

**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 5000 Final Year Graduating Students from selected Government Degree Colleges in  
English, Employability and Entrepreneurial Skills under Himachal Pradesh Skill  
Development Project (HPSDP).**

**RFP Ref no. HPKVN/1/2021**

- 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 5000 Final Year Graduating Students from selected Government Degree Colleges in English, Employability and Entrepreneurial Skills 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, 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 hard copy of Request for Proposal, separate for each zone to the undersigned on or before 20<sup>th</sup> January, 2022 by 15:30 hrs IST through post or by hand 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 Providers for Training of 5000 Final Year Graduating Students from selected Government Degree Colleges in English, Employability and Entrepreneurial (EEE) Skills under Himachal Pradesh Skill Development Project (HPSDP).**

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**1. Background**

In today's globalized economy, it has become increasingly important for an individual to acquire and regularly sharpen their domain skills as well as interpersonal skills. These skills are required not only for those aspiring for wage employment but also those who aspire to setup their own businesses. Over the last few years feedback from the industry has revealed that Himachali youth though well versed in domain skills are often deficient in written and oral communication and are not confident while facing interviews. Moreover, given the narrow industrial base of the State and lack of adequate wage placement and growth opportunities, it is pertinent to encourage innovative young minds to nurture entrepreneurial mindset for enhancing their livelihood options.

In order to bridge the gaps, HPKVN intends to facilitate development of English speaking, Employability and Entrepreneurial skills amongst the 5000 Final Year Graduating Students from selected Government Degree Colleges in the State. The target of 5000 will be divided into five zones of the State of Himachal Pradesh.

**2. Objective**

NSQF aligned skill training in English, Employability and Entrepreneurship for 5000 Final Year Graduating Students from selected Government Degree Colleges in Himachal Pradesh to facilitate their transition into varied careers.

**3. Aim of the program**

- i. Improve the communication skills of the candidates and enhance expressive abilities
- ii. Facilitate and enhance English-speaking skills of the candidates.
- iii. Initial preparedness on opportunities for both Employment and Entrepreneurship.
- iv. Prepare the candidate to face interviews with confidence and give him/her an edge over others in getting a good/desired job.
- v. Holistic development of the candidates and instill confidence.

**4. Time Period**

12 months.

**5. Training Partner Eligibility**

A Training Service Provider with prior experience in implementation of NSQF/ Non NSQF aligned courses in English or Employability or Entrepreneurship aligned modules in training/educational institutions across the country shall be eligible for participation in this program. Training under standalone program shall be considered i.e. experience of imparting trainings under integrated training module of EEE shall not be considered.

## 6. Training of Final year graduating students from selected Government Degree Colleges in English, Employability and Entrepreneurship.

### A. Training in English, Employability and Entrepreneurship skills for 5000 graduate students.

- i. Location: Government Degree Colleges (GDCs) across Himachal Pradesh.
- ii. Target: 5000 final year graduating students from selected Government Degree Colleges.
- iii. Design:
  - a) The following QPs corresponding to Management & Entrepreneurship and Professional Skills Council (MEPSC) will be executed under this package: -
    1. Use Basic English for Employability Skills- Variant III, MEP/N9993 v 1.0 for 60 hours.
    2. Use Generic Skills for Employability- Variant II (NOS), MEP/N9995 v 1.0 for 75 hours.
    3. Plan for Basic Entrepreneurial Activity (NOS), MEP/N9996 v 1.0 for 20 hours.
  - b) Participant handbooks will be prepared and distributed amongst all participants.
  - c) Assessment and certification of candidates will be undertaken by MEPSC.
  - d) The payment to the firm would be made as per the Common Cost Norms notified by Ministry of Skill Development & Entrepreneurship (MSDE), Government of India from time to time. <https://msde.gov.in/sites/default/files/202101/Common%20norms%20notification%205th%20a%20mendment.pdf>
  - e) The Training Partner will provide NSQF aligned certificates to successfully certified candidates and share the list of successful candidates with HPKVN.
- iv. Mobilization of Candidates - Prospective candidates for this training module will be mobilized and counselled by the TSP and respective batch will be duly approved by HPKVN.
- v. Venue – The trainings will be conducted in the college campuses/premises of the respective Government Degree Colleges of the State.

