

Himachal Pradesh Kaushal Vikas Nigam  
(HPKVN) Block No. 24, 2<sup>nd</sup> Floor, STPI Building,  
SDA Complex, Kasumpti, Shimla-171009.



**Notice inviting Proposals for Selection of Training Service Provider for Skill Training of 5,000 Youth in Banking, Financial Services and Insurance Sector and Employability Skills under Himachal Pradesh Kaushal Vikas Nigam (HPKVN).**

**RFP Ref no. HPKVN/1(439)/2019**

**Date: 14<sup>th</sup> Dec 2019**

- 1) Himachal Pradesh Kaushal Vikas Nigam, Government of HP, Shimla (hereinafter called HPKVN) invites Proposal for Selection of Training Service Provider for Skill Training of 5,000 Youth in BFSI Sector under Himachal Pradesh Skill Development Project (HPSDP).
- 2) Program quality and implementation will be monitored and evaluated by HPKVN, as per its Quality Standards and Procedures defined in Standard Operating Procedure developed by HPKVN.
- 3) HPKVN reserves the right to shortlist any or all of the applicant (Institutions / Organizations / NGO's), or reject any or all applicants, without assigning any reason whatsoever. HPKVN reserves the right to postpone or cancel the procurement process at its sole discretion and without assigning any reason.
- 4) Interested Institutions / Organizations / NGO's may submit their Request for Proposal to the undersigned on or before **20<sup>th</sup> January by 15:30 hrs.** IST through post along with a Demand Draft of Rs. 5,000/- (Five Thousand Only) in favor of "**Managing Director, Himachal Pradesh Kaushal Vikas Nigam**" payable at Shimla as non-refundable processing fee. Late submission will not be entertained and will be returned unopened.

*Managing Director*  
*HP Kaushal Vikas Nigam,*  
*Block No, 24, 2<sup>nd</sup> Floor, STPI Building, SDA Complex,*  
*Kasumpti, Shimla-171009, H.P.*

## **Invitation for Selection of Training Service Provider (Training Partner) for Skill Training of 5000 Youth in Banking, Financial Services and Insurance (BFSI) Sector under Himachal Pradesh Skill Development Project (HPSDP).**

---

### **1. Background**

- i. Banking, Financial Services and Insurance (BFSI) sector is one of the fastest growing sectors of the Indian economy. The sector broadly comprises commercial banks, insurance companies, non-banking financial companies, co-operatives, pension funds, mutual funds and other smaller financial entities. The addition of payments banks have further broadened the nature of entities operating in the sector. The Country's demographic dividend combined with increasing disposable incomes, high rate of domestic saving, favorable policy environment and increasing focus on digitization are contributing to the robust growth of the sector.
- ii. According to the BFSI SSC, BFSI companies are now able to expand by introducing new products, leveraging technology, deploying innovative strategies and ramping up distribution networks. Greater levels of consumer awareness about various investment options have enlarged the potential of this sector for catering to the various strata of society. Deregulation has induced the banking sector to explore new business avenues. A strong regulatory and compliance framework in creating an investment friendly environment is showing positive signs for the sector too.
- iii. As per the NSDC report<sup>1</sup>, BFSI sector in India will need an additional 1.6 million skilled work force by 2022. The emerging new roles include trade finance specialists, wealth management experts, credit & risk analysts, cyber security and credit analyst, blockchain architects and robot programmers. Further, the annual 'Jobs & Salaries Primer Report (FY17-18)' by TeamLease Services has forecasted that the banking, financial services and insurance (BFSI) sector could create 9 lakh (0.9 million) jobs in the next four years and the creation of jobs is attributed to the direct impact of technological advancement in the sector which would require new skill sets. TimesJobs RecruiteX Half Yearly Report -I 2019<sup>2</sup>, BFSI sector has been among the top five hiring sectors between Jul-Dec 2018. In fact, in Dec 2018, BFSI noted an overall talent demand of 14% with maximum job share being posted at the at the entry level.
- iv. While at present most of the recruitment in the sector especially at the entry level happens through campus hiring, placement consultants and job portals, the rate of attrition is high as the candidates lack the desired training before joining.
- v. In view of the growing prospects for the BFSI Sector and the demand for skilled workforce, HPKVN seeks to engage a Training Service Provider for imparting NSQF aligned trainings to 5,250 youth across Himachal Pradesh in the BFSI sector.

### **2. Objective**

NSQF aligned skill training of 5,000 aspiring Himachali Youth in BFSI sector including employability skills to enhance their prospects of employment in the sector.

### **3. Time Period**

24 months.

---

<sup>1</sup> <https://nsdcindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf>

<sup>2</sup> [https://content.timesjobs.com/documents/RecruiteX\\_Biannual\\_2019\\_Online.pdf](https://content.timesjobs.com/documents/RecruiteX_Biannual_2019_Online.pdf)

#### 4. Training Partner

- i. For the execution of this package, the Training Partner will be a Training Service Provider affiliated with the respective SSC with prior experience in implementation of placement linked NSQF aligned skill trainings in the BFSI sector **in Joint Venture with** Education institution<sup>3</sup> located in Himachal Pradesh either in public or private sector with requisite training infrastructure.
- ii. SSC Affiliated Education institution (public or private sector) with experience in implementation of placement linked NSQF aligned skill trainings in the BFSI sector; located in Himachal Pradesh with requisite training infrastructure shall also be eligible to bid for this package in the zone in which the Campus of the Institution is presently located.
- iii. Multiple Training Partners shall be selected per zone for the implementation of this package depending on the availability of infrastructure with the Education Institutions.
- iv. Minimum allocation **per Training Partner shall be 500 candidates.**
- v. **The Training Partner shall execute the training programme only in the existing established infrastructure of the institution (as declared in the RFP).** No new infrastructure or satellite training facility outside the existing campus will be developed under this package.

