



SHRI VISHWAKARMA SKILL UNIVERSITY

(Enacted Under Government of Haryana, Act No. 25 of 2016) Transit

Office: 2nd & 3rd Floor, Plot N, Palwal (Haryana)

Visit us at: www.svsu.ac.in

Tender Document for

**“Selection of Project Management Unit (PMU) for implementation
of Guru Shishya Kaushal Samman Yojana (GSKSY), SVSU”**

Tender No: SVSU/GSKSY/2024/16

Dated: 21/10/2024

1. Notice Inviting Tenders

Sub: Notice Inviting Tenders for selection of Project Management Unit (PMU) for implementation of GSKSY of Shri Vishwakarma Skill University, Haryana.

Shri Vishwakarma Skill University, Haryana invites online Tender: “**Selection of Project Management Unit (PMU) for implementation of GSKSY, SVSU**” through e-procurement on portal <https://etenders.hry.nic.in> from reputed IT Company/firm as per TENDER document. The TENDER documents may also be downloaded from website (<https://www.svsu.ac.in>) of Shri Vishwakarma Skill University, Haryana for reference only. A minimum eligibility criterion has been given in TENDER document.

Apart from uploading e-tender on website, bidder has to deposit EMD and Tender Fee + E-service fees along with other documents.

1.1. SCHEDULE

1.	Tender No	
2.	E-Service Fee + GST	1000/- + 180/- = 1180/- (Rupees One Thousand One Hundred Eighty Only)
3.	Tender Fee + GST	
	(1) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the “Haryana State Public Procurement Policy for MSME -2016” notified vide G.O.No.2/2/2016-4I BII (1) dated 20-10-2016.	NIL
	(2) For Haryana based manufacturing Startups/First Generation Entrepreneurs eligible as per State policy “Concession/benefits in Public Procurement to Startups/First Generation Entrepreneurs of State” issued vide G.O No.2/2/2016-4I B-II dated 03.01.2019.	NIL
	(3) For remaining bidders both from the Haryana and Non-Haryana	2000/- + 360/- = 2360/- (Rupees Two Thousand Three Hundred Sixty Only)
	EMD Amount	

4.	(1) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME -2016" notified vide G.O.No.2/2/2016-4I BII (1) dated 20-10-2016.	NIL
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	(2) For Haryana based manufacturing Startups/First Generation Entrepreneurs eligible as per State policy "Concession/benefits in Public Procurement to Startups/First Generation Entrepreneurs of State" issued vide G.O No.2/2/2016-4I B-II dated 03.01.2019.	NIL
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	(3) Central or Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Department, Haryana	NIL
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	(4) For remaining bidders both from the Haryana and Non-Haryana	2% of Tender Value
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5.	Performance Security	
	Haryana Based manufacturing Micro and Small Enterprises (MSEs)	0.2% of the Total Order Value or estimated value of the rate contract
	Haryana Based Company Startups/First Generation Entrepreneurs	0.2% of the Total Order Value or estimated value of the rate contract
	Haryana based other firms/enterprises	2% of the Total Order Value or estimated value of the rate contract
	Other States/UTs based firms	5% of the Total Order Value or estimated value of the rate contract
	# Haryana based MSEs and Startups/First Generation Entrepreneurs will be eligible for performance security deposit @ 0.2% who have filed Entrepreneurs Memorandum (Micro or Small Enterprise category) in the Industries Department Haryana and who participate directly in the tendered/quoted items and offering to supply the entire quoted quantity manufactured from their own Haryana based unit.	

6.	Issue of Tender Document (Date of uploading of Tender & other Documents) (online)	21/10/2024 at 17:00 Hrs.
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7.	Online Tender Download Start Date	21/10/2024 at 17:00 Hrs.
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8.	Last date for receipt of queries through Mail	24/10/2024 at 17:00 Hrs
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9.	Date of pre bid meeting	28/10/2024 at 11:00 Hrs
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10.	Online proposal Submission Start Date	21/10/2024 at 17:00 Hrs.
11.	Online proposal Submission End Date	11/11/2024 at 17:00 Hrs.
12.	Opening of Technical Bid	14/11/2024 at 11:00 Hrs.
13.	Technical Presentation	Subsequent date to be informed later.
14.	Financial Bid	Subsequent date to be informed later.
15.	Validity period of Proposal	360 days validity of bids
16.	Address of Communication	AR (Procurement & Store), Shri Vishwakarma Skill University, Dudhola Palwal
17.	Contact Officer Name, Phone Number and Email ID for this tender	Joint Director, 9728028635 AR, (P&S), 9991175853 & tedners@svsu.ac.in

Note:

- Tender document can also be downloaded from University Website www.svsu.ac.in
- Amendments to TENDER, if any, would be published on e-procurement website <https://etenders.hry.nic.in> only and not in newspaper.
- The concessions/benefits to MSMEs/startup subject to fulfillment/eligible as per Haryana State Public Procurement Policy for MSME -2016 notified vide G.O. No. 2/2/2016-4I BII (1) dated 20-10-2016 and turnover criteria as per Haryana Government (or as amended from time to time in this regard).
- Queries will be sent to the Officer appointed for this tender. Each Bidder will send only one e-mail containing the Pre-Bid Queries, as per format mentioned below. In case of more than one e-mail, only the queries provided in the first e-mail will be considered.

S. No.	Clause/Section/Reference/Page/Paragraph	Existing clause/RFP Text	Queries/suggestions
1.			

1. INTRODUCTION

The Government of Haryana passed Act 25 of 2016 to establish and incorporate a Skill University in the State to facilitate and promote skill, entrepreneurship development, skill-based education, and research in the emerging areas of various sectors, raise skill levels in different fields related to these areas, and for matters connected in addition to that or incidental to it.

In line with its stated objective, SVSU is also a Certification Authority recognized by the Government of India for skill-based training programs. As part of its skill certification process, SVSU conducts assessments of candidates trained in various skill trades who graduate from the training centers of affiliated vocational training partners (VTPs), schools, universities, SSDMs, or other such training entities.

Project Brief: SVSU proposes to implement the scheme “Guru Shishya Kaushal Samman Yojna” for recognizing and certifying the skill set of the craftsmen, artisans, and workers (such as plumbers, carpenters, masons etc.) in the informal sector to formalize and acknowledge their skills through recognition of prior learning (RPL) and conducting (Train the Trainer) to recognize them as Trade Gurus and subsequent alignment of youth for skill-based apprenticeship training.

Target—To Conduct RPL and TOT (Train the Trainer) of 25000 craftsmen, artisans, and workers (such as plumbers, carpenters, masons, etc.) to recognize them at Trade Gurus and align 75000 youth as apprentices with Trade Gurus for skill-based apprenticeship training.

A minimum of 3 and a maximum of 10 Apprentices are aligned with each Trade Guru. On successful completion of the Program -Assessment and Certification will be conducted, and the candidate will be awarded a 3-month apprenticeship certificate. These Apprentices become skilled workers once she/he has acquired the knowledge and skills in a trade or occupation, which help them in getting wages or self-employment or can be linked to Govt. soft loans/microfinance schemes.

Objective:

- To build capacity of master craftsmen/artisans and training of young generation through the master craftsmen/ artisans for traditional arts/crafts.
- To develop an assessment, certification and recognition mechanism for the unrecognized sector.
- To develop a model driven by local small-time entrepreneurs and with government collaboration.
- Preservation of rich heritage of the traditional arts and crafts of Haryana.
- To establish linkages of traditional skills with the global market.
- Recognition of talented Master Craftsmen & Artisans
- To expand practice of Apprenticeship in Informal Sector - Informal apprenticeship training can also be improved by recognizing and certifying the skills of the entrepreneurs who provide training.
- To Provide them incentives in order to motivate and encourage enterprise owners to take apprentices on board and provide quality training.
- To interlink key elements such as skilling, apprenticeship to develop the entire value- chain.
- To develop a framework to organize and recognize the skill set of the Unregulated and unorganized Sector.