### B. Coverage for Training execution

Training of students shall be undertaken as per the following allocations:

Zone	Name of the District	Allocation
Zone1	Shimla, Kinnaur	900
Zone-2	Sirmaur, Solan	900
Zone-3	Bilaspur, Hamirpur, Una	1000
Zone-4	Kangra, Chamba	1200
Zone-5	Mandi, Kullu, Lahaul & Spiti	1000
	<b>Total</b>	<b>5000</b>

Tentative college wise target allocation is attached at Annexure-A

### **i. Type of Skilling Programme**

The Programme will focus on improving English speaking skills amongst enrolled candidates along with inculcating Employability and Entrepreneurial skills.

### **ii. Responsibilities of the Training Service Provider**

#### **a) Mobilization, Counselling and Registration of Candidates**

- Mobilization and counseling for selection of eligible and deserving candidates shall be the responsibility of the Training Service Provider (TSP). This is the most important component of the Training programme and the Training Service Provider shall use necessary tools for evaluation of the candidates before their enrollment.
- The Training Service Provider shall undertake focused awareness generation activities for mobilization of candidates which may include amongst others – display of posters/ banners at prominent locations in the college campus, distribution of pamphlets disseminating information about the program, its benefits and perspective dates for counseling cum registration camps. The list and schedule of activities for mobilization shall be shared with HPKVN for finalization.
- 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 camps shall be organized in the college premises and the following activities shall be undertaken: -
  - ✓ Information dissemination on HPKVN.
  - ✓ Awareness on the benefits of the skill programme.
  - ✓ Screening of short videos emphasizing on importance of the skills.
  - ✓ Counseling session for evaluating the motivation and attitude of the candidate.
- Only those candidates who qualify the counseling session shall be called for registration for the training programme.
- The minimum batch size would be 20 and maximum batch size would be 30 students.

#### **b) Training facilities as per MEPSC Guidelines.**

- i. The Training Service Provider may enter into a MoU with the respective Government Degree College's for ensuring availability of necessary infrastructure and other pre requisites for effective implementation of the training program.
- ii. The Training Service Provider must ensure that the training facility and practical labs are in accordance with the guidelines of the Management & Entrepreneurship and Professional Skills Council.
- iii. The training infrastructure will be duly verified by the HPKVN team and batches will be initiated only after approval from HPKVN.
- iv. The following shall be ensured by the Training Service Provider at the Centre:

- a) Setting up of classroom and Lab facility with required equipment and IT facilities as per MEPSC guidelines;
- b) Availability of Training aids.
- c) First aid kit, safe drinking water and hygienic washrooms.
- d) All records including but not limited to those pertaining to attendance, session plan, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to HPKVN) as well as in digital format for HPKVN MIS.
- e) Attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric records uploaded on HPKVN MIS.

**c) Training Delivery**

- i. The Training Service Provider shall not be allowed to provide training through a franchisee arrangement under any circumstance.
- ii. The Training Service Provider 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.
- iii. Persons deployed as trainers by the Training Service Provider must possess requisite knowledge, skills and experience as per their domain. The trainers are to be mandatorily assessed by HPKVN prior to deployment.
- iv. For each job role offered under the Project, the master trainer, trainers/ instructors shall be MEPSC certified.
- v. The Training Service Provider shall organize atleast two sessions with experienced industry expert and successful entrepreneur to share their experience and importance of soft skills in professional life. Non-compliance on this front will lead to deduction in payment as per terms mentioned in Standard Operating Procedures to be outlined for this package.
- vi. Training Service Provider shall be responsible for providing the Curriculum that shall include the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by the Management & Entrepreneurship and Professional Skills Council.

**d) Assessment & Certification**

- i. Pre assessment of candidates shall be undertaken by the Training Service Provider to evaluate the skill set of the candidates at the start of the training programme.
- ii. Combined Assessment and Certification will be undertaken for all three QPs.
- iii. Periodic assessment of trainees should be an integral part of the course curriculum. Consolidated batch wise assessment reports shall be shared by the Training Partner on regular basis.
- iv. An independent assessment of trainees by a third-party agency authorized by the Management & Entrepreneurship and Professional Skills Council shall be mandatory for candidates.
- v. The payment to the firm would be made as per the Common Cost Norms notified by Ministry of Skill Development & Entrepreneurship (MSDE), Government of India from time to time. <https://msde.gov.in/sites/default/files/202101/Common%20norms%20notification%205th%20a%20mendment.pdf>.
- vi. The Training Service Provider will provide NSQF aligned certificates to successfully certified candidates and supply the list of successful candidates with HPKVN