#### 5. Geographic Allocation of Targets

- i. The Bidders can apply for allocation of targets based on the following zone wise distribution of target allocation:-

Sl. No	Zone	District	Target Allocation	Maximum No. of Training Partners to be selected
1	Shimla	Shimla	1,500	3
		Kinnaur		
		Solan		
		Sirmaur		
2	Kangra	Kangra	1,000	2
		Chamba		
3	Mandi	Mandi	1,500	3
		Kullu & Lahual Spiti		
4	Una	Bilaspur	1,000	2
		Hamirpur		
		Una		
<b>TOTAL</b>			<b>5,000</b>	<b>10</b>

- ii. A Bidder may apply for multiple zones provided that the Training Service Provider enters into Joint Ventures with education institutions with requisite infrastructure facilities in the respective zones for which the proposal is being submitted.
- iii. **The bidder's shall submit separate proposal for each zone.**

<sup>3</sup> The education institution shall not be eligible to enter into Joint venture with more than 1 Training Service Provider for the purpose of this RFP. In case of such an event the proposals of all the respective bidders in joint venture with the same education institution shall stand rejected.

## 6. Target group

- i. Youth in the age group of 18–35 looking for upskilling opportunities with minimum educational qualification as Final year graduating students or Graduation (Hons. and General) in commerce, mathematics, economics, business administration satisfying criteria as defined by the respective SSC for the specific job role, shall be the beneficiaries of this assignment.
- ii. Separate batches will be formed for both the categories of candidates ie Final year students and Graduates.
- iii. Job roles selected for Final year students and Graduate students shall be as per the eligibility criteria defined by BFSI SSC.

## 7. Type of Skilling Programme

- i. The skilling programme shall be in BFSI sector catering to the demand of the industry.
- ii. The skill programme shall be aligned to National Skills Qualification Framework (NSQF) level 4 or above. The list of Job Roles in which the skilling may be undertaken is as under:

Sl. No	Job Role	Domain Skill Hrs	Employability Skill Hrs	Total Hrs
1	Loan Approval Officer	150	75	225
2	Goods & Services Tax Account Assistant	100	75	175
3	Business Correspondent/ Business Facilitator	170	75	245
4	Loan Processing Officer	150	75	225
5	Insolvency and Bankruptcy Associate	350	75	425
6	Insurance Agent	320	75	395
7	Associate-F&A Complex	400	75	475

- iii. The training curriculum shall include domain skills in the sector along with employability skills.<sup>4</sup>
- iv. The Training Partner shall organize atleast 3 Sessions by Industry Experts (from outside the institution and with atleast 7-10 years of experience in the BFSI sector) per batch on a relevant topic along with insights on the nature of work, remuneration, growth prospects, challenges and best practices etc. Non compliance on this front shall lead to deduction in payment.
- v. Upto 50% residential batches may be implemented depending on the availability of residential facility with the education institution. The norms for eligibility to avail residential facility shall be as per the Standard Operating Procedures for the program.

## 8. Responsibilities of the Training Service Provider

### A. Mobilization, Counselling and Registration of Candidates

- Mobilization and counseling of candidates for selection of eligible and deserving candidates shall be the responsibility of the Training Partner.
- This is the most important component of the Training programme and the Training Partner shall use necessary tools for evaluation of the candidates before their enrollment. Only those

---

<sup>4</sup> “Use generic skills for employability – Variant II” MEP/N9995 v1.0

candidates shall be selected who aspire to pursue a career in the BFSI sector and are willing to comply with the minimum attendance requirements.<sup>5</sup>

- Training Partner shall undertake effective awareness generation on the training programme and organize counseling and registration camps at designated dates at the Education institutions where the training centers will be established under the programme. The schedule for the counseling and registration camps will be shared with HPKVN in advance.
- The Training Partner shall undertake the following awareness generation activities for mobilization of candidates:-
  - ✓ Advertisement in local newspapers with information on job roles, career prospects, eligibility criteria, selection process and dates for Counseling cum registration camps.
  - ✓ Posters/ banners displayed by the Training Service Providers at prominent locations/colleges/universities/ education institutions disseminating information about job roles, career prospects, eligibility criteria, selection process and dates for Counseling cum registration camps.
  - ✓ Other mobilization activities such as interaction with Panchayat representatives, District Administration etc.
  - ✓ All IEC material distributed for mobilization shall be finalized by the Training Partner in consultation with HPKVN.
- The schedule for the Counseling cum Registration shall be shared with HPKVN in advance and HPKVN representatives shall also participate in the camps.
- The Counseling cum Registration camp shall be organized at the education institution in which the trainings will be undertaken. During the Camps the following activities shall be undertaken:-
  - ✓ Information dissemination on HPKVN.
  - ✓ Awareness on BFSI Sector, nature of work, job roles, career prospects, starting salary and growth path, geographic areas of employment opportunity etc
  - ✓ Screening of short videos on successful candidates and working of people working in BFSI sector.
  - ✓ Mandatory screening test covering basic knowledge on the sector, general knowledge and aptitude.
  - ✓ The importance of dedicated participation of the candidate for successful completion should be made
  - ✓ Counseling session for evaluating the motivation and attitude of the candidate.

