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. DET, DoLET&SD, Govt. of Jharkhand is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Technical Consultant.

8. Language

1.27. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Technical Consultant and DET, DoLET&SD, Govt. of Jharkhand shall be written in English Language.

9. Documents comprising the proposal

1.28. The contract Proposal shall comprise the documents and forms listed in the Data Sheet.

10. Only one proposal

1.29. The Technical Consultant shall submit only one Proposal.

11. Proposal Validity

1.30. The Technical Consultant's Proposal must remain valid for at least 120 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by the tendering authority of DET, DoLET&SD, Govt. of Jharkhand as nonresponsive bid.

1.31. In exceptional circumstances, prior to the expiration of the bid validity period, the tendering DET, DoLET&SD, Govt. of Jharkhand may request bidders to extend the period of validity of their Bids. The EMD shall also be extended for a corresponding period. A bidder may refuse the request without forfeiting its bid security i.e. EMD. A bidder granting the request shall not be required or permitted to modify its bid. The request and the responses shall be made in writing.

1.32. Technical Consultant cannot change the Key Experts as submitted in response to the bid, except in case of resignation, medical incapacity or death, or unless there is written approval of the competent authority of DET, DoLET&SD, Govt. of Jharkhand. For any change request of Key Expert, the substitute has to be an individual with similar / better experience and accepted in writing by authority of DET, DoLET&SD, Govt. of Jharkhand.

1.33. If the client finds that any of the personnel have 1) committed serious misconduct, or have been charged with having committed a criminal action, or 2) have reasonably caused to be dissatisfied with the performance of any of the personnel, then the Technical Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the client.

12. Extension of Validity Period

1.34. DET, DoLET&SD, Govt. of Jharkhand will make its best effort to complete the processing within the proposal's validity period. However, should the need arise, DET, DoLET&SD, Govt. of Jharkhand may request, in writing, all Technical Consultants who submitted Proposals prior to the submission deadline to extend the Proposal's validity.

- 1.35. If the Technical Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.
- 1.36. The Technical Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

13. Substitution of Key Experts at Validity Extension

- 1.37. If any of the Key Experts become unavailable for the extended validity period, the Technical Consultant shall provide a written adequate justification and evidence satisfactory to DET, DoLET&SD, Govt. of Jharkhand together with the substitution request. In such case, a replaced Key Expert shall have equal or better experience than those of the originally proposed Key Expert.

14. Earnest Money Deposit

- 1.38. Every bidder participating in the bidding process must furnish the required Earnest Money Deposit
- 1.39. EMD of a bidder lying with DET, DoLET&SD, Govt. of Jharkhand in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The EMD originally deposited may, however, be taken into consideration in case bids are re-invited.
- 1.40. Form of EMD: The EMD may be deposited in the form of a demand draft or bank guarantee in favour of “JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME (STRIVE)” payable at Ranchi.
- 1.41. The EMD shall be valid for the period of Bid Validity as mentioned in the Data Sheet. The same shall be payable at par at “Ranchi”.
- 1.42. Refund of EMD: The EMD of unsuccessful bidders shall be refunded within the stipulated period as mentioned in the RFP.
- 1.43. EMD of Successful Bidder: EMD of the successful bidder will be returned on submission of the PBG as mentioned in the RFP
- 1.44. Forfeiture of EMD: The EMD taken from the bidder shall be forfeited in the following cases:-
 - When the bidder withdraws or modifies his bid proposal after opening of bids.
 - When the bidder does not execute the agreement after placement of order within the specified time.
 - When the bidder does not deposit the Performance Guarantee in the form of Bank Guarantee after the work order is placed.

15. Pre-bid meet

- 1.45. A Pre-Bid Meet shall be held on 09/02/2021 at 12:30 P.M. at the office of DET, DoLET&SD, Govt. of Jharkhand are requested to depute your authorized representative to attend pre-bid meet along with the queries, if any. Queries must be sent in advance to be received positively at the office of DET, DoLET&SD, Govt. of Jharkhand latest by 08/02/2021 with a copy through email at its email id: dir.et.jharkhand@gmail.com. Please note that only two authorized representatives shall be permitted to attend the Pre-bid Meet.

16. Clarifications and Amendment of RFP

- 1.46. The Technical Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposal submission deadline. Any request for clarification must be sent in writing, or by email, to DET, DoLET&SD, Govt. of Jharkhand's address indicated in the Data Sheet. DET, DoLET&SD, Govt. of Jharkhand will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying its source) to the Technical Consultant. Should DET, DoLET&SD, Govt. of Jharkhand deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below.
- 1.47. At any time before the proposal submission deadline, DET, DoLET&SD, Govt. of Jharkhand may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be binding

on the Technical Consultants. The Technical Consultants shall acknowledge receipt of all amendments in writing.

- 1.48. If the amendment is substantial, DET, DoLET&SD, Govt. of Jharkhand may extend the proposal submission deadline to give the Technical Consultants reasonable time to take an amendment into account in their Proposals.
- 1.49. The Technical Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

17. Preparation of Proposals – Specific Considerations

1.50. The Technical Consultant shall prepare its proposal as per the provisions of RFP.

18. Technical Proposal Format and Content

- 1.51. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
- 1.52. Technical Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.
- 1.53. Technical Consultant cannot change the Key Experts as submitted in response to the bid, except in case of resignation, medical incapacity or death, or with the written approval of the Executive Committee of DET, DoLET&SD, Govt. of Jharkhand. The Key Experts have to be full-time on this project and at the location mentioned as per the RFP. For any change request of Key Expert, the substitute has to be an individual with similar / better experience & qualifications and accepted in writing by authority of DET, DoLET&SD, Govt. of Jharkhand.
- 1.54. The Technical Consultant is required to submit a Technical Proposal, as indicated in the Data Sheet and using the Standard Forms provided in Section 4 of the RFP.

19. Financial Proposal

1.55. The Financial Proposal shall be prepared using the Standard Forms provided in Section 5 of the RFP. The Financial Proposal shall contain the man month cost of the required resources. All costs associated with the assignment including all Business related travel, lodging, boarding, communication (mobile and landline) shall be reimbursed in accordance to the guidelines of the state, with grade 1 TA/DA permissible for the SPMU personnel.