## 7. Key and Non-Key Resources

- i. The resources required throughout the duration (full time deployment) of the project are given in the table below.
- ii. Non mobilization/ replacement of key resources beyond a period of 30 days may lead to automatic cancellation of the contract and HPKVN reserves the right to award the work to the next firm in order of merit/ evaluation criteria

S.no	Type of Resource	Role	No. of Personnel	Qualification	Responsibility
1	Key Resource	Project Coordinator	1	Post Graduate with atleast 5 years of industry experience and atleast 2 years experience in management of skilling projects.	<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 registration camps at the training centers.</li> <li>• Undertake counseling of candidates and monitor the candidate selection process.</li> <li>• Preparation of Progress reports and timely submission to HPKVN.</li> </ul>
2	Key Resource	Master Trainer English, Employability & Entrepreneurship	1	A certified trainer from MEPSC with Post-Graduation degree with minimum five years experience as a trainer/teacher and atleast 2 years of industry	<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.</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>
3	Key Resource	Domain Trainer - English, Employability & Entrepreneurship	As per college and job role requirement	A certified trainer from MEPSC with Post-Graduation degree with atleast 2 years of experience as trainer/ teacher or PG in English with atleast 2 years of experience as trainer/teacher or MBA with atleast 2 years of experience as trainer/teacher	<ul style="list-style-type: none"> <li>• Develop an activity based learning methodology for training delivery.</li> <li>• Draw up training calendar for the chosen programme.</li> <li>• Ensure each student gets individual attention.</li> <li>• Provide all the materials required for training delivery to the trainees.</li> <li>• Monitor attendance of trainees and ensure regularity.</li> <li>• Facilitate teamwork, individual practice and interaction of the students.</li> </ul>
4	Non Key Resource	College Coordinator/ Nodal Officer	1 per college (to be nominated by college Principal)	As per requirement	<ul style="list-style-type: none"> <li>• Responsible for the day today management of the center.</li> <li>• Liaison with the</li> </ul>

S.no	Type of Resource	Role	No. of Personnel	Qualification	Responsibility
					<p>Government college officials for smooth implementation of the programme.</p> <ul style="list-style-type: none"> <li>• Be a point of the 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 always fully functional.</li> <li>• Monitor quality of training delivery and submit regular report.</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 project coordinator for all activities related to organizing lectures by industry experts and successful entrepreneurs.</li> </ul>
5	Non Key Resource	Office Assistant cum Data entry Operator	1 per zone	As per Industry Standards and professional experience of 6 months to one year.	<ul style="list-style-type: none"> <li>• Support Key Resources in Implementation of Training Program</li> </ul>
6	Non Key Resource	Support Staff	As per requirement	As per Industry Standards	<ul style="list-style-type: none"> <li>• Support Key Resources in Implementation of Training Program.</li> </ul>

## 8. Financial Aspects

### a) Common Cost Norms Based Payment System

- The payouts to the Training Service Provider will be in line with 'The Common Norms for Skill Development Schemes' implemented by Ministry of Skill Development and Entrepreneurship (MSDE), Government of India.
- Revisions in the Common Cost Norms as per the government notifications shall be applicable.
- The Training Partner will be asked to discontinue the training in a center/College where training quality measured by number of students certified is not found satisfactory.

### b) Flow of Funds under the Program

- HPKVN shall release funds to the Training Providers in adherence with the Common Cost Norms for Category III job roles as per MSDE 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 grass root circumstances and changes will be made after mutual consensus with the TSP.

- 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 all cost components such as:

Mobilization of candidates, pre assessment of candidates, cost of training venue, Curriculum development, Trainers' training, Equipment, Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers, etc.