- To present the Youth with a unique and flexible model allowing both small time entrepreneurs and Youth with options of movement and livelihood promotion.
- To develop a mechanism to link youth with social schemes and by making initial contributions towards the same.
- To enhance the employability opportunities of Youth Apprentice as well as provide alternative routes to higher education.
- To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.
- To Bring the authorities and social partners together in order to formulate a coherent but flexible policy for providing employment and skill development opportunities for the youth in the State of Haryana.

The scheme will aim at identifying traditional art and craft areas in the state of Haryana, identifying the skill sets required for the development of traditional arts, capacity building and updating of the traditional skills of master craftsmen/artisans. These trained master craftsmen/artisans will be called Trade Gurus and will further train the unskilled/untrained youth in various specific traditional arts/crafts.

The Government of Haryana will take up this skill development programme for all important traditional arts/crafts being practiced in various districts of Haryana, for their development and market linkages and recognition of talented master craftsmen/artisans.

Tender Process: SVSU, through this Invitation for Proposal, is inviting interested parties for the **“Selection of Project Management Unit (PMU) for implementation of Guru Shishya Kaushal Samman Yojna (GSKSY), SVSU.”** As part of the process, the Project Management Unit should have the capabilities and experience for of handling an end-to-end similar kind of projects and also be able to conduct both theory and practical assessments of trainees of skill-based programs across different sectors.

Through this instruction, SVSU is looking to invite project management agencies to implement SVSU's GSKSY and coordinate with the SVSU team to upload the Assessment Portal. The Project Management Agency should be keenly aware of the skill ecosystem, and the ERP should be aligned with the curriculum patterns / QPs / Job roles and skill assessment structure created under the aegis of NSDC.

GENERAL REQUIREMENTS

SVSU now invites eligible IT/Project Management Companies/firms to apply for a proposal for the “Selection of Project Management Unit (PMU) for implementation of GSKSY, SVSU.”

Interested firms should provide information indicating that they have the required qualifications and relevant experience to perform the Services. The shortlisting will be based on this information.

The bidder will be selected by the Quality as well as Cost Based Selection (QCBS) method.

List of Abbreviation

- **PMKVY** **Pradhan Mantri Kaushal Vikas Yojana**
- **SVSU** **Shri Vishwakarma Skill University**
- **GSKSY** **Guru Shishya Kaushal Samman Yojana**
- **PMU** **Project Management Unit**
- **GST** **Goods and Services Tax**
- **MSME** **Micro, Small and Medium Enterprises**
- **RFP** **Request for Proposal**
- **BOQ** **Bill of Quantity**
- **EMD** **Earnest Money Deposit**
- **AMC** **Annual Maintenance Contract**
- **PSU** **Public Service Unit**
- **BG** **Bank Guaranty**
- **RPL** **Recognition for Prior Learning**
- **ToT** **Training of Trainers**
- **EOI** **Expression of Interest**

2. DISCLAIMER

The information contained in this Tender document or subsequently provided to the bidders, whether verbally or in documentary or any other form by or on behalf of Shri Vishwakarma Skill University, Haryana is provided to bidder on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

Information provided in this TENDER to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Shri Vishwakarma Skill University, Haryana accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Shri Vishwakarma Skill University, Haryana also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance or any bidder upon the statements contained in this TENDER.

Shri Vishwakarma Skill University, Haryana may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TENDER.

The issue of this TENDER does not imply that Shri Vishwakarma Skill University, Haryana is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and Shri Vishwakarma Skill University, Haryana reserves the rights to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Shri Vishwakarma Skill University, Haryana or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and Shri Vishwakarma Skill University, Haryana 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 Proposal, regardless of the conduct or outcome of the Selection Process.

1. Instructions to Bidders

Subject: Invitation for “Selection of Project Management Unit (PMU) for implementation of GSKSY, SVSU”.

Shri Vishwakarma Skill University invites online Bids (Technical bid and financial bid) from eligible and experienced Companies/firms/Agencies to provide a solution as per the requirement of SVSU and as per the terms and conditions specified in the tender document.

Bidders can access tender documents on the website of the University and fill them with all relevant information and submit the completed tender document with E-service Fee, Tender Fee and EMD amount online as per the schedule to <https://etenders.hry.nic.in>.

2. INSTRUCTIONS TO BIDDER FOR E-TENDERING

Note: The following conditions will overrule the conditions stated in the tender documents, wherever relevant and applicable. Interested bidders can read the instructions related to the e-tender system from the website www.etenders.hry.nic.in.

A. E-Tendering:

- a. Prospective bidders must register on the website <https://etenders.hry.nic.in> to participate in the e-tendering module of Shri Vishwakarma Skill University, Haryana. Therefore, it is advised that prospective bidders register by paying the registration fees online as soon as possible.
- b. Tender documents can be downloaded from the website <http://www.svsu.ac.in>. However, the bidders must upload the complete tender document online, a deposit of EMD, and the Tender Document Fee + E-service fee.
- c. E-service/gateway charges shall be borne by the bidders.
- d. As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a **Class III Digital Certificate** shall be required to bid for all tenders solicited electronically. If the bidder does not have such a certificate, it may be obtained from any registering or certification authorities. Kindly note that issuing a digital certificate may take at least three to five working days. Bidders are advised to plan their time accordingly. Shri Vishwakarma Skill University, Haryana shall bear no responsibility/obligation for accepting bids which are delayed due to non-issuance or delay in issuance of such digital certificate.
- e. If a bidder is bidding for the first time for e-tendering, then it is obligatory on the part of the bidder to fulfill all formalities, such as registration, obtaining a Digital Signature Certificate, etc., well in advance.
- f. Bidders are requested to visit our e-tendering website regularly for clarifications and/or due date extensions or corrigendums.
- g. Bidder must positively complete online e-tendering procedure at <https://etenders.hry.nic.in>
- h. Shri Vishwakarma Skill University, Haryana shall not be responsible in any way for delay/difficulties/ inaccessibility of the downloading facility from the website for any reason whatsoever.
- i. For any type of clarifications bidders/contractors can visit <https://etenders.hry.nic.in> and <https://www.svsu.ac.in>.

- j. The bidder submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the required documents.
- k. The Tender document cost+ E-Service Fee and EMD amount is to be deposited online by the bidder.
- l. Tenders uploaded without/incomplete/partial EMD amount and tender fee + E-service fees shall be disqualified, and the Proposal will not be accepted.
- m. Any change/modification/alteration in the TENDER by the Bidder shall not be allowed, and such tender shall be liable for rejection.

B. Technical bid: -

Bidders must complete the online e-tendering procedure at <https://etenders.hry.nic.in> and submit the documents as prescribed in the TENDER online on the website. The bidders may submit their complete bids (with all the requisite documents) in multiple files.

C. Financial bid: -

The bidder must submit the Price/Financial bid document (BOQ) in the format given in TENDER, which is available online, and upload it according to the instructions therein. Physical submission of a **price bid shall not be considered**. The financial bids of technically qualified bidders shall be opened online at the notified date.