20. Price Adjustment

- 1.56. The accepted Quote (Rate Card) of the selected Technical Bidder will be valid for the period of 12 months from the commencement date and will be escalated by 10% at the end of every 12 months.
- 1.57. The Technical Consultant shall agree to carry out any additional assignment during the assignment period as per instruction of the DET, DoLET&SD, Govt. of Jharkhand. The remuneration of the change request will be arrived upon by mutual agreement of the scope of work.
- 1.58. The contract period for the period of the project will be 2 years or completion of STRIVE programme whichever is earlier. However, DET, DoLET&SD, Govt. of Jharkhand at its discretion can extend the contract period for a maximum period of further two years on mutually agreed terms & conditions.

21. Taxes

1.59. The Financial Proposal of the Technical Consultant shall be exclusive of all applicable taxes, which will be paid by DET, DoLET&SD, Govt. of Jharkhand at actual along with the Fee to Technical Consultant.

- 1.60. If any tax exemptions, reductions, allowances or privileges may be available to the selected bidder, DET, DoLET&SD, Govt. of Jharkhand shall make its best efforts to enable the successful/selected bidder to benefit from any such tax savings to the maximum allowable extent.

22. Submission of Bid

- 1.61. The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by dropping the full proposal in the tender box as prescribed in Data Sheet.
- 1.62. An authorized representative of the Agency shall sign the submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal / Board Resolution of the bidder.
- 1.63. An EMD shall be placed in a separate envelope clearly marked “EMD”, “Selection of agency for Project Management Consultants for Providing Technical Assistance Support to DET, DoLET&SD, Govt. of Jharkhand Govt. of Jharkhand for the World Bank Assisted CSS “Skills Strengthening for Industrial Value Enhancement (STRIVE)”” reference number, name and address of the Agency. Unless the EMD is submitted, the Technical Proposal shall not be considered.
- 1.64. The Technical Proposal shall be placed inside of a sealed envelope clearly marked “Technical Proposal, Selection of agency for Project Management Consultants for Providing Technical Assistance Support to DET, DoLET&SD, Govt. of Jharkhand for the World Bank Assisted CSS “Skills Strengthening for Industrial Value Enhancement (STRIVE)”” reference number, name and address of the Agency, and with a warning “Do Not Open until [insert the date and the time of the Technical Proposal submission deadline].”
- 1.65. Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment, reference number, name and address of the Agency, and with a warning “Do Not Open with The Technical Proposal.”
- 1.66. The sealed envelopes containing the EMD, Technical and Financial Proposals shall be placed into one outer envelope, sealed and clearly marked “Selection of agency for Project Management Consultants for Providing Technical Assistance Support to DET, DoLET&SD, Govt. of Jharkhand for the World Bank Assisted CSS “Skills Strengthening for Industrial Value Enhancement (STRIVE)” This outer envelope shall bear the submission address, RFP reference number, Agency’s name and the address, and shall be clearly marked “Do Not Open Before [insert the time and date of the submission deadline indicated in the Data Sheet]”.
- 1.67. The Proposal must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened. Late submission of tender shall be out rightly rejected.

23. Confidentiality

- 1.68. From the time the Proposals are opened to the time the Contract is awarded, the Technical Consultant should not contact DET, DoLET&SD, Govt. of Jharkhand on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Technical Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

- 1.69. Notwithstanding the above provisions, from the time of the Proposal opening to the time of Contract award publication, if a Technical Consultant wishes to contact DET, DoLET&SD, Govt. of Jharkhand on any matter related to the selection process, it should do so only in writing.

24. Opening of Proposals

- 1.70. DET, DoLET&SD, Govt. of Jharkhand shall conduct the opening of the Technical Proposals in the presence of all bidder's authorized representatives who choose to attend (in person). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed until they are opened.
- 1.71. At the opening of the Technical Proposals the following shall be read out: (i) the name of the Technical Consultant (ii) the presence or absence of a duly sealed envelope with the Technical and Financial Proposal; and (iii) any other information deemed appropriate or as indicated in the Data Sheet.
- 1.72. After the technical evaluation is completed, DET, DoLET&SD, Govt. of Jharkhand shall inform those Technical Consultants whose Proposals were considered non-responsive to the RFP or did not meet the minimum qualifying technical score (and shall provide information relating to the Technical Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. DET, DoLET&SD, Govt. of Jharkhand shall simultaneously notify in writing to those Technical Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 1.73. The Financial Proposals shall be opened by DET, DoLET&SD, Govt. of Jharkhand in the presence of all bidder's authorized representatives who choose to attend (in person) on a notified date. At the opening, the names of the Technical Consultants, and the overall technical scores shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

25. Proposal Evaluation

- 1.74. The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 1.75. The Technical Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation on the basis of the submitted Technical and Financial Proposals. However, the DET, DoLET&SD, Govt. of Jharkhand may seek clarification on the information
- 1.76. The Bidder shall be selected on the basis of Combined Quality cum Cost Based System (QCBS), whereby technical proposal will be allotted weightage of 80% and financial proposal will be allotted weightage of 20%.
- The proposal with the lowest financial bid shall be given a financial score of 20 and the other proposals shall be given financial scores that are inversely proportionate to their bid.
 - The formula for determining the financial score (Sf) of all other Proposals is calculated as following: $Sf = 20 \times Fm/F$ in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the proposal under consideration
 - Proposals are ranked according to their combined Technical (St) and Financial (Sf) scores using the formula $(St + Sf = 100)$ as follows: - $S = St + Sf$
 - LoA would be awarded to the highest scoring bidder
- 1.77. Any Technical bid with score less than 70 (out of 100 maximum) marks will be rejected and their financial bids will not be opened.

26. Award

- 1.78. After issuance of LOA by DET, DoLET&SD, Govt. of Jharkhand the selected bidder shall submit Performance Bank Guarantee and shall sign the contract with DET, DoLET&SD. DET, DoLET&SD shall then issue the letter of award to the selected bidder and publish the award information as per the instructions in the Data Sheet; and promptly notify the other shortlisted Technical Consultants.
- 1.79. The Technical Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

27. Performance Guarantee

- 1.80. The successful Technical Consultant company/firm shall furnish the Performance Guarantee (PG) of an amount equal to 5% of its Financial Proposal, by way of Bank Guarantee issued by one of the Nationalized Banks in India for the due performance of the Assignment in the format at Appendix-I. The Performance Guarantee as submitted by the Bidder shall initially be valid for 12 months. The Performance Security shall be subject to an escalation at the rate of 10% on the last guarantee at the expiry of every twelve months period from the signing of the Agreement, and the Technical Consultant shall furnish to the DET, DoLET&SD, Govt. of Jharkhand an escalated/renewed Performance Guarantee. Failure to provide the same in the manner provided herein shall be deemed as a Technical Consultant Event of Default and DET, DoLET&SD may terminate the Contract Agreement as per the provisions therein. The Performance Guarantee shall be maintained and kept valid and subsisting by the Technical Consultant (in the manner provided above) at all times from the date of issue thereof until 3 (three) months following expiry/earlier termination of the Contract Agreement.
- 1.81. Refund of PG: The PG shall be refunded at the end of three months from the date of successful completion of the assignment
- 1.82. The Resource has to follow the working hours, working days and Holidays of Government of Jharkhand. However resource shall be available on a holiday if so is required by DET, DoLET&SD, Govt. of Jharkhand. No extra payments will be made for working on extended hours/Saturdays/Sundays/Holidays to meet the committed/required time schedules.