---

<sup>5</sup> Any candidate who fails to fulfil minimum 70% attendance for both the Domain and Employability modules will be considered as drop out.

- Only those candidates who qualify the screening test and counseling session shall be called for registration for the training programme.
- The Training Partner shall ensure a minimum insurance of INR 2 lakh for each trainee under Pradhan Mantari Jeevan Jyoti Bima Yojana.
- Batch size shall be maximum of 30 students. Training will be commenced only after prior batch approval from HPKVN.

## **B. Training facilities as per SSC Guidelines.**

- The Training Partner must ensure that the training facility and practical lab are in accordance with the guidelines of respective sectors for the particular job role. The training facility will be duly verified by HPKVN team before the commencement of the batch.
- The following shall be ensured by the Training Partner at the Centre:
  - Setting up of Practical Lab with required equipment and IT facilities as per SSC guidelines;
  - Training aids;
  - Biometric attendance;
  - First aid kit, hygiene, safe drinking water, hygienic washroom and canteen facilities;
  - CCTV recording facilities in classroom, labs and common areas
  - All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to HPKVN) as well as uploaded on MIS
  - Attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric records uploaded on MIS.

## **C. Training Delivery**

- The Training Partner shall not be allowed to provide training through a franchisee arrangement under any circumstance.
- The Training Partner shall be responsible for all aspects of the training including quality of training delivery, assessment and certification as well as outcomes required from the training.
- Persons deployed as trainers by the Training Partner must possess requisite knowledge, skills and experience in their domain.
- For each job role offered under the Project, the master trainer, trainers/ instructors shall be SSC-certified.
- Training partner shall be responsible for providing the Curriculum that shall be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by the BFSI Sector Skill Council and Management Sector Skill Council.

## **D. Assessment & Certification**

- Assessment and Certification will be undertaken for both the domain skills of role as well as Employability Skills.

- ii. Periodic assessment of trainees should be an integral part of the course curriculum. This should be in the form of project work, assignments and other types of tests. Consolidated batch wise Assessment reports shall be shared by the Training Partner regular basis.
- iii. An independent assessment of trainees by a third-party agency authorized by the BFSI Sector Skill Council (IT-ITeS SSC in case of Associate -F&A Complex) and Management & Entrepreneurship & Professional Management Sector Skill Council shall be mandatory for candidates. Assessment cost shall be paid directly by HPKVN to the Assessment agency.
- iv. The Common Cost Norms specified by Government of India would be followed for determining the assessment fee and certification fee.
- v. The Training Partner will provide the concerned SSC certificates to successful candidates and share the list of successful candidates with HPKVN.

#### **E. Placement Commitment**

- i. The Training Partner shall facilitate employment opportunities (with focus on wage employment) for successfully certifying candidates.
- ii. Wage employment shall be defined in terms of continuous employment for a minimum period of three months. The proof of regular wage employment is demonstrated by the Appointment Letter and salary slip from the Human Resources department of the recruiting organization/corporate. These documents shall be maintained by the Training Partner and submitted to the Management Committee.
- iii. In case of Self Employment, the Training Partner shall submit valid documents such as incorporation of enterprise, registration certificate etc along with bank account statements.
- iv. The Training Partner shall facilitate Candidates keen on pursuing self-employment.
- v. The Training Partner shall facilitate the successfully certified trainees to attain wage employment within one month of Certification and should retain the same/similar job for a subsequent period of three (3) months for the trainee to be considered 'successfully placed'.
- vi. The Training Partner shall provide post placement counseling support to the placed candidates to resolve their problems and ensure retention. Similarly, for candidates engaged in Self employment necessary support towards establishment of enterprise shall be provided for 3 months after Certification of candidates.

#### **F. Key and Non-Key Resources**

- i. The resources required throughout the duration (full time deployment) of the project are given in the table below:

<b>S. No.</b>	<b>Type of Resource</b>	<b>Role</b>	<b>No. of Personnel</b>	<b>Qualification</b>	<b>Responsibility</b>
1	Key Resource	Project Coordinator cum Industry Specialist	1 per Zone	MBA (Finance) with atleast 5 years of industry experience and atleast 3 years' experience in management of	<ul style="list-style-type: none"> <li>• Overall management, monitoring and quality control of the programme.</li> <li>• Coordination and information sharing with HPKVN.</li> <li>• Plan and conduct Counseling cum</li> </ul>