- D. For amendments, if any, please visit the <https://etenders.hry.nic.in> website regularly. In case of any bid addendum/amendment/ corrigendum/Notice/clarification, the responsibility lies with the bidders to note the same from the website. The Shri Vishwakarma Skill University, Haryana, shall have no responsibility for any delay/omission on the part of the bidder.**

3. Terms and Conditions

- A. Due date:** The tender must be submitted online on or before the due date. No application will be received through post, e-mail, or fax. The University is not responsible for any delay.
- B. Tender Fee and E-Service Fee (Non-Refundable):** The Bidder should submit a non-refundable tender fee and e-service fee online. A technical Bid without a Tender fee would be considered unresponsive and will not be accepted. The tender fee will not be returned/refunded to any Bidder under any circumstances. If the tender is cancelled or recalled on any grounds, the Tender Document Fee and e-service Fee will not be refunded to the bidder.
- C. Preparation of Bids:** The Technical and financial offer/bid should be submitted online. The technical bid should include all technical details and commercial terms and conditions. The financial bid should indicate the price for the items mentioned in the technical bid. All pages of the technical bid have been signed with the seal of the firm by the bidder/authorized signatory. Unattested documents will not be entertained.
Revisions in the technical bid and financial bid quoted in the offer will not be entertained after the last date and time fixed for the receipt of tenders.
- D. Earnest Money Deposit (EMD) (if applicable):** While submitting a bid, the BIDDER shall deposit an amount mentioned in the tender document as Earnest Money with the Institute through the following instruments:
- a. The Bidder should submit an EMD amount online. A technical Bid without an EMD would be considered unresponsive and will not be accepted. Earnest Money Deposits (EMD) in other forms, such as a Pay Order or cheque, will not be accepted.
 - b. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- E. Refund of EMD:** The EMD will be returned without any interest to unsuccessful Bidders only after the award of Purchase Order. In the event of successful Bidder, EMD will be returned without any interest after the submission of Performance Bank Guarantee.

EMD will not be refunded if the work order/purchase order is not accepted by the successful Bidder. In case, the offer is accepted, but not honored by the successful Bidder, the EMD will be forfeited.

The EMD will also be forfeited, if wrong information is furnished or any vital information is concealed in the tender document. Apart from it, he will be liable for any other action against him, as may be considered necessary by the Vice-Chancellor.

If the tender is cancelled or recalled on any grounds, the EMD will be returned to the bidder.

F. Opening of the tender:

- Bidders' technical bids will be opened online on the due date of e-tender opening. Shri Vishwakarma Skill University, Haryana, reserves the right to extend the due date of opening the technical bid.
- The bid will be opened by a committee duly constituted for this purpose in the presence of the Bidder's representative, if available. Only one representative will be allowed to participate in the tender technical bid opening. The Bidder, if interested, may participate on the tender opening Date and Time.
- Bid received without or incomplete Tender Fee or EMD will be rejected out rightly.
- Tenders which do not fulfill any or all the terms & conditions or are incomplete, are liable to be rejected.
- Incomplete bidding will not be accepted; in such a case the bid will not be considered.
- The technical bid will be opened first and examined by a technical committee (as per specification and requirement).
The financial offer/bid will be opened only to those bidders who qualify based on their Technical Bid and will be opened in the presence of the bidder/bidder's representatives subsequently for further evaluation. Only one representative will be allowed to participate in the financial bid opening. The date & time of opening of the financial bids will be intimated in due course.
- The Bidder should produce an authorization letter from their company to participate in the technical bid opening, Technical Presentation and Financial bid opening.
- The University may call bidders for demonstration and presentation during the technical evaluation. The cost for the demonstration will be borne by the supplier and the University will not pay any TA/DA for presentation/ demonstration. If any firm fails to successfully demonstrate the system quoted by them, the Bid of that firm will not be considered.
- In case, due date for opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.

G. Acceptance/ Rejection of bids:

The Committee reserves its right not to accept the lowest bidder and shall be at liberty to reject any or all Bids without assigning any reason whatsoever.

Eligibility Criteria:

- a) Legal Existence:** The Project Management Agency should be a legal entity (company or society but not firms, proprietorship, or individuals; limited liability partnerships (LLPs) are allowed).
- b) Prior Experience:** The Project Management Agency should have sufficient experience in the assessment field, Research, Monitoring, Evaluation, and government liaising.
- c) Project Monitoring** either Government or Private for the past 5 years.
- d) Desirable criteria** would be Firm should have their own platform for assessment

e) Organization Structure:

- The Project management Agency should have a **structured governance mechanism, including a well-defined** process for technology deployment, support, and customizations.
- The Project management Agency should have a development team and a project implementation team on its payroll with the required capacity and experience to mentor, supervise, and plan the technology deployment and client support.

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f) Project Management:

- The Project Management team will do the following work
 - Planning like a project
 - The areas to be divided into different field officers
 - Creating Job roles with Knowledge partners
 - RPL and TOT (batch-wise) for Gurus
 - Training 340hrs for Shishyas (batch wise)
 - Monthly assessment for Shishyas
 - Creating content for the shishyas with knowledge partners
 - Monitoring the training of all shishyas Pan Haryana
 - Coordinating with the in-house SVSU ERP team to upload the data
- The Project management Agency will coordinate with SVSU's in-house IT/ERP support portal to conduct Skill/Unskilled Training (RPL, STT, TOT, TOA) on its platform.

g) Financial Performance:

The average turnover of the Project management Agency from all activities in the last 3 financial years should be greater than or equal to 2.0 crores minimum (attach Proof). The agency should also provide details, namely PAN, TAN/TIN, GST, or Grants, if any, received from Central/State Governments, with Bank details.

h) Geographic Spread:

The Project management Agency should have an office presence in Delhi NCR and project management experience in Haryana.

H. Performance Security:

- a. Performance Bank Guarantee is mandatory.
- b. The Successful Bidder shall require to submit the performance security/Guarantee for an amount (as stated at "Schedule "of this tender) in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is stated at the

“Schedule” of the tender document within 21 days from the date of receipt of work order/purchase order and should be kept valid for a period of 180 days beyond the date of completion of contract period. The Performance security in other forms viz., FD/Term Deposit Receipt etc. shall not be accepted.

- c. The Successful Bidder should submit performance security/Guarantee as prescribed above to be received in the office of procurement department.
- d. The Performance Bank Guarantee should be established in favor of Shri Vishwakarma Skill University,” through any Bank situated at Haryana. Performance Bank Guarantee shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded, or agreed to between the successful Bidder and the purchaser under the terms and conditions of acceptance to tender.
- e. If the supplier shall not submit the performance security within 21 days from the date of receipt of work order/purchase order and if there is delay in submission of performance security, purchase order may be cancelled. The competent authority may accept the performance security after the above-mentioned deadline of 21 days’ subject to submission of justification by the Bidder, however the decision of the competent authority is final in this regard.
- f. The successful Bidder is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.
- g. The performance bank guarantee shall be kept valid for a period of 180 days beyond the date of completion of the contract period.
- l. **Force Majeure:**
The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, 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 an event of Force Majeure.
- J. For this Clause, "Force Majeure" means an event beyond the Supplier's control and not involving the Supplier's fault or negligence and not foreseeable. Such events may include but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- K. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier 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.
- L. **Risk Purchase Clause:** In the event of failure to deliver service within the stipulated delivery schedule, the purchaser has the right to purchase the services from another source at the total risk of the supplier under the risk purchase clause.
- M. **Delivery and Documents:** Delivery of the services should be made as per the mutual discussion from the date of receipt of the work order at Shri Vishwakarma Skill University, Dudhola, Palwal – 121102, Haryana or at the place to be informed by the SVSU. The supplier shall mail the following documents to the purchaser:

- 2 Copies of the Supplier invoice showing invoice number, Scope of work, unit price, total amount & list of resources.
- User Operational Manual and guidelines for all modules.

N. Penalty for Non-execution of Work Order: The job includes complete monitoring and management of the Guru Shishya Kaushal Samman yojana in the tender document. In the event of failure to meet the job completion in stipulated date/time penalty will be imposed on the bidder for sum equivalent to 0.5% of the contract value for each week or part thereof, subject to a ceiling of 5% of the total contract value but not exceeding the value of the payments made to the bidder (including all taxes & duties and other charges). If the penalty exceeds 10% of the order value, SVSU reserves the right to terminate the contract and SVSU will get the job completed by any other competent party. The difference of cost incurred by SVSU will be recovered from the PBG deposited by the successful bidder.

O. Prices: The price should be quoted separately for the following tasks:

- **Planning the complete Project**
- **Mobilization**
- **RPL and TOT for Gurus**
- **Batch-wise uploading in the portal.**
- **Training for Shishyas**
- **Content creation for Shishyas**
- **Monthly review/test for shishyas**
- **Felicitation**

The price must include all the responsibilities as per the Scope of Work of PMU. Monitoring, Management, demonstration, AMC, etc., may be quantified in terms of amount.