28. Liquidity Damages

- 1.83. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the selected bidder shall arrange services within the specified period.
- 1.84. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive, exemplary or special damages of any nature whatsoever (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.
- 1.85. For the avoidance of doubt, it is hereby clarified that the relationship of the selected bidder under this Agreement is solely with DET, DoLET&SD, Govt. of Jharkhand, and accordingly, no person who is not an executing party to this Agreement, shall have any rights to enforce this Agreement (whether in contract, tort or otherwise).

29. Correction of Errors

- 1.86. DET, DoLET&SD, Govt. of Jharkhand will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between

the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.

30. Commencement of Services

- 1.87. The date for the commencement of services is within 30 calendar days of contract signing and shall complete the deployment of the entire work force within 60 days of the contract signing

31. Knowledge Transfer

- 1.88. The Technical Consultant will initiate the knowledge transfer to the DET, DoLET&SD, Govt. of Jharkhand staff three months prior to the scheduled termination of the contract.

32. Interpretation

- 1.89. Entire Agreement: The Contract constitutes the entire agreement between the DET, DoLET&SD, Govt. of Jharkhand and the Selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- 1.90. Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

33. Governing Law

- 1.91. The Contract shall be governed by and interpreted in accordance with the laws of the Jharkhand State/ the Country (India) and under the jurisdiction of Ranchi Court.

34. Force Majeure

- 1.92. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, pandemic, epidemic, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.
- 1.93. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- 1.94. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

No breach of Agreement

- 1.95. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement. The Technical Consultant shall not be liable for forfeiture of its PG or/ and BG, if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of the Force Majeure.

Measures to be taken

- 1.96. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 1.97. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- 1.98. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 1.99. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:
 - (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
 - (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

35. Change Orders and Contract Amendments

- 1.100. DET, DoLET&SD may at any time order the selected bidder through Notice, to make changes within the general scope of the Contract based on mutual agreement in case of services to be provided by the selected bidder.
- 1.101. If any such change causes an increase or decrease in the cost of, or the time required for, the selected bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the selected bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the selected bidder's receipt of the DET, DoLET&SD, Govt. of Jharkhand's order. The cost of the additional work/ change request shall be mutually agreed between both the parties.

36. Suspension

- 1.102. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

37. Termination

I. By the client

- 1.103. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through

(d); at least sixty (60) calendar days" written notice in case of the event referred to in (e); and at least five (5) calendar days" written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 36;
- (b) If the Consultant becomes insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings
- (d) If the Consultant fails to confirm availability of Key Experts

1.104. Furthermore, if the Client determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving thirty (30) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

II. By the Consultant

1.105. The Consultant may terminate this Contract, by not less than thirty (30) calendar days written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If the Client fails to comply with any final decision reached as a result of arbitration.
- (c) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Client of the Consultant's notice specifying such breach.

III. Payment upon Termination

1.106. Upon termination of this Agreement all pending payments due till the date of the termination of the contract will be made by DET, DoLET&SD, Govt. of Jharkhand to the Technical Consultant within 30 days of the contract termination.

IV. Cessation of rights and obligations

1.107. Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except

- o such rights and obligations as may have accrued on the date of termination or expiration,
- o the obligation of confidentiality set forth in RFP

V. Cessation of Services

1.108. Upon termination of this Agreement by notice of either Party to the other the Technical Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

38. Disputes Resolution

I. Amicable Settlement

1.109. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation. If the dispute is not resolved as aforesaid within 15 days from the date of receipt of written notice, the matter will be referred to DET, DoLET&SD, Govt. of Jharkhand who will take decision within 30 days after such reference. If the dispute is still not resolved the matter will be referred for Arbitration.

II. Arbitration

1.110. In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by DET, DoLET&SD, Govt. of Jharkhand and other appointed by Technical Consultant and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Ranchi and following are agreed.

1.111. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly.

1.112. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel).

1.113. When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Agreement.

39. Responsibilities of the Directorate of Employment and Training, Department of Labour Employment and Training

1.114. Appointment of a single point of contact person, who will coordinate with all departments/ Technical Consultant. Coordination with various departments and stake holders.

1.115. Issuance of various government orders/policy amendments as per requirement of the project.

1.116. Assigning of relevant officials as per project need.

1.117. Resolution of problems and disputes arising.

1.118. In coordination with Technical Consultant, steps would be taken for additional funding from State/ Centre for smooth functioning of this scheme

1.119. Timely payments to the Technical Consultant

1.120. Facilitate coordination with Placement Agencies/ Certification Agencies/ and other service providers on need-basis

1.121. Coordinate & timely Roll-Out of Social Mobilization program. Social Mobilization is critical for the success of this project and hence DET, DoLET&SD, Govt. of Jharkhand will take all necessary steps to get this program launched through an experienced 3rd party agency in this area and the selection process for such an agency will be initiated around the time the Technical Consultant kicks off the project.

1.122. The Technical Consultant will work closely with the Social Mobilization Agency and provide it on quarterly basis youth enrolment Target numbers at least one quarter ahead so the Agency can draw its execution plans – district-wise thereby motivating & driving the youth to different training centres as per plans jointly agreed between DET, DoLET&SD, Govt. of Jharkhand / Government of Jharkhand and Technical Consultant.