				skilling projects.	<p>registration camps at the training centers.</p> <ul style="list-style-type: none"> <li>• Monitor the candidate selection process.</li> <li>• Preparation of Progress reports and timely submission to HPKVN.</li> <li>• Liason with industry for placement of candidates.</li> </ul>
2	Key Resource	Center Manager	1 per center	A Graduate from a recognized university/institution, with more than five years of experience in Center management.	<ul style="list-style-type: none"> <li>• Responsible for the day to day management of the centre;</li> <li>• Monitor Pre-Screening Test of Candidates</li> <li>• Liason with the Education institution where the training center is established for smooth implementation of the programme.</li> <li>• Be a Point of contact to address the queries of Students or Parents, give relevant support and best possible solution</li> <li>• Ensure training plans are displayed in all classrooms and equipment in practical labs are fully functional at all times.</li> <li>• Ensure provision of basic facilities at the Center.</li> <li>• Monitor quality of training delivery and submit regular reports to Team Leader.</li> <li>• Ensure timely completion of trainings and coordination with Trainers and Master Trainer;</li> <li>• Take regular feedbacks on quality of training from students;</li> <li>• Support the Team Leader for all activities related to organizing lectures by Industry experts and Placement of students.</li> </ul>
3	Key Resource	Master Trainer	As per job role and no of candidates	A certified "Master Trainer" from the respective Sector Skill Council with Master's degree in relevant field of training; with minimum two years of being a Master Trainer/equivalent in a renowned institute, minimum of five years of experience as Trainer/equivalent in a renowned institute and minimum three years of industrial experience.	<ul style="list-style-type: none"> <li>• Supervise delivery of quality training.</li> <li>• Conduct Training of Trainers programme before the starting of the batches at the inception of the programme and during the course of the programme;</li> <li>• Take sessions on important and crucial topics.</li> <li>• Ensure incorporation of advances in technology and changing market scenario in training delivery</li> <li>• Ensure use of interactive learning tools with focus on team work and individual practice through project work.</li> </ul>
4	Key Resource	Domain Trainer	As per Job role and as per requirement	A certified "Trainer" from the respective Sector Skill Council with Bachelor's degree in relevant field of training; with minimum four years of being a Trainer/ equivalent in a renowned institute and minimum three years	<ol style="list-style-type: none"> <li>i. Develop an activity based learning methodology for training delivery;</li> <li>ii. Draw up training calendar for the chosen programme;</li> <li>iii. Ensure each student gets individual attention;</li> <li>iv. Provide all the materials required for training delivery to the trainees;</li> <li>v. Monitor attendance of trainees and ensure regularity.</li> </ol>



				of industrial experience.	vi. Facilitate teamwork, individual practice and interaction of the students.
5	Key Resource	Employability skills Trainer cum Counsellor	1 per center	MBA from recognized/reputed institution with atleast 5 years of industry experience and atleast 2 years of experience as trainer. Trainer should be Certified from MEPSC.	<ul style="list-style-type: none"> <li>i. Undertake Counseling of students during the Counseling cum Registration Camps;</li> <li>ii. Ensure selection of suitable candidates and efficient batch formation.</li> <li>iii. Undertaking employability skills training of the enrolled candidates</li> <li>iv. Ensure interview preparedness of candidates.</li> <li>v. Providing post placement counseling to candidates to ensure retention.</li> </ul>
7	Non Key Resource	Mobilizer	1 per center	As per Industry Standard	i. Support Key Resources in Implementation of Training Program
8	Non Key Resource	Office Assistant cum Data entry Operator	As per requirement	As per Industry Standard	i. Support Key Resources in Implementation of Training Program
9	Non Key Resource	Support Staff	As per requirement	As per Industry Standard	i. Support Key Resources in Implementation of Training Program

## 9. Financial Aspects

### a) Common Cost Norms Based Payment System

- i. The training program shall use the 'The Common Norms for Skill Development Schemes' implemented by Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. [https://www.msde.gov.in/assets/images/Notification/Common%20Norms\\_amendment.pdf](https://www.msde.gov.in/assets/images/Notification/Common%20Norms_amendment.pdf)
- ii. The provisions for Special State as per the Common Cost Guidelines shall be applicable.
- iii. Revisions in the Common Cost Norms as per the government notifications shall be applicable.
- iv. The Training Partner will be asked to discontinue the training in that particular trade/ center and will be paid only on pro rata basis, if the outcome ie employment achievement for a batch is unsatisfactory.

### b) Flow of Funds under the Program

- i. HPKVN shall release funds to the Training Providers in adherence with the Common Cost Norms and upon fulfilment of quality guidelines prescribed in Standard Operating Procedures (SoP) which shall be a part of the Contract Agreement. The SoP may be modified by HPKVN based on grassroot circumstances and changes will be made after mutual consensus with the TP.
- ii. All statutory Taxes as applicable will be over and above the common cost norms.
- iii. In line with the Common Cost Norms, the hourly rates shall be inclusive of cost components such as:  
Mobilization of candidates, Post-placement tracking/monitoring, Curriculum, Placement expenses, Trainers' training, Equipment, Amortization of Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers etc. The cost of the insurance premium for enrolled candidates shall also be a part of the hourly rates.
- iv. As per the Common Cost Norms, in order to incentivize the Training Provider for exceeding the employment target, the following will be awarded:

- a) If employment percentage is above 70% to 85%, every candidate, the Training Provider would be paid an additional amount of Rs.3,000/- of the base cost per candidate.
- b) If employment percentage is above is above 85%, the Training Provider should be paid an additional amount of Rs. 5000/- of the base cost per candidate.
- v. Third Party Certification & Assessment costs shall be payable to the Assessment Agency in line with the Common Norms notified by the Government of India.

c) Installment milestones

Installment	Percentage of total cost	Output Parameters
1 <sup>st</sup>	30%	On commencement of training batch against validated candidates.
2 <sup>nd</sup>	50%	On successful certification of the trainees
3 <sup>rd</sup>	20%	Outcomes based on employment

Note –

- While calculating payment, trainees having 70% and above attendance will be considered.
- The 3rd instalment will be released only for the students successfully completing 3 months in job/ self employment. At least 70% students must be employed (self or wage) to avail this instalment.
- Payouts will be made as per Common Cost Norm Guidelines revised from time to time.