The offer/bid should exclude GST, which the purchaser will pay as applicable. However, the percentage of GST shall be indicated. **Charges not mentioned in the quotation/tender shall not be paid.**

P. Resolution of Disputes: The dispute resolution mechanism would be as follows:

a. In case of Dispute or difference arising between the Purchaser and supplier relating to any matter arising out of or connected with this agreement, such disputes or differences shall be settled under the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Vice Chancellor, Shri Vishwakarma Skill University, and if he is unable or unwilling to act, the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The arbitrator's appointed award shall be final, conclusive and binding on all parties to this order.

- b. The venue of the arbitration shall be the place from where the order is issued. (Palwal)
- c. **Conflict of Interest:** It should declare its linkages with other stakeholders in the skill ecosystem to ensure independence and to avoid any conflict of interest.

- Q. **Transfer and Subletting:**
The supplier shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

- R. **Supplier Integrity:**
The Supplier is responsible for and obliged to conduct all contracted activities by the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the contract.

- S. **Governing Language:** The contract shall be written in English, and the English version shall govern its interpretation. All correspondence and other documents about the Contract, which are exchanged by the parties, shall be written in the same language.

- T. **Applicable Law:** The Contract shall be interpreted by the laws of the Union of India. The place of jurisdiction would be Palwal, Haryana.

- U. **Notices:**
 - a. Any notice given by one party to the other under this contract/order shall be sent to the other party in writing or through E-mail and confirmed in writing at the other party's address.
 - b. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

- V. **Bid Currencies:** Prices shall be quoted in Indian National Rupee (INR).

- W. **Taxes:** Suppliers shall be entirely responsible for all taxes, duties, license fees, permits, etc., incurred until delivery of the services to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so, stipulated in the order.

X. Payment:

1. Payment will be made to PMU as per the following parameters:

S. No.	Deliverables	Time Line	%age of Project cost	Targets per Year	Disbursement %age Yearwise
1	The Blueprint of the planned project submission includes targets for each year, a concrete plan for mobilization, Infra and Lab hiring, Platform and Domain Trainers identification, and SME for Content creation for Gurus and Shishyas. The job roles that need to be identified should not be more than 15 and in the first year 5 only.	X+1 month	10	15,000	35
2	Content delivery for the 5 job roles for Gurus and Shishyas	X+3 months	5		
3	Identifying Training center and Labs and distribution of 50% target with mobilization of Gurus accordingly	X+3 months	5		
4	Achieve 50% of 1st year target along with uploading of data in portal including felicitation of students.	X+6 months	5		
5	Achieve 1st year complete target, along with uploading of data in the portal and felicitation for students	X+12 months	10		
6	The first year will include monitoring and managing each training with monthly assessment and progress report	<i>Continuous process</i>			
7	Content delivery for next 5 job roles for Gurus and Shishyas	X+15 months	5	20000	30
8	Achieving 50% of the second-year target, along with uploading data to the portal and awarding students, *including any pending cases from the first year. Failure to meet this target will result in PMU being liable for the prescribed penalty.	X+18 months	10		
9	Content Creation for last 5 job roles for Guru and Shishyas	X+21 months	5		
10	Achieve 2nd year complete target with uploading of data in the portal and felicitation for students with no previous pendency	X+24 months	10		
11	Achieve 3rd year 50% of the target with uploading of data in the portal and felicitation for students, including pendency of previous years, if any	X+30 months	5	30000	15
12	Achieve 3rd year complete target with uploading of data in the portal and felicitation for students with no previous pendency	X+36 months	10		
13	Achieve 4th year 50% of the target with uploading of data in the portal and felicitation for students	X+42 months	10	35000	20
14	Achieve 4th year complete target with uploading of data in the portal and felicitation for students	X+48 months	5		
15	Project closure report	X-52 months	5		
	Total		100	1,00,000	

*PMU will track the data for one year after the completion of Training and would maintain the same on real - time web-based system to monitor the progress of trainees

*PMU will develop course module in consultation with knowledge partners and master Trainers

*PMU has to ensure Post Placement tracking and monitoring the extent of retention in the new jobs for a period of one year

- Y. User list:** The List of Government Organizations/Departments/PSUs, Private Organizations, and Performance Reports for whom the Bidder has undertaken/supplied such work during the last three years must be provided.

Note: The bidder(s) must submit proper proof (Purchase Order/Work Order) duly self-attested by the bidder/authorized signatory in support of the claim. Without a Purchase Order/Work Order, experience and performance reports shall not be considered.

Z. Termination for Default:

The Purchaser may terminate the Contract in whole or in part by sending the Supplier a written notice of default without prejudice to any other remedy for breach of contract.

- AA.** If the Supplier fails to deliver any or all the Product/Services within the period(s) specified in the order or within any extension granted by the Purchaser.

- a.** If the Supplier fails to perform any other obligation(s) under the Contract.
- b.** If the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

BB. For the purpose of this clause:

- a.** "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- b.** "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.
- c.** In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

CC. Reservation of Rights:

- a. The University reserves all the right to accept or reject any or all tenders without assigning any reason whatsoever at any stage. No further correspondence will be entertained in this regard.
- b. The University reserves the right to change any date, time, or condition of tendering without assigning any reasons.
- c. The university will make the sole decision on the acceptance or rejection of the technical bid/tender.
- d. The university is not bound to accept any Proposal. It reserves the right to annul the selection process at any time before award of Contract without there by incurring any liability to the Consultant.
- e. The University reserves the right to call/demand any document from the bidder as and when required or to reject the bid.

DD. Training of Personnel:

The supplier shall be required to undertake to provide technical training to the personnel involved in the project at the Institute premises, immediately as and whenever required even after sale of services as per supplier requirement.

- a. Training may also be provided to staff in case there is any technology upgradation, or any new features are added in the portal after customizing in between the contract tenure.

EE. Technical compliance/Evaluation:

The technical compliance report must be provided to indicate conformity to the technical specifications/ Scope of work and agree to comply with the requirements and intent of specification.

FF. Evaluation of Offer:

A bidder will be selected under the Quality cum Cost Based System method (QCBS) with weightages of 80:20 (80% for technical proposal and 20% for financial proposal) and as per procedures described in this Tender. The combined score shall be obtained by weighing the technical and financial scores in the ratio of 80:20 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.

Overall Score (OS) of a bidder will be his Technical Score (TS) plus his Financial Score (FS) and will be evaluated as under:

$$OS = \text{Technical Score (TS)} + \text{Financial Score (FS)}$$

A maximum of 100 marks will be allocated for the Technical Bid. Technical bid will be evaluated as per the technical bid evaluation table shown in **Annexure-IV** with this Tender. Technical Score of a bidder will be evaluated as under:

$$TS = TBV \times 80/100$$

Where TBV stands for Technical Bid Value of a bidder. Financial bid will be evaluated as under:

$$FS = LFBV / FBV \times 20/100$$

Where LFBV stands for Lowest Financial Bid Value and FBV stands for Financial Bid Value of the concerned bidder.

GG. Negotiation of Rates:

Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2/2010-4-IB-II dated 18.06.2013, G.O. No.2/2/2010-4-IB- II dated 16.06.2014, G.O. No.2/2/2010-4-IB-II dated 09.02.2015 will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Forms.”

- a. The financial bids of only those bidders will be opened who qualify on the basis of their Technical Bids. The date & time of opening of the financial bids will be intimated in due course.
- b. The offer without prescribed earnest Money, tender Fees & E-Service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to the decision by the competent authority of the university.
- c. Any Company/Organization/Agency blacklisted by Central/State Government/Autonomous organization are not entitled to submit the tender. If it is submitted, it will be rejected, and Earnest Money Deposit or/and Performance security will be seized, and legal action will be taken against them.
- d. Any or all tenders can be rejected by the Registrar, SVSU on the recommendation of tender committee without assigning any reason at any stage. It cannot be challenged in any court.
- e. Tenders which do not fulfill any or all the above conditions or are incomplete, are liable for rejection.
- f. The bidder should abide by all terms and conditions stipulated in the tender document for which he must submit the affidavit.
- g. Legal action may be initiated against such bidder in case any of the information submitted by the bidder is found to be false at any stage of the contract.