Section 2. Data Sheet & Instructions to Technical Consultants (ITC)

A. General	
1.	Location of the Project: Jharkhand, India
2.	<p>Name of the Client: DET, DoLET&SD.</p> <p>Method of selection: Combined Quality cum Cost Based System (QCBS) 80:20 with 70 marks as the qualifying score in Technical Evaluation.</p> <p>EMD: 2,00,000/- in the form of a demand draft or bank guarantee in favour of “JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME(STRIVE)” payable at Ranchi</p> <p>Tender Document Cost - Cost of Rs. 10,000 is to be submitted vide crossed demand draft on any Nationalized Bank/ Scheduled Bank in favour of “JHARKHAND SOCIETY FOR SKILL DEVELOPMENT INITIATIVE SCHEME(STRIVE)” payable at Ranchi.</p>
3.	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>The name of the assignment is: Selection of Agency For Project Management Consultants For Providing Technical Assistance Support to DET, DoLET&SD, Govt. of Jharkhand for World Bank Assisted CSS “Skills Strengthening for Industrial Value Enhancement (STRIVE)”</p>
4.	Duration of Project: The contract period for the period of the project will be 2 years or completion of STRIVE programme whichever is earlier. However, DET, DoLET&SD, Govt. of Jharkhand at its discretion can extend the contract period for a maximum period of further two years on mutually agreed terms & conditions.
5.	<p>A pre-bid meet will be held: Yes</p> <p>Date of pre-bid meet: 09/02/2021</p> <p>Time: 12:30 P.M.</p> <p>Address: Director, Employment & Training, Directorate of Employment and Training, Jharkhand, Ranchi, Room No.-307, 3rd Floor, Nepal House, Doranda-834002 (Jharkhand)</p> <p>Email: dir.et.jharkhand@gmail.com</p>
6.	<p>DET, DoLET&SD, Govt. of Jharkhand will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</p> <p>All relevant information and guidelines related to DET, DoLET&SD</p>
B. Preparation of Proposals	
7.	<p>This RFP has been issued in the English language.</p> <p>Proposals shall be submitted in English language.</p> <p>All correspondence exchange shall be in English language.</p>

8.	<p>The Proposal shall comprise the following:</p> <p>1st Inner Envelope with EMD</p> <p>2nd Inner Envelope with the Technical Proposal:</p> <p>(1) Board Resolution/ Power of Attorney to sign the Proposal (5) TECH-1 (6) TECH-2 (7) TECH-3 (8) TECH-4 (9) TECH-5</p> <p>3rd Inner Envelope with the Financial Proposal:</p> <p>(1) Financial Proposal Form FIN-1 (2) Financial Proposal Form FIN-2</p>							
9.	<p>Statement of Undertaking is required</p> <p>As per RFP.</p>							
10.	<p>Participation of Sub-Technical Consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</p> <p>No</p>							
11.	<p>Proposals must remain valid for 120 calendar days after the proposal submission deadline.</p>							
12.	<p>Clarifications may be requested no later than 08/02/2021 up to 5:00 PM</p> <p>The contact information for requesting clarifications is:</p> <p>Name of authority: Dr. Neha Arora</p> <p>Address: Director, Employment & Training, Directorate of Employment and Training, Jharkhand, Ranchi, Room No.-307, 3rd Floor, Nepal House, Doranda-834002 (Jharkhand)</p> <p>Email: dir.et.jharkhand@gmail.com</p>							
13.	<p>Formation of Consortium – No</p>							
14.	<p>Resources Required</p> <table border="1" data-bbox="415 1455 1411 1602"> <thead> <tr> <th data-bbox="415 1455 776 1493">PMC Tier</th> <th data-bbox="776 1455 1411 1493">Number of Positions</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 1493 776 1545">SPMC</td> <td data-bbox="776 1493 1411 1545">4</td> </tr> <tr> <td data-bbox="415 1545 776 1602">SAMC</td> <td data-bbox="776 1545 1411 1602">2</td> </tr> </tbody> </table> <p>Note: Team Leader can have joint responsibility for SAMC and SPMC</p> <p>Additional Experts may be engaged during the project on mutually agreed terms and conditions</p>		PMC Tier	Number of Positions	SPMC	4	SAMC	2
PMC Tier	Number of Positions							
SPMC	4							
SAMC	2							
15.	<p>Costs & per diem to be provided as actual: All OPE including, lodging, boarding, communication (mobile and landline), consumables as required for the project, shall be reimbursed as per the existing guidelines of state of Jharkhand.</p>							

16.	A price adjustment provision applies to remuneration rates: The accepted quote (rate on which Bidder is awarded the Project) will be valid for a period of 12 months from the commencement date and will be escalated by 10% for every 12 months till the duration of the project.		
17.	Payment Milestones per annum of Resource Team: Mobilization & Amount: 4% of annual contract value Monthly Billing: 8% of annual contract value every month		
C. Submission, Opening and Evaluation			
18.	The Technical Consultant must submit the proposal physically. For physical submission, the Technical Consultant must submit: a) Technical Proposal: one (1) original, b) Financial Proposal: one (1) original		
19.	The Proposals must be submitted by: 04/03/2021 by 12:30 P.M. physically at: DET, DoLET&SD Room No.-307, 3 rd Floor, Nepal House, Doranda, Ranchi, Jharkhand-834002		
20.	The opening shall take place at: Labour, Employment, Training and Skill Development Department, Jharkhand, Ranchi Room No.-302, 3 rd Floor, Nepal House, Doranda, Ranchi-834002 (Jharkhand) Date: 04/03/2021 Time: 03:00 P.M. Opening of Bids All the bids received till the due date and time shall be opened by DET, DoLET&SD, Govt. of Jharkhand in the presence of bidders, as per the schedule (subject to change and early notification to bidders) indicated in the Schedule for Invitation of RFP.		
21.	Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:		
a. Technical Evaluation Criterion			
	Sr. No.	Criteria	Maximum Marks
	1	Financial Capability: Average Annual Turnover of the previous three financial years (FY 18, 19 and 20) > Rs 50 crores, 5 marks > Rs 100 crores, 10 marks	10 marks
	2	Relevant Experience of the Bidder (Each credential cited must include a brief write-up on the services	25 marks

		provided along with the Purchase Order or signed contract)	
	2.1	Experience of working in Education and Skill Development Project during the last 3 years, value >= INR 5 Cr, with any Central Govt. Agency/ State Govt. Agency/ NSDC/ State Skill Development Mission/ Donor funded project in India, in India Each project = 2 marks	10 marks
	2.2	Experience of monitoring apprenticeship programmes as SAMC/ Apprenticeship Training Cell at state level Each project = 4 marks	8 marks
	2.3	Experience of projects with State Agencies/ Departments under Govt. of Jharkhand for programme implementation and strategy development in education and skill development sector in Jharkhand 1 project: 1 mark 2 projects: 3 marks 4 or more projects: 7 marks	7 marks
	3	Skill - Sets of key professionals 06 key experts required Team Leader – 15 marks Other Key experts –5 marks each	40
	4	Approach & Methodology	25
		<ul style="list-style-type: none"> • Project Understanding/ Approach & Methodology proposed and work plan • Technical Presentation 	<ul style="list-style-type: none"> • 15 marks • 10 marks
TOTAL			100