- iv. Third Party Certification & Assessment costs shall be payable to the Assessment Agency through Training Partner in line with the Common Norms notified by the Government of India and HPKVN will reimburse the assessment fee on actual basis to the TSP

**c) Installment milestones**

<b>Installment</b>	<b>Percentage of total cost</b>	<b>Output Parameters</b>
1 <sup>st</sup>	30%	On Training Commencement
2 <sup>nd</sup>	40%	On completion of successful completion of training, assessment and certification
3 <sup>rd</sup>	30%	Placement (Not Applicable to this program)

Note –

- While calculating payment, trainees having 80% and above attendance will be considered.
- Payouts will be made as per Common Norms guidelines excluding placement component. Since the placement is not applicable in this particular training program so payment of placement component will not be made to the TSP

**9. Reporting**

- i. The TSP 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 TSP shall ensure update on enrollment, training, employment and any other aspect of the training on HPKVN MIS portal.
- iii. The TSP shall submit a Monthly Progress Report providing a quantitative and qualitative analysis of the activities undertaken. The report shall also include high resolution pictures alongwith short video clips 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 in digital format.



## 10. Schedule of Deliverables

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

S.no.	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 digital copy of Mid Term Progress Report and Program Completion Report.

## 11. 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. 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.
- ix. 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.
- x. 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.
- xi. 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, separate for each zone. RFP not supported with processing fee shall be rejected.
- xii. Single stage single envelop method will be used for the selection of the successful bidder.
- xiii. Proposals of only those Bidders who qualify the pre-qualification criteria shall be evaluated further.
- xiv. Only those bidders satisfying pre- selection criteria and scoring 40% of the total marks allocated for Technical Evaluation in each zone (i.e. 40% marks) shall be called for the Technical Presentation. HPKVN reserves the right to lower or increase the Technical Evaluation criteria as it deems fit at any point of time.
- xv. The combine marks for Technical Evaluation and technical presentation will be used for allocation of zones.
- xvi. A firm/bidder can apply in more than one zone but under no circumstances any firm/bidder will not be awarded more than one zone. If one firm/bidder is technically ranked 1<sup>st</sup> in more than one zone, a choice will be taken from that firm for preferred zone by email and HPKVN automatically selected to the next ranked firm for the other zone.
- xvii. Each successful bidder needs to give the Performance Guarantee amounting to INR 2 Lakh in favour of MD, HPKVN which will be released to the bidder after 1 month of post completion of contract. If the successful bidder is not able to complete the scope of work within defined/agreed timelines, the performance security may be forfeited by 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, which are as follows: -
- i. 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.
  - ii. Submitted an RFP that is not accompanied by required documents.
  - iii. Use of modified formats for submission.
  - iv. Failed to provide timely clarification related thereto, when sought.
  - v. Been declared ineligible/blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.
  - vi. In case of non- performance and execution of the project within stipulated timelines, HPKVN reserves the right to demobilize the concern training partner and can further allocate the target to next eligible organization or any other new eligible organization.
  - vii. Been in litigation with any Government agencies/institutions in India.
  - viii. Made an attempt to influence the Bid evaluation.
  - ix. Processing fee as Demand Draft for INR. 5,000/- not attached with the proposal.

## 12. Tentative Timeline

S. No.	Details	Tentative Dates
1.	Issuance of RFP	31 <sup>st</sup> December 2021
2.	Last date for receiving queries	10 <sup>th</sup> January 2022
3.	Pre-Bid Meeting	13 <sup>th</sup> January 2022, (11:00 AM, HPKVN HQ, Shimla)
4.	Last date for submission of Proposals(Proposal Due Date)	20 <sup>th</sup> January 2022 (15:30 Hrs. IST)
5.	Opening of Technical Proposal	20 <sup>th</sup> January 2022 (14:00 Hrs. IST)
6.	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

### 13. Pre- Qualification Criteria:

S. No.	Criterion	Supporting documents to be submitted
1	Training Service Provider with experience of implementing standalone NSQF aligned /Non-NSQF aligned courses/ trainings in English or Employability or Entrepreneurship in the last five Financial Years (2016-17, 2017-18, 2018-19, 2019-2020, 2020-21 ).	Proof of implementing stand-alone <sup>1</sup> NSQF aligned /Non-NSQF aligned courses/ trainings in English (atleast 60 hours as specified in Technical Evaluation criteria) or Entrepreneurship ( atleast 20 hours as specified in Technical Evaluation criteria) or Employability (atleast 45 hours as specified in Technical Evaluation criteria) in the last five years Financial Years (2016-17, 2017-18, 2018-19, 2019-2020, 2020-21).
2	Average turnover of Training Service Provider (Lead partner in case of JV or consortium) during the last five Financial Years (2016-17,2017-18,2018-19, 2019-20, 2020-21 ) should not be less than INR One Crore.	Annual audited accounts for the last three years 2018-19, 2019-20, 2020-21
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.