HH. Sanctions for Violations:

Any breach of the aforesaid terms & Conditions and Technical Specification,

requirements & conditions by the bidder or anyone employed by it or acting on its behalf (whether with or without the knowledge of the bidder) shall entitle the buyer to take all or any one of the following actions, wherever required:

- a. To immediately call the pre-contract negotiations with other bidders without assigning any reason or giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
- b. The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand forfeited either fully or partially, as decided by the buyer and the buyer shall not be required to assign any reason, therefore.
- c. To immediately cancel the contract, if already signed without giving any compensation to the bidder.
- d. To recover all sums already paid by the buyer, and in case of an Indian bidder, with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a bidder from a country other than India, with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the bidder from the buyer in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- e. To Ancash the advance bank guarantee and performance guarantee/warranty bond, if furnished by the bidder, to recover the payments already made by the buyer, along with interest.
- f. To cancel all or any other contracts with the BIDDER. The bidder shall be liable to pay compensation for any loss or damage to the buyer resulting from such cancellation/rescission. The buyer shall be entitled to deduct the amount so payable from the money(s) due to the bidder.
- g. To debar the bidder from participating in future university bidding processes for a minimum period of two years, which may be further extended at the buyer's discretion.
- h. Forfeiture of Performance Bank Guarantee in case the buyer decides to forfeit the same without assigning any reason for imposing sanction for violation.
- i. Legal action may be initiated against such Bidder if any of the information submitted by the Bidder is found to be false at any stage of the contract.

II. BID SIGNING:

The Tender must be signed by authorized signatory of the bidding Organization/Agency/Company on each page of the bid, along with seal of the Organization/Agency/Company.

JJ. Conditional Bid:

Conditional Bid is not acceptable. Hence, the supplier is advised neither to alter the specification nor to mention anything on the Tender form, except cost, signature with seal, otherwise his Tender will not be considered. Conditional tenders will not be entertained at all and are liable to be rejected summarily.

There should not be any alterations in the bidding documents. In case any alteration is found at any stage, the tender shall be liable for rejection summarily without further appeal.

KK. Delivery Period and Installation Period Extension:

The work order(s) shall be executed within the time specified in this regard. However, in case of Force Majeure /Reasons beyond control of the supplier/ explaining circumstances due to which delivery period could not be adhered to, he may make a written request to the Registrar for grant of extension for delivery period and/or installation period. The written request in this regard should clearly spell out such reasons.

The Registrar, if he is satisfied with such reasons and further that the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery and installation of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

LL. Contacting to SVSU Officers:

Bidder shall not approach SVSU officers beyond office hours and/or outside SVSU office premises from the time of the Bid opening to the time of finalization of successful bidder. Any effort by bidder to influence SVSU office in the decision on Bid evaluation, bid comparison or finalization may result in rejection of the Bidder's offer. If the bidder wishes to bring additional information to the notice of SVSU, it should be in writing.

MM. Forfeiture of EMD/ BG/Performance Security:

EMD/ BG/Performance Security made by- bidder may be forfeited under the following conditions:

- a) During the evaluation process, if a bidder indulges in any such activity as would jeopardize the process, the decision of SVSU regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.
- b) If the bidder violates any of the provisions of the terms and conditions of the proposal.
- c) In case supplier fails to fulfill all terms & conditions and Technical Specification, Scope of work & conditions, SVSU may consider "Banning" the supplier and the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand forfeited either fully or partially, as decided by the SVSU and the SVSU shall not be required to assign any reason, therefore.

NN. In the case of a successful bidder, if bidder fails to:

- (a) Accept the work order along with the terms and conditions.
- (b) Furnish performance security.
- (c) Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- (d) Submitting false/misleading information/ declaration/ documents/proof/etc.
- (e) The decision of SVSU regarding forfeiture of EMD/ BG shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD/ BG even the bidder will be deferred from participating in any job for two years.

OO. Amendment of Tender Document:

At any time before the tender submission deadline, SVSU may, for any reason, whether at its initiative or in response to a clarification requested by a prospective agency, modify the Tender document by amending, modifying, and/or supplementing it. All prospective firms shall be notified of any amendments on the e-tender website and/or SVSU website, and all such amendments shall be binding on them without any further act or deed on SVSU's part. The prospective firms are advised to periodically browse the e-tender website and/or University website www.svsu.ac.in to find out any further addendum/amendment/corrigendum/Notice/clarification published concerning this tender. In case of any bid addendum/amendment/corrigendum/Notice/clarification, the bidders must note the same from web site. The Shri Vishwakarma Skill University, Haryana shall have no responsibility for any delay/omission by the bidder. In the event of any amendment, SVSU reserves the right to extend the deadline for the submission of the bids, to allow prospective Bidders reasonable time to take the amendment into account while preparing their bids.

PP. Special Terms and Conditions:

- a. The offer without complete or partial prescribed earnest Money, tender Fee & E-Service fee is liable to be summarily rejected.
- b. The deficiency in the documents and tender requirement can be made subject to the decision made by procurement department/all the tender committees individually have a right to call/demand any document from the bidder as and when required or to reject the bid. Procurement department/all the tender committees individually are empowered to take any action/decision /requirement of documents at any stage.
- c. Any company/agency/ Organization blacklisted by Central/State Government/Autonomous organization are not entitled to submit the tender. If it is submitted, it will be rejected, and Earnest Money Depositor/and Performance security will be seized and legal action will be taken against them.
- d. The company/agency/Organization/bidder should not be blacklisted/ de-listed/debarred/demobilized for poor or unsatisfactory performance from any project by Govt. of India/Any other State Govt./Haryana Govt. or its Departments/agencies etc. for which he must submit the affidavit.
- e. The bidder should abide to all terms and conditions and Technical Specification stipulated in tender document and supply and installation & commissioning of IT Platform in running condition within stipulated time frame for which he has to submit the affidavit.

- f. Bidder should submit affidavit for Authenticity and correctness of information/documents stipulated in tender document.
- g. Bidder should submit the Affidavit and relevant certificate/document regarding seeking benefits/ concessions by Haryana and Delhi-NCR based manufacturing Micro, Small and Medium (MSEs) and Startups/First Generation Entrepreneurs (If Applicable)
- h. In case any BIDDER is silent on any clauses mentioned in this tender document, the Institute shall construe that the BIDDER had accepted the clauses as per the invitation to tender.
- i. The concessions/benefits to MSMEs/startup subject to fulfillment/eligible as per Haryana State Public Procurement Policy for MSME -2016 notified vide G.O. No. 2/2/2016-4I BII (1) dated 20-10-2016 and turnover criteria as per Haryana Government (or as amended from time to time in this regard).
- j. All the terms and conditions and technical specifications contained in the Tender document shall be part of this agreement.

QQ. Purpose/Objective:

The purpose/objective of the Project Management Unit (PMU) tasked with revolutionizing the SVSU's training & examination process for the GSKSY Scheme is to streamline and enhance the delivery of training and examination services to beneficiaries under the scheme.

The PMU aims to improve the efficiency of the training and examination process by implementing streamlined workflows, digital solutions, and best practices in project management. By implementing standardized curricula, modern pedagogical methods, and rigorous assessment protocols, the PMU aims to enhance the quality of education and skill development provided to beneficiaries. Leveraging technology is a key focus of the PMU, to modernize the training and examination process. This may include the development of digital platforms for online learning and assessment, the implementation of e-learning tools, and the adoption of digital examination systems to improve efficiency and accessibility.

Overall, the PMU's objective is to drive positive transformation in the SVSU's training and examination process for the GSKSY Scheme, ultimately leading to improved outcomes for beneficiaries in terms of employability, skill development, and socio-economic empowerment.