## 10. Reporting

- i. The TP shall adhere to the monitoring and reporting norms and regulations of HPKVN and provide periodic reports in the approved format to the HPKVN.
- ii. The TP shall share the enrollment, training and employment and other updates on the HPKVN MIS.
- iii. The TP shall submit a Monthly Progress Report providing a quantitative and qualitative snapshot of the activities undertaken. The report shall also include high resolution pictures of the activities undertaken at all training centers.
- iv. At the end of the program, a comprehensive programme completion report should be submitted to HPKVN highlighting the process followed, outcome achieved, best practices, challenges faced and success stories. The report shall be shared in hard copy as well as digital format.
- v. Training Partner to provide candidate details to HPKVN firm within 1 month of completion of programme.

## 11. Schedule of Deliverables

The following reports must be delivered as per the timeline mentioned below:

#	Deliverable	Submission
1	Progress Report	Monthly

2	Batch Completion Report	15 days after completion of batch
3	Mid Term Progress Report	30 days after completion of half duration of program
4	Program Completion Report	15 days after completion of all batches

The contents of each report will be discussed and agreed with HPKVN in advance. The Training Partner will submit 2 hard copies and one electronic copy of Mid Term Progress Report and Program Completion Report.

## 12. Instruction to Bidders

- i. Interested applicant may submit their RFP with all the necessary documents in English as specified in formats provided in the RFP under Bid Submission Formats.
- ii. HPKVN reserves the right to withdraw this RFP, without assigning any reasons for the same, if HPKVN determines that such action is in the best interest of the Government of HP. HPKVN undertakes that all the information shared by the applicant will be held in strict confidence and will not be made public unless directed by law.
- iii. The response submitted to this RFP and all correspondence shall be in English and shall confirm to the forms attached. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the EOI.
- iv. The RFP submitted should be concise and contain only relevant information as required under this document.
- v. The RFP submitted by the applicant shall remain valid for a period of 180 days after the closing date for submission of RFP prescribed in this document. RFP validity expressed for a period less than 180 days shall be rejected.
- vi. At any time prior to deadline for submission of RFP, HPKVN may modify the RFP document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.
- vii. Bidders are advised to study all instructions, forms, requirements and other information in the RFP documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications.
- viii. At the time of applying for the RFP, the Education Institutions should have in place necessary infrastructure for undertaking the training programme.
- ix. The Bidder shall clearly specify the Job roles in which it shall provide the skill training, its enrollment capacity for 2 years along with the corresponding infrastructure in place (Classroom capacity, practical labs and hostel facilities).
- x. The response to this RFP should be complete in all respects. Failure to furnish all information required by RFP documents or submission of RFP not substantially responsive to this

document will be at bidder's risk and may result in rejection of its submission.

- xi. The bidders are responsible for all costs incurred in connection with the participation in this process, including, but not limited to, cost incurred in conduct of informative and other diligence activities, participation in meetings/ discussion/ presentations, preparation of RFP documents, in providing any additional information required by HPKVN to facilitate evaluation process.
- xii. The Institutions / Organizations shall be paid as per common cost norms notified by MSDE, Govt. of India from time to time based on actual performance.
- xiii. The bidder shall furnish processing fee of INR. 5,000/- in the shape of bank draft in favor of MD, HPKVN, Shimla with the RFP. RFP not supported with processing fee shall be rejected.
- xiv. Single stage single envelop method will be used for the selection of the successful bidder.**
- xv. Proposals of only those Bidders who qualify the pre-selection criteria shall be evaluated further.**
- xvi. Only those bidders satisfying pre-selection criteria and scoring 60% of the total marks allocated for Technical Evaluation, Commitment for Infrastructure and Physical Verification of Infrastructure (ie 80 marks) shall be called for the Technical Presentation.**
- xvii. Only those bidders considered eligible for allocation of target numbers who score more than overall score of 70 marks (ie considering marks for Technical Evaluation + Commitment for Infrastructure+ Physical Verification of Infrastructure + Technical Presentation). The selection of successful bidder for individual zone/ multiple zones shall be at the discretion HPKVN.**
- xviii. This RFP does not commit HPKVN to award a contract or to engage in negotiation.
- xix. RFP documents submitted by Institutions / Organizations will be reviewed by an Expert Committee formed by HPKVN.
- xx. All material submitted by bidder shall become the property of HPKVN.
- xxi. HPKVN may at its sole discretion and at any time during the evaluation of RFP, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
  - A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding three years.
  - Submitted an RFP that is not accompanied by required documentation.
  - Use of modified formats for submission.
  - Failed to provide timely clarification related thereto, when sought.
  - Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.
  - Been in litigation with any Government agencies/institutions in India
  - Made an attempt to influence the Bid evaluation

- Processing fee as Demand Draft for Rs. 5,000 not attached with the proposal.