### 14. Technical Evaluation Criteria:

Evaluation Criteria		Max. Marks: 50
<b>A</b>	<b>Technical Experience of Bidder</b>	<b>45 Marks</b>
A.1	<p>Experience of imparting training in English speaking skills during the last 5 years (i.e. year 2016-17,2017-18,2018-19,2019-20, 2020-21). A standalone program/ course of minimum 60 hours/two weeks will be considered. (Each project should have at least 100 certified trainees)</p> <ul style="list-style-type: none"> <li>• 1 - 2 Projects = 4 Marks</li> <li>• 3 - 4 Projects = 6 Marks</li> <li>• 5 or more projects = 8 Marks</li> </ul> <p>If any single project submitted for this criterion includes NSQF aligned training in English skills, then 1 additional mark for each such project will be awarded (Maximum 2Marks). <i>To be supported with Letter of award and work completion certificate (i.e. Certified no. of trainees) by the client.</i></p>	10
A.2	<p>Experience of imparting training in Employability or Entrepreneurship during last 5 years (i.e. year 2016-17,2017-18,2018-19,2019-20, 2020-21). A standalone program/ course of minimum 45 hours/one week will be considered for employability and standalone program/ course of minimum 20 hours/3 days will be considered for entrepreneurship.</p> <p>(No. of candidates certified)-</p> <ul style="list-style-type: none"> <li>• 100-200 candidates certified – 4marks</li> <li>• 201 – 300 candidates certified – 6 marks</li> <li>• 301-400 candidates certified – 8marks</li> </ul>	10

<sup>1</sup> Stand-Alone Training means any learning program designed and delivered as complete within itself on any given topic.

	<ul style="list-style-type: none"> <li>• More than 400 candidates certified – 10 marks</li> </ul> <p><i>To be supported with Letter of award and work completion certificate (i.e. Certified no. of trainees) by the client.</i></p>	
A.3	<p>Experience of working with Government department / organization for imparting skill training in English or Employability or Entrepreneurship during the last 5 years (2016-17, 2017-18,2018-19,2019-20, 2020-21). For English, a program/ course of minimum 60 hours/two weeks will be considered, for Employability, a program/ course of minimum 45 hours/one week and for Entrepreneurship, a program/course of minimum 20 hours/3 days will be considered.</p> <ul style="list-style-type: none"> <li>• 1 - 2 Projects = 4 Marks</li> <li>• 3 - 4 Projects = 8 Marks</li> <li>• 5 or more projects = 10 Marks</li> </ul> <p><i>To be supported with Letter of award and work completion certificate (i.e. Certified no. of trainees) by the client.</i></p>	10
A.4	<p>Evaluation of qualification and experience of key experts. (CVs of all key experts to be enclosed)</p> <ol style="list-style-type: none"> <li>a. Project Coordinator – 2 marks</li> <li>b. Master Trainer – 2 marks</li> <li>c. ToT certified Domain Trainer (English/ Employability / Entrepreneurship) – 6 marks (3 CVs and 2 marks for each CV)</li> </ol> <p><i>All CVs shall be duly signed by the candidates and countersigned by the Authorized Signatory of the Bidder.</i></p>	10
A.5	<p>Experience of implementing NSQF/ Non- NSQF aligned courses/trainings (State/Centrally sponsored schemes/CSR sponsored scheme) in Himachal Pradesh or other northern States i.e. Delhi, Punjab, Haryana, Jammu &amp; Kashmir or Uttarakhand during the last 5 years. year 2016-17, 2017-18, 2018-19, 2019-2020, 2020-21) (Each project should have at least 100 certified trainees)-</p> <ul style="list-style-type: none"> <li>• No project = 0 Marks</li> <li>• 1 - 2 Projects = 1 Marks</li> <li>• 3 - 4 Projects = 3 Marks</li> <li>• 5 or more projects = 5 Marks</li> </ul> <p><i>To be supported with Letter of award and work completion certificate (i.e. Certified no. of trainees) by the client.</i></p>	5
<b>B</b>	<p><b>Technical Presentation (subject to 1000 words/10 slides)</b></p> <p>Indicative details to be presented:</p> <ul style="list-style-type: none"> <li>• Strategy for mobilization and counseling of candidates</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>• Quality Control Mechanism proposed for implementation of the project</li> <li>• Availability of ToT certified trainers (more than 10 trainers- certificates are to be attached)</li> </ul>	5

## 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 criteria
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	CV's of Key Resources
ANNEXURE -A	College wise target allocation

## TECHNICAL PROPOSAL SUBMISSION FORM

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{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 2021. We are keen to undertake **Skill Training of 5000 Final Year Graduating Students from selected Government Degree colleges in English, Employability and Entrepreneurial Skills under Himachal Pradesh Kaushal Vikas Nigam (HPKVN)** as mentioned in the RFP.