Technical Specification and Scope of Work

The proposed scope of work encompasses the Implementation of **GSKSY** of SVSU as a Project Management Unit (PMU) that aims to revolutionize the SVSU's training & examination process for GSKSY Scheme.

The PMU will be responsible for overseeing and managing all aspects of the training and assessment process to ensure the successful completion of the project. The selected firm shall undertake the following responsibilities as part of the PMU:

- 1) **Survey:** PMU will conduct a comprehensive survey across different districts of Haryana to assess their

potential in various sectors.

The objective of this survey is to gather valuable data and insights to identify opportunities for training and assessment scope in the region with respect to job role.

The survey will employ a combination of quantitative and qualitative research methods, including:

- Data collection through surveys, interviews, and focus group discussions with key stakeholders.
- Analysis of secondary data sources, including government reports, census data, and industry studies.
- Field visits to various locations within each district to gather firsthand information and observations.
- The survey will be conducted across all districts of Haryana, including but not limited to - Ambala, Bhiwani, Faridabad, Gurgaon, Hisar, Jind, Karnal, Kurukshetra, Panipat, Rohtak, Sirsa, Sonapat, Yamunanagar.

2) **Identification & Liaising with Knowledge Partner:** This involves coordinating and forming partnerships with Knowledge Partners and Sector Promotional Councils to collect and identify traditional and obsolete job roles in Haryana.

3) **Strategic Planning & Milestone:** Strategic planning for the project should involve the systematic development of a roadmap that outlines the project's objectives, key activities, and resources required to achieve success, along with the timelines to complete multiple milestones.

The process encompasses several crucial steps:

- **Setting Objectives:** Clearly define the project's goals, outcomes, and desired impacts. These objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).
- **Environmental Analysis:** Conduct a thorough analysis of the internal and external factors that may influence the project. This includes assessing strengths, weaknesses, opportunities, and threats (SWOT analysis) and considering political, economic, social, technological, legal, and environmental (PESTLE analysis) factors.
- **Resource Allocation:** Determine the human, financial, material, and technical resources required to execute the project effectively. Develop a budget and allocate resources efficiently to ensure optimal utilization.
- **Risk Mitigation:** Identify potential risks and uncertainties impacting the project's progress or outcomes. Develop risk mitigation strategies to minimize threats and capitalize on opportunities.
- **Timeline Development:** Create a realistic timeline that outlines the project's major milestones, deliverables, and deadlines. Ensure that the timeline aligns with the project's objectives and resource constraints.
- **Monitoring and Evaluation:** Establish mechanisms for monitoring progress and evaluating the project's performance against predefined indicators and benchmarks. Review outcomes regularly and adjust strategies as needed to stay on track.
- **Continuous Improvement:** Foster a culture of learning and continuous improvement within the project team. Encourage feedback, reflection, and innovation to enhance effectiveness and maximize impact.

4) **Hiring of Resources for Implementation of Project:** PMU will be responsible for designing a recruitment strategy tailored to attract qualified candidates. This may involve advertising job openings through various channels, such as online job boards, professional networks, social media platforms, and recruitment agencies. PMU is to take care of the entire hiring process, including—but not limited to—

Screening, Interviewing, Onboarding, and Retention.

- 5) **Developed comprehensive training modules and materials tailored to the specific skill sets identified for TOT and RPL:** Based on the skill analysis, PMU will design comprehensive training modules that cover all essential aspects of each skill set. Break down the content into logical units or modules, ensuring a structured and sequential approach to learning. Develop high-quality training materials, including handouts, worksheets, etc in bilingual language i.e. English & Hindi.
- 6) **Identifying Master Trainers/Assessors:** The PMU will be responsible for identifying the Master Trainers/Assessors for the TOT of Gurus.
- 7) **Mobilization through Knowledge Partners:** The mobilization strategy through knowledge partners involves leveraging collaborations with established entities possessing expertise and resources in relevant fields.
 - a) Coordinate joint outreach and awareness campaigns with knowledge partners to promote project activities, engage stakeholders, and mobilize target audiences.
 - b) Utilize partners' networks, communication channels, and outreach platforms to amplify project messaging and reach diverse stakeholders.
- 8) **Registration of Guru and Shishya through App:** With the help of the in-house ERP team, implementing registration for both mentors (Gurus) and mentees (Shishyas) through a mobile application involves a series of steps to ensure a smooth onboarding and effective utilization of the platform.
- 9) **Monitoring of the complete Training:** Monitoring the complete training process is essential to ensure its effectiveness and identify areas for improvement.
 - a) Implement a tracking system to monitor participant attendance, progress, and engagement throughout the training program.
 - b) Conduct regular assessments and evaluations to measure participants' understanding, retention, and application of the training content.
 - c) Conduct periodic reviews of training materials, curriculum, and delivery methods to ensure alignment with best practices, industry standards, and organizational objectives.
- 10) **Monitor and evaluate the effectiveness of training programs:** Monitoring and evaluating the effectiveness of training programs is crucial to ensure they meet their intended objectives and deliver desired outcomes.
 - a) Conduct pre-training assessments to establish baseline levels of knowledge, skills, and performance among participants. This will provide a benchmark for evaluating the impact of the training program.
 - b) Gather feedback from participants, trainers, and stakeholders throughout the training program.
 - c) Conduct post-training assessments to measure the extent to which participants have acquired new knowledge, skills, and competencies as a result of the training. Use quizzes, tests, simulations, and practical exercises to assess learning outcomes.
 - d) Monitor participants' behavior and performance in real-world settings to evaluate the application of learned skills and knowledge on the job.

e) Compare post-training performance data with pre-training baseline measures to determine the extent of improvement attributable to the training program.

11) **Practical Assessments:** Practical assessments are integral components of training programs as they allow participants to demonstrate their ability to apply acquired knowledge and skills in real-world scenarios.

a) Develop assessment tasks or assignments that simulate real-world scenarios and require participants to apply their knowledge and skills in practical situations.

b) Provide participants with access to the resources, tools, equipment, or materials they need to complete the practical assessments effectively.

c) Utilize assessment tools such as rubrics, checklists, rating scales, or scoring guides to evaluate participants' performance systematically and consistently.

d) Record the assessment results, including capturing of video observations, feedback, and scores, for each participant.

12) **Certification:** Awarding certification post-final assessment involves a streamlined process to ensure that trainees who successfully demonstrate proficiency in the required skills and knowledge receive their certification. Prepare and issue certification documents, certificates, or badges to trainees who have successfully completed the final assessment and met the certification requirements. Include relevant details such as the trainee's name, date of certification, certification level, and any specializations or endorsements earned.

13) **Maintain accurate records of the candidate's progress and assessment results:** It is essential for tracking their development, ensuring transparency, and providing evidence of their achievements.

Implement a centralized record-keeping system to store and manage candidates' progress and assessment results. This system will be hosted on the Client's server and the database on the SVSU's server.

14) **Prepare periodic reports on the performance and outcomes of the training and assessment activities:** Preparing periodic reports on the performance and outcomes of training and assessment activities is essential for evaluating effectiveness, identifying areas for improvement, and informing stakeholders.

these reports may include completion rates, assessment scores, learner satisfaction, skill improvement, and other relevant measures aligned with the training and assessment objectives.

Gather data on training and assessment activities from various sources, including assessment results, attendance records, participant feedback, trainer evaluations, and any other relevant sources.

Aggregate and analyze the collected data to derive meaningful insights into the performance and outcomes of training and assessment activities.

Provide descriptive training and assessment activities analysis, summarizing key findings, trends, and observations.

- a) The term of empanelment is three years, which may be extended further at the sole discretion of SVSU provided that SVSU finds the selected agency's performance satisfactory in the previous year.
- b) After the assessments are completed, a separate process may be initiated, or terms renegotiated with the selected Agency, as covered in the above point.