Section 3. Terms of Reference (TOR)

1. Background

Apprenticeship training is one of the most effective schemes to develop skilled manpower in terms of quality of training, experiential learning and the enhanced employability. The National Policy of Skill Development and Entrepreneurship 2015, launched by the Hon'ble Prime Minister on 15th July 2015, focuses on apprenticeship as one of the key program for creating skilled manpower in India. The policy proposes to proactively work with industry including MSME sector to facilitate a tenfold increase in apprenticeship opportunities in the country by 2020. The Apprentices Act, 1961 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. Presently about 2 lakh trainees are annually enrolled in the ATS in about 28,500 establishments which is in the order of about 0.05% of India's workforce. The government has brought comprehensive amendments in the Act in December 2014 to make it more attractive for both industry and youth. Major changes introduced in the amendment are: replacing the outdated system of trade wise and unit wise regulation of apprentices with a band of 2.5% to 10% of the total workforce (including contractual workers), introduction of optional trades, removing stringent clauses like imprisonment & allowing industries to out-source basic training. With the introduction of 'optional trades' companies can now design needs-based apprenticeship programs and are permitted to involve a third-party training provider to run basis training modules. New "dual" training programs have been developed and ITI and companies are encouraged to deliver dual training

2. Objectives of the Proposal

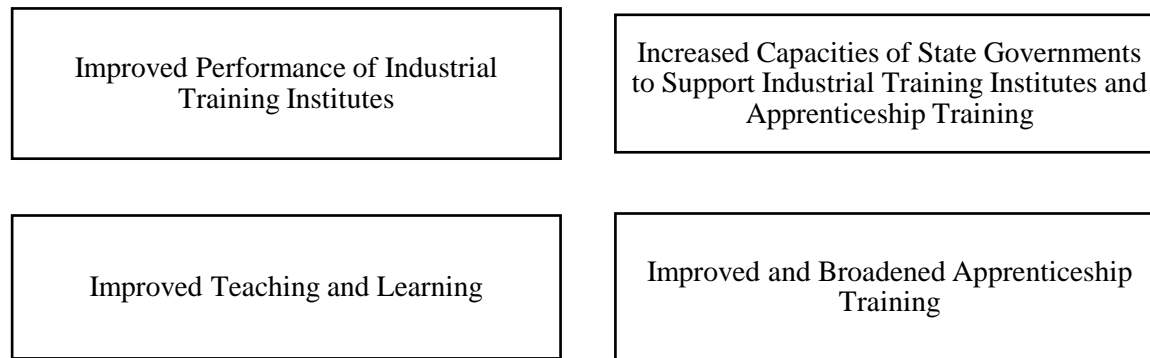
Ministry of Skill Development and Entrepreneurship has targeted to enhance the engagement of both trade and optional trade apprentices from existing 2.3 lakh to 50 lakh cumulatively by 2020. To meet this challenging task of increasing enrollment of trainees and establishments under the apprenticeship system, DGT, New Delhi has considered to strengthen the State Government and UT administration by providing a functional implementation and monitoring cell at the State/UT level.

In order to effectively operate and monitor all apprenticeship training activities including NAPS in the State in an augmented manner through wider participation of MSMEs, there is absolute need to establish State Apprenticeship Monitoring Cell (SAMC) and State Project Management Consultants (SPMC) to support State Project Implementation at the DET, DoLET&SD under the project STRIVE.

3. Scope of Work

The Government of India (GoI) introduced its National Policy for Skill Development and Entrepreneurship in 2015. A policy implementation framework is provided by the National Skill Development Mission (NSDM). The mission reflects the Government's commitment to skilling opportunities for economically disadvantaged/underserved communities and developing a globally competitive workforce. The mission also seeks to shift toward outcome-focused training provision and establishes and enforces cross-sectoral, nationally and internationally acceptable standards for skill training by creating a sound quality assurance framework. The national Skills Strengthening for Industrial Value Enhancement (STRIVE) project has been developed by the GoI with World Bank assistance to incentivize the critical institutional reforms required in the institutional training systems—defined as the Industrial Training Institute (ITI) and apprenticeship—to meet the GoI's commitment to providing skilling opportunities for economically disadvantaged/underserved communities and developing a globally competitive workforce. The key objective of STRIVE is to improve the quality and market relevance of vocational training provided through ITIs and apprenticeship.

STRIVE is divided into four results areas:



STRIVE is to improve access to quality and market-driven vocational training provided in ITIs and apprenticeships. The project aims to improve access to quality and market-driven vocational training provided in ITIs and apprenticeships. It consists of a PforR instrument that is comprised of four results areas and is complemented by a TA component financed through Investment Project Financing (IPF). The major activities under STRIVE includes:

- a) Performance-based grants for up-gradation of selected ITIs
- b) Performance-based funding to state governments to incentivize reforms in state management of ITIs and apprenticeship training
- c) Overhauling curricula and Teaching and Learning resources in selected key Craftsmen Training Scheme (CTS) programs
- d) Enhancing distance and blended learning in pre-employment and in-service teachers training
- e) Incentivizing SME participation in modern apprenticeship training through grant funding of industry apprenticeship initiatives (IAIs) System development, capacity development, and advocacy for apprenticeship training
- f) Project Management Support for Strategic Technical Assistance for Improving Efficiency and Monitoring and Evaluation
- g) Provide TA to support a coordinated, coherent, and evidence-based approach to the critical activities that are expected to be change agents in skills development.

Specifically, (a) Project implementation support, including strengthening the institutional capacities of the National Project Implementation Unit (NPIU) and State Project Implementation Units (SPIUs) and the recruitment of a project management consultant (PMC); (b) the facilitation of policy development and the implementation of regulatory reforms in the skills sector; (c) piloting innovative interventions focused on improving training and employment outcomes for girls, including introducing stipends to foster women participation in labor market and collection of information on labor market returns to different trades; (d) the carrying out of monitoring and evaluation (M&E) activities including impact evaluations and qualitative assessments of project results; (e) the carrying out of beneficiaries feedback studies examining demand and supply challenges faced by youth and vulnerable/marginalized groups, with specific focus on girls; and (f) the carrying out of third-party validation of the project results.