### 13. Tentative Timeline

S. No.	Details	Tentative Dates
1.	Issuance of RFP	16 <sup>th</sup> December, 2019
2.	Last date for receiving queries	27 <sup>th</sup> December 2019
3.	Pre-Bid Meeting	6 <sup>th</sup> January 2020
4.	Last date for submission of Proposals (Proposal Due Date)	20 <sup>th</sup> January 2020 (3:30 pm)
5.	Opening of Technical Proposal	20 <sup>th</sup> January 2020 (4:00 pm)
6.	Technical Presentation by Shortlisted Bidders	Will be intimated through email
7.	Declaration of List of Selected Bidder	Will be updated on HPKVN website
8.	Signing of Contract	Will be intimated through email
9.	On boarding of Private Operator	Will be intimated through email

### 14. Pre- Selection Criteria:

Sl. No.	Criterion	Supporting documents to be submitted
1	<p><b>Type of Organization:</b></p> <p>i. Training Service Provider affiliated with the respective SSC with prior experience in implementation of placement linked NSQF aligned skill trainings in the BFSI sector <b>in Joint Venture with</b> education institution<sup>6</sup> located in Himachal Pradesh either in public or private sector with requisite training infrastructure<sup>7</sup>.</p> <p>ii. SSC Affiliated Education institution (public or private sector) with experience in</p>	<p>A) Copy of Stamped and Notarised Joint Venture Agreement between the Training Service Provider and the Head of the Education Institution.</p> <p>B) Letter of Intent from the Head of the Education Institution reflecting their commitment to execute the programme in the premises of the education institution. Following shall be included as Annexure:</p> <p>i. Details of existing infrastructure facility (classrooms, practical labs, hostel facility) at the education institution.</p> <p>ii. Details of infrastructure that will be committed by the Institution for execution of this programme in terms of no and sq. feet area to be provided (classrooms, practical labs, hostel facility ie no. of rooms &amp; capacity in case of application for residential batches -) along with photographs.</p> <p>C) Proof of NSDC Partner or Affiliation of the Training Service Provider with BFSI SSC or IT-ITeS SSC (in case training is proposed for Job Role of Associate-F&amp;A Complex)</p> <p>A) Proof of Affiliation of the Training Service Provider with</p>

<sup>6</sup> Education institution shall not be eligible to enter into Joint venture with more than one Training Service Provider for the purpose of this RFP. In case of such an event the proposals of all the respective bidders in joint venture with the same education institution as shall stand rejected.

<sup>7</sup> Training infrastructure – Classroom for theory sessions and practical labs.

	implementation of placement linked NSQF aligned skill trainings in the BFSI sector; located in Himachal Pradesh with requisite training infrastructure <sup>8</sup> .	BFSI SSC or IT-ITes SSC (in case training is proposed for Job Role of Associate-F&A Complex) B) Details of existing infrastructure facility (classrooms, practical labs, hostel facility) at the education institution. C) Details of infrastructure that will be committed by the Institution for execution of this programme in terms of no and sq. feet area to be provided (classrooms, practical labs, hostel facility ie no. of rooms & capacity in case of application for residential batches) along with photographs
2	<p>i. For TSP in JV with Education Institution:</p> <p>a. Average turnover of the SSC affiliated Training Service Provider Education during the last three Financial Years (2018-19, 2017-18, 2016-17) should not be less than <b>INR 2 (Two) Crores.</b></p> <p>b. Average turnover of the Education institution during the last three Financial Years (2018-19, 2017-18, 2016-17) should not be less than <b>INR 50 (Fifty) Lakhs.</b></p> <p>ii. For SSC Affiliated Education institution: Average turnover from skill training during the last three Financial Years (2018-19, 2017-18, 2016-17) should not be less than <b>INR 2 (Two) Crores.</b></p>	Turnover certification from Chartered Accountant highlighting the turnover from Skills Development. (In case of Joint venture, Statements for both the organizations shall be submitted)
3	The Organization should not have been barred or blacklisted by any relevant entity like any Central/ State Government Body	Notarized Self-certification on stamp paper to be submitted under the signature of authorized signatory (As authorized by Top Management/ Board of the Organization) stating that the Institution/firm has not been barred or blacklisted by any Central/ State Government Body. (In case of Joint venture, Statements for both the organizations shall be submitted)

### 15. Technical Evaluation Criteria

Evaluation Criteria		Max. Marks: 100
<b>A</b>	<b>Technical Experience of Bidder</b>	<b>60 Marks</b>
A.1	<p>Experience of imparting Employment linked Skill training during the last 2 years (ie year 2017-18, 2018-19) (Only those projects will be evaluated, for which at least one year of implementation from the date of signing of the contract has already been completed. Each project should have trained at least 500 trainees)-</p> <ul style="list-style-type: none"> <li>• No project = 0 Marks</li> <li>• 1 - 2 Projects = 2 Marks</li> <li>• 3 - 4 Projects = 4 Marks</li> <li>• 5 to 6 Projects = 6 Marks</li> <li>• More than 7 projects = 8 Marks</li> </ul> <p>If any single project submitted for this criterion has trained &gt; 1000 trainees, then 1 additional mark for each such project will be awarded (Maximum 2 Marks). <i>To be supported with certificate from the Head of client institutions/organizations on</i></p>	10

<sup>8</sup> Training infrastructure – Classroom for theory sessions and practical labs.