Periodic Audit

- a) The selected Agency may have to undergo periodic operational audits for the services provided to SVSU. In case shortcomings are found during the audit, the Agency will be intimated to take corrective action within 1 month, failure to which would lead to temporary or permanent de-empanelment of the Project Management Agency.
- b) University reserves the right to enhance/alter the Scope of work with prior notice/Information.

OTHER REQUIREMENTS AND INSTRUCTION TO APPLICANT:

The bidders will have to fulfill the following general requirements:

- 1) The bidder should ensure that the routine work should not be hampered during installation and commissioning.
- 2) Monitoring and inspection: Monitoring and inspection shall be done by Representative of SVSU at site.
- 3) An affidavit should be sought in terms of confidentiality and security of assessment data.
- 4) The University will have the right to cancel the contract with 15 days' prior notice at any time.
- 5) The bidding documents for EOI may be downloaded free of cost from the website: www.svsu.ac.in.
- 6) Each scan page of the proposal should be signed and numbered along with a rubber stamp by the authorized representative of the agency.
- 7) No Exemption or relaxation is applicable in minimum eligibility criteria for any agencies applying either through Government, Non- Government organization, public sector company or private sector Company.
- 8) A covering letter must be attached with the proposal.
- 9) Tender submitted by agencies that do not fulfill the minimum eligibility criteria will summarily be rejected.
- 10) I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name:

Designation:

Organization Name:

Contact No. :.....

<< Organization Letter Head >>
BID SUBMISSION

Online Bid Submission:

Online system shall be followed, i.e.

- (i) Please note that if a price bid/Financial Offer is submitted manually, it will not be accepted.
- (ii) Only proposals submitted online by the due date/time (as specified in the Bid Data Sheet) will be considered for opening.

The Online bidis complete in all respects. The following checklist is for the convenience of the bidders. Please check the following points before submitting the bids.

Sr. No.	Content	Document Submitted (Yes/No)	Page Number as per numbering Given to The technical bid documents uploaded on the portal (If Applicable)
1.	All pages of the proposal have been properly numbered and signed with seal of firm by bidder/authorized signatory person only. Unattested documents will not be entertained.		
2.	Have submitted the Scanned copy (PDF format) of the technical proposals on e-Procurement Portal?		
3.	Have submitted EMD and TENDER+ E-Service charges on e-Procurement Portal?		
4.	Have you checked the eligibility Criteria and Scope of work Submitted the relevant documents as proof on e-Procurement Portal?		
5.	Have submitted the Company PAN, GST, Registration & associated Documents etc. on e-Procurement Portal?		

6.	Have submitted the authority letter for signing the proposal on behalf of the bidder on e-Procurement. Portal?		
7.	Have submitted the authority letter for use of digital signature on e-Procurement Portal?		
8.	Have submitted the audited Balance Sheet, ITR, Profit and Loss statement, Turnover Sheet and Income Tax Return Acknowledgement Copy for last three financial years for financial eligibility.		
9.	Have submitted the signed copy of the Terms and Condition		
10.	Have submitted the Technical Specification as per Annexure – II		

Sr. No.	Content	Document Submitted (Yes/No)	Page Number as per numbering given to the technical bid documents uploaded on the portal. (If Applicable)
11.	Have submitted the Details of Bid Submission as per Annexure – I		
12.	Have submitted the Affidavit regarding Authenticity and correctness of information/documents as per Annexure – VII		
13.	Have submitted the Affidavit regarding delisting/blacklisting, demobilization etc. as per Annexure – VIII		
14.	Have submitted the List of Government organizations/ Department/PSU where the same products have been supplied (in last Three years) along with their contact number(s) as per Annexure-IV (a) Note: The bidder(s) are required to submit proper proof (Purchase Order/Work Order and Performance Report) duly self-attested by bidder/authorized signatory in support of the claim.		
15.	Have submitted the List of Private Organizations where the same products have been supplied (in last Three years) along with their contact number(s) as per Annexure-IV (b) Note: The bidder(s) are required to submit proper proof (Purchase Order/Work Order and Performance Report) duly self-attested by bidder/authorized signatory in support of the claim.		
17.	Have submitted the Organization Declaration Sheet as per Annexure – III		
18.	Organisation Profile as per Annexure - IX		

Sr. No.	Content	Document Submitted (Yes/No)	Page Number as per numbering given to the technical bid documents uploaded on the portal. (If Applicable)
19.	Have submitted the TENDER corrigendum (if any) has been signed by bidder/authorized signatory. and submitted on e-Procurement Portal?		
20.	Have submitted the Notice Inviting Tenders and Instructions to Bidders with sign and seal of bidder/authorized signatory?		
21.	Have submitted the financial bid as per BOQ .		-----

The bidders may submit their complete bids (with all the requisite documents) in multiple files with their respective file name as mentioned below.

The documents submitted by the bidder should be readable view otherwise unreadable documents will not be considered.

Sr. No.	Content	File Name	Document Uploaded (Yes/No)
1.	Company PAN, GST, TAN etc. Authority letter for signing the proposal and use of digital signature.	Organization Profile	
2.	Audited Balance Sheet, Profit and Loss statement, Turnover Sheet and ITR Acknowledgement Copy	Financial Details	
3.	Documents as per Annexure I,II,III-	Terms and Condition	
4.	List of Organizations and a minimum two performance reports with proof as per Annexure – IV a& b	Experience	
5.	Documents as per Annexure - II, V, and VII	Technical	

(Signature with Seal of the Bidder)

Name:

Designation:

Organization Name:

Contact No.:

Marking Scheme on Technical Evaluation

Sr. No	Parameter	Max Marks	Criteria	Weightage Points		
1	Overall Experience in Training and assessment	10	Number of Years in Training and Assessment	More than 5 years	3 to 4 years	Up to 3 years
				10	7	5
2	Experience in Project Management	10	No. of Clients in last 3 years	More than 3 clients	2 to 3 clients	1 client
				10	5	2
3	Candidates Assessed (From Skill Domain/ Govt. Dept.)	10	In last 5 years	More than 2,50,000	1,50,001 to 2,50,000	1,00,000 to 1,50,000
				10	7	5
4	Technical Presentation	50	Will be determined by Evaluation Committee	<p>The Subjective score is based on rigor and innovation of approach and methodology.</p> <ol style="list-style-type: none"> 1. Approach & Methodology 2. Project Planning 3. Coordination with Assessment Tools 4. Understanding of the Complete Scope of Work 5. Technical On-Rolls Employees 		

6	Financial capability	10 marks	<p>Please attach the last 3 years' balance sheet.</p> <p>Turnover between 2.0 Cr to 10.0 Cr – 3 marks 10.0 Cr to 20.0 Cr – 5 marks More than 20 Cr. – 10 marks</p>
7	Manpower strength on-roll	10 marks	<p>Manpower on on-roll between:</p> <p>Till 50- 2 marks 51-100 - 5 Marks 101-150 - 7 Marks 151-200 - 10 Marks</p>

Total Marks – 100

Minimum Qualifying Marks - 80% i.e. (80/100 Marks)

ANNEXURE-III

<<Organization Letter Head >>
DECLARATION SHEET

I/We, _____ hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. I have gone through the specifications, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

This is certified that our organization meets all the conditions of eligibility criteria laid down in this tender document and agreed to support on regular basis technology / product updates and extend support for the contract period.

I/We further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

Name & Address of the Bidder	
Bidder Category: Manufacturer/authorized dealer/distributors/agent	
Phone	
E-mail ID	
Contact Person Name	
Contact Person Mobile Number	
Contact Person-mail ID	
GST Number	
PAN Number	
Are you a Training Partner in the Skill Eco system? YES / NO	
Are you an Income Tax Payee? YES / NO	
Are you a registered legal entity in India? YES / NO	
Have you ever been blacklisted by any government organization?	
Do you have any links with any other organization in the Assessment Project? If yes pls. mention Management Agency domain?	