The Scope of work is divided into 2 areas: - State Project Management Consultants (SPMC) and State Apprenticeship Monitoring Cell (SAMC).

4. State Project Management Consultants

Objectives

The PMC at state level will assist the SPIU and the project Implementation Units (PIUs). The selected consultants are expected to engage with the SPIU and co-ordinate with the NPIU at the national level, to ensure specific outcomes in areas related to implementation of STRIVE in the state. The selected consultant shall also provide periodic project specific reports on the one or more of the result areas of STRIVE. The SPIU will provide technical and implementation support and assist in achieving the result areas under the project, by focusing on following key function areas and outputs:

- Overall Project Leadership
- Monitoring and Evaluation
- Financial and Procurement Management
- Institutional / ITI Development

The SPIU consultants will help with aspects of project management including preparing the implementation plans, managing the rollout of, different activities in a sequenced and coordinate manner, undertaking monitoring and evaluation, and tracking the social, gender and environmental management aspects of the STRIVE Project in the State. The SPIU will be in-charge of appraising the key result areas, assisting in procurement, providing implementation support, enhancing community awareness, ensuring quality and transparency. The SPIU will also establish and update the project performance monitoring system, and flag potential problems, and possible solutions for the consideration of the SPIU/NPIU in a timely manner. The title, agreed job description, minimum qualification Experts and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described. Following are the key areas of support:

Institutional Development

- Raising stakeholders' awareness of the project objectives and eligibility criteria for financing.
- Contributing to the work plans of the SPIU.
- Evaluating ISPs and providing written advice on them to the SSC.
- Undertaking quality audits of institutions participating in the project.
- Conducting orientation project for Institute Management Committee (IMC) (or equivalent) and Industry Cluster (IC) members.
- Identifying training needs in a participatory way and preparing plans for meeting the
- training needs of ITIs' principals and instructors, and IC managers and trainers.

Monitoring and Evaluation:

- Monitoring the project MIS at the State/UT level.
- Monitoring the implementation of the project on a day-to-day basis.
- Liaising with the Monitoring and Evaluation Specialists at the national level, providing information on issues (problems and solutions) for the national clearinghouse.
- Assisting the Monitoring and Evaluation Specialist at the national level to incorporate baseline data on the performance of institutions into the MIS.
- Implementing and overseeing procedures for the regular monitoring of performance of institutions participating in the project. This will include procedures for assisting with ad hoc surveys (such a tracer studies and surveys of employers' attitudes).
- Undertaking regular field visits in order to monitor institutions using a simple checklist and consolidate quarterly monitoring reports based on the checklists.
- Propose any corrective action that needs to be taken.

Financial Management cum Procurement:

- Support in preparing annual estimates and budget for the project at State/UT level and submitting to NPIU
- Liaising with the Finance Officer at the national level, providing information
- Support in procurement of works, goods and consultancies required for State/UT level activities under the project and manage the procurement of consultancies
- Facilitate Bid Process management

Team Composition & Qualification Requirements for the Key Experts in SPMC

Nature of Experts	No. of Position	Qualification	Experience	Indicative ToR
Team Leader	1	Post graduate degree or higher in management, engineering, economics, social sciences or equivalent discipline.	Minimum of 10 years professional experience in TVET / skill development	Lead project implementation and oversee all technical and managerial decisions related to delivery including M&E systems, capacity building, and stakeholder management; Act as technical expert on sectoral trainings, including collaboration with business and industry in support of labor market needs; Provide technical guidance in relevant project areas; Serve as key expert in delivering Management trainings for Institutional Heads. Ensure quality oversight of all products and services provided by the project. Evaluate the impact of training, the efficacy of the Training projects. Prepare project reporting documentation, project Key Performance Indicator (KPI)s, effectiveness and efficiency indicators; Liaise with state and central officials on project implementation and periodically assess project progress. Take mid-course corrective action as required.
M & E Specialist	1	Post graduate degree or higher in management, engineering, economics, social sciences or equivalent discipline.	Experience of minimum 8 years of experience working in M&E, with at least 5 years of experience in government projects	The M&E Specialist will develop a survey design required for undertaking a baseline survey for the ITIs. This will include reviewing the project logic, theory of change, and existing monitoring and evaluation frameworks, making recommendations on adjustment of indicators as necessary and determining the appropriate sampling methodology, undertake analysis of the data generated; Provide statistically significant information regarding the outlined indicators; Provide recommendations for future data collection and evaluation. Monitoring the implementation of the project on a day-to-day basis..
Institutional Development / ITI Specialist	1	Post graduate degree or higher in management, engineering, economics, social sciences or equivalent discipline.	Experience of minimum 8 years of experience working in TVET / skill development	Serve as a SME for the assigned sector/ domain as part of a multi member team tasked with training ITI instructors. Carry out audience profiling studies and assess the current knowledge levels of the participants. Develop strategy for revamping curriculum alignment to industry requirements. Design projects and assignments mapping to the competencies to be achieved. Liaise with Department of Technical Education (DTE)/SPIU and Project Consultants to discuss the training project and finalize content. Design and develop training session plans, customized to the needs of the participants. Conduct and facilitate on-site sessions based on the agreed training plan, off-line discussions as well as any assignments/ projects. Help participants in query resolution. Prepare reports on the training project conducted based on the agreed templates. Conduct assessments and evaluation of each participant and prepare a Developmental Action Plan in agreement with DTE/SPIU.