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/hersignature 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: D55

Designation:

Date:

(Company Seal)

(Authorized Signatory)

## 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 in training of youth in English or employability or entrepreneurship to demonstrate the firm's technical qualifications and geographical experience (maximum 20 projects). It is important to highlight projects done for NSDC/SSC/State Government departments/NCVT/Government of India.

S.no	Project Name	Period	Client Name/ (Government /Private)	State	Total Training Target	Name of the Stand-alone program	NSQF / NON NSQF	Total Enrolled	Total Under Training	Total Certified
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

\*Supporting documents for each project to be enclosed  
Additional rows may be added by the bidder,  
Form to be signed and stamped by the bidder /Head  
of the Institution

**TECH 8 Format – Approach & Methodology**

**(i) Bidder’s understanding of Skill Development and Skill Training in English, Entrepreneurship and Employability**

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

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

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

**(iv) Trainer details**

S.N.	Description	Details
1.	No. of permanent trainers 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 MEPS 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)

**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 4provided 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 English or Employability or Entrepreneurship 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*

**Annexure-A**  
**Tentative College Wise Target Allocation**

Zone	Name of District	Name of College	Target Allocated	
Zone 1	Shimla	Govt. College, Chaura-Maidan	120	
		Govt. College, Nerwa	60	
		Govt. College, Rampur-Bushhar	120	
		Govt. College, Sanjauli	120	
		Govt. College, Sarswati nagar	60	
		Govt. College, Seema	90	
		Govt. College, Sunni	60	
		Govt. College, Theog	90	
		RKMV Shimla	120	
	Kinnaur	Reckong Peo	60	
Zone-2	Sirmour	Govt. College, Paunta Sahib	150	
		Govt. College, Rajgarh	90	
		Govt. College, Sangrah	60	
		Govt. College, Shillai	60	
		Govt. College Nahan	120	
	Solan	Govt. College Arki	90	
		Govt. College Kandaghat	60	
		Govt. College Solan	150	
		Govt. College, Nalagarh	120	
Zone-3	Bilaspur	Govt. College, Bilaspur	120	
		Govt. College, Ghumarwin	120	
	Hamirpur	Govt. College, Barsar	60	
		Govt. College, Bhoranj	60	
		Govt. College, Hamirpur	150	
		Govt. College, Nadaun	100	
		Govt. College, Sujampur	60	
	Una	Govt. College, Amb	90	
		Govt. College, Bangana	60	
		Govt. College, Daulatpur Chowk	60	
		Govt. College, Una	120	
	Zone-4	Chamba	Govt. College, Chamba	180
			Govt. College, Chowari	60
Kangra		Govt. Collage Matour	30	
		Govt. College Jawala Ji	60	
		Govt. College Jawali	30	
		Govt. College, Baijnath	60	
		Govt. College, Dehri,	90	
		Govt. College, Dhaliara	60	
		Govt. College, Dharamsala	150	

Zone	Name of District	Name of College	Target Allocated
		Govt. College, Indora	60
		Govt. College, Jaisinghpur	30
		Govt. College, Nagrota Bagwan	120
		Govt. College, Nagrota Suriyan	30
		Govt. College, Nurpur	60
		Govt. College, Palampur	120
		Govt. College, Shahpur	60
Zone 5	Kullu	Govt. College, Anni at Haripur	60
		Govt. College, Banjar	60
		Govt. College, Haripur	60
		Govt. College, Kullu	180
	Mandi	Govt. College, Bassa(Gohar)	60
		Govt. College, Jogindernagar	90
		Govt. College, Karsog	90
		Govt. College, Mandi	250
		Govt. College, Sarkaghat	90
		Seraj at Lambathach	60
<b>Total</b>			<b>5000</b>