<b>Evaluation Criteria</b>		<b>Max. Marks: 100</b>
	<i>letter head with information on sector, job role, total target, candidates registered, certified and placed. Letter of Award also to be submitted.</i>	
A.2	<p>Experience of imparting Employment linked Skill training in BFSI during the last 2 years (ie year 2017-18, 2018-19) (Only those projects will be evaluated, for which at least one year of implementation from the date of signing of the contract has already been completed. Each project should have trained at least 100 trainees)-</p> <ul style="list-style-type: none"> <li>• No project = 0 Marks</li> <li>• 1 - 2 Projects = 2 Marks</li> <li>• 3 - 4 Projects = 4 Marks</li> <li>• 5 to 6 Projects = 6 Marks</li> <li>• More than 7 projects = 8 Marks</li> </ul> <p>If any single project submitted for this criterion has trained more than 200 trainees for BFSI Sector, then 1 additional mark for each such project will be awarded (Maximum 2 Marks). <i>To be supported with certificate from the Head of client institutions/organizations on letter head with information on sector, job role, total target, candidates registered, certified and placed.. Letter of Award also to be submitted.</i></p>	10
A.3	<p>Number of trained and certified candidates placed by the organization in the BFSI sector during the last 2 years at a monthly CTC of more than INR 12,000/- (ie year 2017-18, 2018-19):</p> <ul style="list-style-type: none"> <li>• 150-200 candidates: 3 marks</li> <li>• 201 - 250 candidates: 6 marks</li> <li>• 251-300 candidates: 9 marks</li> <li>• 301-350 candidates: 12 marks</li> <li>• More than 350 candidates: 15 marks</li> </ul> <p><i>Consolidated summary sheet with name of hiring organization, no. of candidates placed and salary range on letter head.</i></p>	15
A.4	<p>Evaluation of qualification and experience of key experts for each zone. (CVs of all key experts to be enclosed)</p> <ol style="list-style-type: none"> <li>a. Project Coordinator – 4 marks (for one zone)</li> <li>b. Center manager – 2 marks (Max marks)</li> <li>c. Master Trainer – 6 marks (2 marks per Master Trainer subject to maximum of 6 marks)</li> <li>d. Employability skills trainer cum counsellor – 3 marks (Max marks)</li> </ol> <p><i>All CVs shall be duly signed by the candidates and countersigned by the Authorized Signatory of the Bidder.</i></p>	15
A.5	<p>Experience of imparting skill trainings in Himachal Pradesh or Similar Geographical Area (ie J&amp;K, Uttarakhand or North Eastern States) in last 3 years (ie year 2016-17, 2017-18, 2018-19) (No. of Certified candidates)</p> <ul style="list-style-type: none"> <li>• 0- 200 candidates – 0 Marks</li> <li>• 200 to 400 candidates – 4 Marks</li> <li>• 401 to 600 candidates – 6 Marks</li> <li>• 601 to 800 candidates – 8 Marks</li> <li>• More than 801 candidates – 10 Marks</li> </ul> <p><i>To be supported with certificate from the Head of client institutions/organizations on letter head with information on sector, job role, total target, candidates registered, certified and placed. Letter of Award also to be submitted.</i></p>	10

<b>Evaluation Criteria</b>		<b>Max. Marks: 100</b>
<b>B</b>	<p><b>Infrastructure Commitment by the bidder</b></p> <p>a. Commitment for Training Infrastructure (Classroom size) per Training Center for training of candidates under this package:-</p> <ul style="list-style-type: none"> <li>• Less than 1000 Sq. Ft.: 0 Marks</li> <li>• Between 1000 Sq Ft to 1500 Sq. Ft. : 3 Marks</li> <li>• Between 1500 Sq. Ft to 2000 Sq Ft. : 6 Marks</li> <li>• Between 2000 Sq. Ft to 2500 Sq. Ft. : 9 Marks</li> <li>• Above 2500 Sq. Ft. : 10 Marks</li> </ul> <p>(Photographs along with description of infrastructure to be provided. Physical verification of the committed infrastructure shall be undertaken by HPKVN)</p> <p>b. Verification of committed infrastructure by HPKVN:</p> <ul style="list-style-type: none"> <li>• Infrastructure available as per SSC norms and space committed in Point C above validated: 10 marks</li> <li>• Infrastructure not available as per SSC norms and space not available as per commitment in Point C above : 0 marks</li> </ul>	20
<b>C</b>	<p><b>Technical Presentation</b></p> <p>Indicative details to be presented:</p> <ul style="list-style-type: none"> <li>• Bidder's understanding of skill ecosystem, opportunities for youth in BFSI sector within the State and outside the State.</li> <li>• Job Roles, No. of Candidates to be Enrolled for training, No. of Non-Residential &amp; residential candidates. Corresponding commitment for infrastructure in terms of No of classrooms, capacity/classroom, area of committed classrooms per sq. feet, no. of practical labs, capacity/lab, hostel facility in terms of no. of beds to be made available.</li> <li>• Type of education institution with which Joint Venture has been made (Preference to Degree colleges imparting Graduation in Economics, Commerce, Management or Mathematics)</li> <li>• NAAC or NAB or AICTE certification of the Education Institution (if any).</li> <li>• Strategy for mobilization and counseling of candidates (specific reference to tools for counseling with dummy display of the tools)</li> <li>• Bidder's approach &amp; methodology for achieving the training targets within the Time Frame.</li> <li>• Best practices/ Innovative in skilling that the bidder proposes to introduce for implementation of the project.</li> <li>• Placement tie ups for qualifying candidates.</li> <li>• Quality Control Mechanism proposed for implementation of the project</li> </ul>	20 marks



## Technical Proposal – Standard Forms

### Checklist of Required Documents

<b>FORM</b>	<b>DESCRIPTION</b>
TECH-1	Application / Technical Proposal Submission
TECH- 2	Proof/s of legal status of all entities
TECH- 3	Format for Affidavit for Bidder not being blacklisted
TECH – 4	Power of attorney for the representative of the Training Service Provider. (No pre-set format/form)
TECH -5	Documents pertaining to satisfaction of pre eligibility criterias
TECH - 6	Documents pertaining to satisfaction of technical Evaluation Criteria's as per sequence.
TECH – 7	Experience of the bidder in Skill Training
TECH-8	Approach and Methodology for the Implementation of the Training Package
TECH-9	Attested copy of NAAC or NAB or AICTE Accreditation Certificate
TECH – 10	CV's of Key Resources
TECH - 11	Details of Infrastructure committed by Education Institution

**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To

Managing Director,  
Himachal Pradesh Kaushal Vikas Nigam,  
Block No. 24, 2nd Floor,  
STPI Building, SDA Complex,  
Kasumpti, Shimla-171009.