Nature of Experts	No. of Position	Qualification	Experience	Indicative ToR
Financial cum Procurement Specialist	1	CA or post graduate degree/ diploma in finance, economics, management or equivalent	Experience of minimum 8 years of experience working in financial and procurement management, with at least 5 years of experience in government projects	<p>Review compliance with all relevant and applicable policies and procedures, and audit and other reporting requirements of the STRIVE project. Determine compliance with relevant donor contractual reporting requirements. Review the adequacy of support structures including HR, Logistics and IT. Support in preparing annual estimates and budget for the project at State/UT level and submitting to NPIU. Ensuring timely release of funds for project related activities at State/UT level e.g., to ITIs and ICs. Ensuring maintenance of project accounts as per standard procedures in the SPIU and in ITIs.</p> <p>Preparation of Procurement Plan at the State level. In case where ITI prepares procurement Plan, the Procurement officer would ensure training at the ITI level. Assist in executing National Competitive Biddings. Liaising with the Procurement Officer at the national level, providing information on issues (problems and solutions) for the national clearing house. Acting as a support and reference person for all project-related procurement tasks. Submitting quarterly procurement progress reports to the SPIU Director. Acting as first line of contact for dealing with enquiries and complaints regarding procurement referred to the SPIU.</p>

5. State Apprenticeship Monitoring Cell

The SAMC would be the key agent for driving apprenticeship development and innovation in the state, and managing the state level functions in the National Apprenticeship Promotion Scheme (NAPS) and state apprenticeship initiatives. The function of the Cell can be divided into following broad areas:

- a. Sensitization and Awareness creation of stakeholders in order to promote participation in apprenticeship training and assist stakeholders in getting involved:**
 - i. Be the advocates for modern apprenticeship training in the states
 - ii. Sensitize and inform stakeholders (business community, youth/families, unions, etc.) about the benefits of apprenticeship training
 - iii. Inform stakeholders about options and rules/regulations of apprenticeship training and its various support schemes in India and the state
 - iv. Organize and facilitate the establishment of an “apprenticeship champions” network and its activities
 - v. Provide information and counseling to industry clusters and individual firms intending to start apprenticeship training
 - vi. Liaise with ITIs and other training providers with the aim of supporting their engagement in dual apprenticeship training
 - vii. Create platforms for information exchange and regular dialogue with schools/institutions to enhance local awareness about apprenticeship training and the relevant schemes
 - viii. Organize innovative outreach programmes to target schools directly; student exposure visits to industries, bring on board successful apprentices as potential brand ambassadors
 - ix. Organize Awareness campaigns through social media – FB, print, radio, mobile platforms etc.
 - x. Identify existing mechanisms for outreach including channels that are already available and address gaps and areas to build up capacity
 - xi. Develop and implement activities ensuring the enrollment of women particularly in the non-traditional sectors, SC & ST and persons with disabilities in the apprenticeship scheme
 - xii. Conduct all other activities necessary and conducive to increase participation and improve quality of apprenticeship training in the state

- b. Facilitate the implementation of apprenticeship support schemes, such as ATS, STRIVE, NAPS Scheme, and others**
 - i. Advertise the IAI Grant Scheme and other schemes for the promotion of apprenticeship training among companies and industry clusters in the state
 - ii. Manage for the STRIVE IAI grant scheme the call for proposals in the state
 - iii. Facilitate partnerships between industry cluster/business associations, basic training providers and possibly Third Party Accelerators (TPA) with the aim of initiating apprenticeship initiatives
 - iv. Facilitate the involvement of external experts in the development of apprenticeship initiatives where appropriate
 - v. Support industry clusters to conceptualize industry apprenticeship initiatives and to apply for grant funding
 - vi. Support industry clusters in the implementation of industry apprenticeship initiatives (hand-holding approach)
 - vii. Facilitate capacity development needs assessments for apprenticeship training in companies and basic training providers
 - viii. Facilitate the participation of apprenticeship stakeholders in the state in capacity building activities funded under STRIVE and other schemes and programs
 - ix. Assist companies to access subsidies under the NAPS
 - x. Operationalize and manage activities to facilitate the enrollment and intake of applicants from the ITI database expanding the candidate base to include fresher, PMKVY and MES candidates prescribed under the NAP Scheme, e.g. through setting up a student’s help-line.

- c. Monitoring of apprenticeship training in the state**

- i. Oversee the collection of relevant management information data for apprenticeship training in the state (using the central apprenticeship portal)
- ii. Undertake activities to ensure apprenticeship information in the state is entered into the central apprenticeship portal
- iii. Compile annually information about apprenticeship activities in the state, and disseminate information to the relevant state offices and stakeholders
- iv. Assist the implementation of studies and evaluations of ATS in the state
- v. Monitor the implementation of supported Industry Apprenticeship Initiatives and verify achievement of results and milestones
- vi. Facilitate and oversee state-level evaluations of ATS issues in the state as needed.

Key Expert Requirement for SAMC

Nature of Experts	No. of Position	Qualification	Experience	Indicative ToR
Consultant (Manufacturing Sector)	1	Post graduate degree or diploma in Engineering, Management or Equivalent	Strong background in Vocational Education and Training with 8 years of experience Experience as Placement Officer / Industrial working experience Previous work in or with public sector Strong communication and networking skills	<ul style="list-style-type: none"> • Establish liaison with establishments under the manufacturing/Service sector/Industry clusters/Associations/school/college education system, district administrations. • Create partnerships activities with stakeholders who could potentially supply apprentices and run appropriate registration drives in partnership with industries. • Monitor and expand the apprenticeship training. • Collect data of all employers and assist industries in manufacturing sector in hiring apprentices. • Effective capacity building support to Basic Training Providers (BTPs)/Third Party Agencies (TPAs) as required/Provide short term training/holding of workshops and awareness programs. • Provide inputs to IT consultant of SAMC for formulating effective reporting. • Conceptualize and strategize effective communication strategy for promoting apprenticeship in the state. • Anchor/Monitor the administration and implementation of Industry Cluster Apprenticeship Initiative scheme of STRIVE. • Any other activities suiting the profile as and when required by the Director, DTET.
Consultant (IT Monitoring)	1	MCA/ BCA / B SC. IT or equivalent degree	Working experience minimum of 08 years	<ul style="list-style-type: none"> • Assist in requirement analysis, design, implementation and user acceptance testing of IT monitoring and other related IT tools • Troubleshooting support for NAPS portal

Nature of Experts	No. of Position	Qualification	Experience	Indicative ToR
			<p>Strong IT&MIS background</p> <p>Ability to work with large-scale databases</p>	<ul style="list-style-type: none"> • Plan, design and carryout projects or assignments independently and exercise discretion on how to achieve end results. • Provide short-term training/capacity building support to Basic Training Providers (BTPs)/Third Party Agencies (TPAs) etc. as required. • Coordinating with Service Sector/Manufacturing Sector consultant of SAMC • Establish institutional structure for information facilitation and support to the SAMC • Provide IT support in monitoring and expanding the apprenticeship training; maintain dashboards • Prepare and manage the database of all the employers

Reporting Requirements and Time Schedule for Deliverables/Completion of Tasks

The agency will work hand in hand with SPIU and will be guided and supervised by the SSC and the State Directorate for Technical Education/Vocational Training on STRIVE. For all purposes the selected firm will be reporting to the Principal Secretary/Project Director, or the representative appointed by SPIU. After the selected consultant is contracted, it will prepare a detailed work plan for the year in consultation with the SPIU and submit it to the SPIU for approval. The report should preferably outline the proposed ways of working of the team and detail out a plan, outlining priority tasks for the first three months in areas where the SPIU will need specific support. On the basis of this plan, it should list out the priority action points.