Have you ever been banned/suspended for the services offered by you? Do you have necessary financial resources for the operations of your business?	
--	--

Do you have a Web Site of your own?	
If awarded the project, do you have the capability to undertake On-line assessment with immediate effect?	
Have you ever been subject to legal action in the case (s) of malpractices and unfair conduct?	

I, _____ (name), S/o _____
 _____ r/o, _____ Mobile No _____, do
 hereby declare that I have furnished the above details to the best of my ability and knowledge,
 and belief, I fully understand that any incorrect information will render my organization
 disqualified for the project award. If awarded, I do also agree to meet the other operational
 conditions as laid down by SVSU for the Project Management Agency Provision of Assessment.

(Signature with Seal of the Bidder)

Name:

Designation:

Organization Name:

Contact No.:

ANNEXURE – VI

<< **Organization Letter Head** >>ANNEXURE- VI

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT PALWAL OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT PALWAL OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT PALWAL. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
The Registrar,
Shri Vishwakarma Skill University,
Dudhola, Palwal (Haryana), India

LETTER OF GUARANTEE

WHEREAS Shri Vishwakarma Skill University, Palwal (Buyer) have invited Tenders vide.

Tender No.: dated:

For purchase of.....

and whereas the said tender document requires that any eligible successful Bidder (seller) wishing to provide the service as PMU in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of **“Shri Vishwakarma Skill University”** in the form of Bank

Guarantee for Rupees.....

and valid till from the date of issue of Performance Bank Guarantee that may be submitted within 21 (Twenty-One) days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Shri Vishwakarma Skill University, Palwal on demand and without protest or demur Rupees

This bank further agrees that the decision of Shri Vishwakarma Skill University (Buyer) as to whether the said Bidder (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We,..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Seller) and/ or Shri Vishwakarma Skill University (Buyer).

Not with-standing anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rupees..... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date).
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable a tour branchoffice at.....situated at (Address of the local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank.

The bank is requested to take appropriate necessary action on or after expiry of bond period.

Annexure – VII

Affidavit regarding Authenticity and correctness of information/documents

|| SPECIMENAFFIDAVIT ||

(On Non-Judicial Stamp of Rs. 10/-)

In response to the Tender No. for.....
..... (Name of the Tender) dated.....for quoting
against the Tender as an owner/Director/Proprietor of M/s.....
I/we..... who is/are (Status in the firm/company) and competent
for submissions of the affidavit on behalf of M/S.....
(Organization/Agency/Company/Firm) do hereby solemnly affirm an oath and state that: I/we am/are fully
satisfied for the correctness of the certificates/records submitted in support of the following information in
bid documents which are being submitted in response to notice inviting e- tender
No.
.....

We also agreed to buyer for Integrity Pact terms and conditions as applicable from time-to-time as per
government rules.

I/we am/are fully responsible for the correctness of following self-certified Information/ documents and
certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
 1. Information regarding financial qualification and annual turnover is correct.
 2. Information regarding various technical qualifications is correct.
 3. Information regarding various relevant documents is correct and authentic.

Dated

Signature with Seal of the Deponent(Bidder)

I/we, _____ above deponent do/does hereby certify that the facts
mentioned in above are correct to the best of my knowledge and belief, nothing has been concealed therein.

Dated

Signature with Seal of the Deponent (Bidder)

Note: Affidavit duly notarized in original shall be submitted by the selected bidder in the Office of Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana having its transit office:Plot.147 Sector-44, Gurugram, Haryana with Performance Bank Guarantee.

Affidavit regarding delisting/blacklisting, demobilization etc.

|| SPECIMENAFFIDAVIT ||

(On Non-Judicial Stamp of Rs. 10/-)

In response to the Tender No..... for (Name of the Tender) dated for quoting against the Tender as an owner/Director/Proprietor of M/s..... I/we _____ who is/are _____ (status in the firm/company) and competent for submissions of the affidavit on behalf of M/S

.....

(Organization/Agency/Company/Firm do hereby solemnly affirm an oath and state that:

The firm/agency should not be blacklisted/de-listed/debarred/demobilized for poor or unsatisfactory performance from any project by Govt. of India/Any other State Govt./Haryana Govt. or its Departments/agencies etc.

Dated

Signature with Seal of the Deponent (Bidder)

I/we, _____ above deponent do/does hereby certify that the facts mentioned in above are correct to the best of my knowledge and belief, nothing has been concealed there in.

Dated

Signature with Seal of the Deponent (Bidder)

Note: Affidavit duly notarized in original shall be submitted in the Office of Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana on Technical Presentation Day/date.

ORGANISATION PROFILE

1. Name of the Project Management Agency
2. Postal Address
3. Contact Name, Phone No., Email id
4. Legal Constitution of Applicant (Please tick the appropriate box) [Please provide copy of the registration certificate from Registering Authority]
 - Registered Public Limited
 - Private Limited Company
 - Registered Society
 - Trust/ Association
 - Trade Body
 - Registered Educational Institution/University
 - Partnership Firm
5. Name of Registering Authority
6. Registration Number
7. Date of Registration
8. Place of Registration
9. Whether NSDC Partner (If yes, please attach supporting document)
 - Yes
 - No
10. Is the Institute recognized with any professional Body/ Agency/ Council?
If yes, please mention the following and attach supporting documents.

1	Name of the Agency/ Council	
2	Recognition Number / Code	
3	Year of Recognition	
4	Year valid up to	

11. Any other information such as honors and awards; recognition /commendation by other apex bodies and associations to be mentioned below.

S No	Brief Description of Recognition with Year/Month

ANNEXURE – X

(AN AGREEMENT BETWEEN SHRI VISHWAKARMA SKILL UNIVERSITY AND THE SUPPLIER) *

Shri Vishwakarma Skill University (SVSU) Dudhola, Palwal, enacted under Government of Haryana Act No.25 of 2016 having its transit office at Plot No-147, Sector-44, Gurugram, Haryana represented through its authorized signatory **(Name of Officer)**,
... **(Designation of Officer)** (which expression shall unless repugnant to the context or meaning thereof includes its successors and assigns) here in after referred to as **SVSU** or Owner or the **First Party**.

And

Firm Name..... having its office at ,
through its authorized signatory **(Name & Post)**, (which expression shall unless repugnant to the context or meaning thereof includes its successors and assigns) here in after referred to as execution Manufacturers/Authorized Dealers/Distributors/Agent or the **Second Party**.

Whereas SVSU has invited Tender No for
..... (Name of the Tender) dated
..... and M/s (Firm Name) submitted its proposal in this regard. SVSU after considering its negotiation offer has decided to engage
..... (Firm Name) as executing agency for Tender No.
..... for (Name of the Tender)
dated

Firm Name..... (Execution **Agency**) is hereby agreed to take the Tender No..... for.....
(Name of the Tender) at the quoted negotiation rates, terms and conditions contained in the TENDER, Work Order/Purchase Order and duly communications of the above said work.

Now, therefore, in consideration of the mutual covenants herein contained, it is hereby agreed between the parties as follows: -

The agreement shall come into force immediately after signing of this agreement by both the parties and shall remain valid until the final completion of the job inclusive of warranty period or cancelled earlier by the Shri Vishwakarma Skill University, Haryana as per the time schedule prescribed in the tender document.

All the terms and conditions and technical specifications contained in the Tender No.
..... for (Name of the Tender) dated.....
shall be part of this agreement.

Firm Name..... (Execution **Agency**) hereby declares that I shall remain bound and abide by the rates, terms and conditions and technical specifications of the aforesaid as well as TENDER, Work Order/Purchase Order, and due communications of the above said work.



In Witness Whereof, the parties here to have caused this agreement to be signed in their respective names as of this day and year first above written.

Signed by

First Party: SVSU, Gurugram
Signature with seal
Date & Place

Second Party:
Signature with seal
Date & Place

In presence of (Witnesses)

1.

1.

2.

2.

***Note-This Contract is to be Signed on Rs. 100/- Non-Judicial Stamp paper within 15 days after receiving of LOA/LOI by the bidder/supplier from buyer.**