Dear Sir,

We, the undersigned, offer to provide the Training services for skill development training in Himachal Pradesh in accordance with your Request for Proposal dated XX XX 2019. We are keen to undertake short term skill training of ..... Candidates as per the following details:

Zone	Joint Venture With (Name and Address of Education Institution)	Job role	Total No. of Candidates proposed	No. of Residential Candidates	No. of Non Residential Candidates

We are hereby submitting our Proposal, sealed in an envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by HPKVN.
- (b) Our Proposal shall be valid and remain binding upon us for the period of 180 days.
- (c) Neither we, nor our associate partners/ or any of the proposed project employees prepared the TOR for this assignment
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment within 30 days of signing of the contract from signing date.

We understand that the HPKVN is not bound to accept any Proposal that it receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Training Service Provider (legal name):

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

**TECH 3**

**Format for Affidavit for not being blacklisted**

*(Affidavit on non-judicial stamp paper by Authorized Signatory of the Bidder with his/her signature and company seal)*

**AFFIDAVIT**

I/We, on behalf of ..... (*Name of Bidder*), with its registered office at ..... do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Signatory)

**Form TECH-7**

**EXPERIENCE OF THE BIDDER**

---

Description of the Bidder's experience in implementing short term skill training programmes.

**I. Assignment Specific Experience**

Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 20 projects). It is important to highlight projects done for NSDC/SSC/States/NCVT/Government of India.

SN	Project Name	Period	Client Name	State	Total Training Target	Sector	NSQF/ NON NSQF	Training Type (Residential / Non – Residential)	Total Training Target Achieved	Total Placement Achieved
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Additional rows may be added.

Supporting documents for each project to be enclosed.

**TECH 8**

**Format – Approach & Methodology**

**(i) Bidder’s understanding of Skill Development and Skill Training in BFSI Sector**

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

**(ii) Bidder’s approach & methodology for NSQF aligned Skill Training in BFSI Sector & Delivery (including Mobilization, Counselling, Training Delivery, Lectures by Industry Experts, Quality Assurance etc)**

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

**(iii) Bidder’s strategy and commitment for securing placement for trainees**

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

**(iv) Trainer details**

<b>S.N.</b>	<b>Description</b>	<b>Details</b>
1.	No. of permanent trainers in BFSI sector & Employability skills, along with their sector(s) of expertise	
2.	No. of contractual trainers, along with their sector(s) of expertise	
3.	No. of trainers trained and certified by BFSI Sector Skill Council, along with their sector(s) of expertise	
4.	Qualifications of Permanent Faculty	

For and on behalf of:  
Signature:  
Name:  
Designation:  
Date:  
(Company Seal)  
(Authorized Signatory)

Form TECH-10

**CURRICULUM VITAE (CV)**

(TO BE PROVIDED FOR ALL KEY RESOURCES)

<b>Position Title and No.</b>	
<b>Name of Firm</b>	
<b>Name of Expert:</b>	
<b>Date of Birth:</b>	
<b>Citizenship</b>	

**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, *type of employment (full time, part time, contractual)*, 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.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/Training Service Provider to...  For references:		

**Membership in Professional Associations and Publications:**

\_\_\_\_\_

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

\_\_\_\_\_

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Training Service Provider's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
	<b>Name of the Project</b>

	<b>Duration</b> <b>Client</b> <b>Project features</b> <b>Profile</b> <b>Activities Performed</b>  <b>Add the above format for adding more projects.</b>
--	---

**Expert’s contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience*
- (ii) I am not a current employee of the Executing or the Implementing Agency*
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 4 provided team mobilization takes place within the validity of this proposal.*
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment*
- (v) I am not currently debarred by central or any state government*
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the selection of training service providers for imparting skill development training in BFSI Sector. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.*

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of expert or authorized representative of the firm]* Day/Month/Year



Form TECH-11

**Details of Infrastructure**

1. Name of Education Institution:
2. Address:
3. Nodal Officer (Name, Designation and Contact Details):
4. Infrastructure Details: -

<b>Aspect</b>	<b>Details</b>
<b>Total Area of the Education Institution</b>	
<b>Details of Overall Infrastructure (no. of units and area with photographs) (Classroom, practical labs, hostel facility, library, auditorium etc)</b>	
<b>Details of Infrastructure to be committed for Skill Trainings under HPKVN Program (No. of units, area in sq. ft. with supporting photographs)</b>	
<b>(a) Classroom</b>	
<b>(b) Practical Lab</b>	
<b>( c ) Hostel Facility (if applying for residential batches)</b>	

Latest Brochure/ Prospectus of the Education Institution to be enclosed.  
This form shall signed and stamped by the Head of the Education Institution.