The consultant will prepare monthly progress reports on activities and progress made with reference to the project objectives. The progress report will include:

- a) Progress against each Result Area / objective with brief description of activities;
- b) Summary of any issues and concerns that need to be discussed;
- c) A section outlining action plans for the next quarter;
- d) Current status of all project DLI/KPIs and results indicators as per the Project's Results framework.

The key activity of the selected consultant's team will be the transfer of knowledge, with the aim that eventually the NPIU and SPIUs have developed a cadre of trained staff with the necessary experience and appropriate skills to managing the later stages of the project and similar future projects. This transfer of knowledge and skills will be both through working closely with SPIU staff as day to day tasks are carried out, formal training (e.g. small classes, workshops, etc.) and regular reviews to duties of SPIU staff and their implementation.

Client's Input and Counterpart Personnel including Data and Facilities to be Provided by the Client (SPIU)

- i. Give access to all the required documents, correspondence and any other information associated with the project and assignment, as felt necessary by SPIU in discussion with the Consultant.
- ii. Provide administration support in coordination with NPIU/ITIs/ICs to facilitate timely implementation of the assignment
- iii. Provide office space and basic office requirements (printer, internet and office stationery) for the team of consultants under this project

All the equipment shall be used by the Consultant for the entire duration of the assignment and would be handed over to the SPIU upon completion of the assignment.

Section 4. Technical Proposal – Standard Forms

1. Checklist of Required Forms

Required for Proposal (√)	Form	Description
√	TECH-1	Technical Consultant's Organization and Experience.
√	TECH-1A	A. Technical Consultant's Organization
√	TECH-1B	B. Technical Consultant's Experience
√	TECH-2	Comments or Suggestions on the Terms of Reference
√	TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
√	TECH-4	Work Schedule and Planning for Deliverables
√	TECH-5	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)

Form TECH-1

TECHNICAL CONSULTANT’S ORGANIZATION AND EXPERIENCE

A brief description of the Technical Consultant’s organization and an outline of the recent experience of the Technical Consultant that is most relevant to the assignment. The outline should indicate the names of the Technical Consultant’s Key Resources who participated, the duration of the assignment, the contract amount, and the Technical Consultant’s role/involvement.

A - Technical Consultant’s Organization (to be limited to 2 pages)

1. Provide here a brief description of the background and organization of your company/partnership firm.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Technical Consultant’s Experience

1. List only previous similar assignments successfully completed/ on-going in the last 5 years only
(Please note that bids not responding to the above critical areas may be considered non responsive):

2. Format for Experience is as follows:-

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Address	Approx. Contract value (in Rs equivalent)/ Amount paid to your firm	Role on the Assignment

(Each credential cited must include a brief write-up on the services provided along with the Purchase Order or signed contract or completion certificate)

Form TECH-2

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE

Form TECH-2: comments and suggestions on the Terms of Reference and any other provisions should be as per RFP guidelines only.

Form TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE AND UNDER HEADERS AS SPECIFIED IN THE DATA SHEET.

Form TECH-4

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

No.	Deliverables	Months											TOTAL	
		1	2	3	4	5	6	7	8	9	n		
A-1	{e.g., Deliverable #1: Report A													
B-1	{e.g., Deliverable #2 :.....}													
C-1	{e.g., Deliverable #3 :.....}													
D-1	{e.g., Deliverable #4 :.....}													

1. List the deliverables with the breakdown for activities required to complete them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

Form TECH-5

{A brief description of the team composition, roles and responsibilities, assignments and key expert’s inputs in terms of time needs to be highlighted}

CURRICULUM VITAE

Position Title and No.	{e.g., 2.3. Project Director}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment	Summary of livelihood/capacity building/skill development, social mobilization, communication strategy, social welfare assignments.
[e.g., May 2005-present]	[e.g., Ministry of, advisor/Technical Consultant to... For references: Tel...../e-mail.....; Mr.....]			

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Technical Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
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{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	
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Expert’s contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by DET, DoLET&SD .

{Day/month/year}

Name of Expert:	Signature:
Date:	{day/month/year}
Name of authorized:	Signature:
Date	{day/month/year}
Representative of the Technical Consultant (same who signs the Proposal)	

Section 5. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FINANCIAL PROPOSAL

To,

<Authorized person

Address >

Dear Sir,

Subject: Selection of Agency For Providing Technical Support to DET, DoLET&SD, Jharkhand

1. We, the undersigned, offer to provide the consulting services for the above project in accordance with your offer letter no _____ dated _____. Our Financial Proposal is for the sum of Rs..... (_____ in lakhs) for period of 12 months from the Commencement Date. (Amount in words and figure) exclusive of taxes.
2. The above quote is exclusive of any tax and the same shall be payable at actual by DET, DoLET&SD.
3. We understand that the above Financial Proposal/ Accepted Rate shall be escalated at the rate of 10% every 12 months till the Contract Period.
4. Our Financial Proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e..... (Date).
5. We understand that all OPE including, lodging, boarding, communication (mobile and landline), consumables as required for the project, shall be reimbursed by DET, DoLET&SD as per the existing guidelines of state of Jharkhand.
6. All taxes(direct/indirect/local), duties, levies etc. whatsoever will be charged at the time of invoicing

We understand that you are not bound to accept any Proposal you receive and may reject any or all proposal without assigning any reason for the same.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

Name of Firm:

Location:

Date:

FIN-2 Financial Proposal Submission Form

Please fill the man-month rate for the project. DET, DoLET&SD may use this rate-card for chargeable change request or for any other consulting/ advisory work that can be delivered by the Technical Consultant. This rate-card will be valid for the entire period of the Technical Consultant's contract (24 months) and will have 10% price escalation year on year during the contract period.

SN	Key Expert	Cost for Year 1 (INR)
1	Team Leader	
2	M & E Specialist	
3	Institutional Development / ITI Specialist	
4	Financial cum Procurement Specialist	
5	Consultant (Manufacturing Sector)	
6	Consultant (IT Monitoring)	
	Total (Exclusive of taxes)	

Note: The cost of all OPE including travel, TA, DA shall be reimbursed as per the guidelines of Government of Jharkhand