



DDU-GKY: RFP - Engagement of Project Appraisal Agencies

List of Abbreviations

The following table provides abbreviations used in this RFP.

Abbreviations	
AAP	Annual Action Plan
AP	Annual Plan
ASK	Attitude, Skill and Knowledge
BG	Bank Guaranteed
CIBIL	Credit Information Bureau (India) Limited
CTSA	Central Technical Support Agency
DDU-GKY	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
EC	Empowered Committee
EMD	Earnest Money Deposit
FT	Full Time
HR	Human Resources
IP	Intellectual Property
LWE	Left-Wing Extremists
MORD	Ministry of Rural Development
NCVT	National Council for Vocational Training
NRLM	National Rural Livelihood Mission
PAA	Project Appraisal Agency
PAC	Project Approval Committee
PIA	Project Implementing Agency
PRN	Permeant Registration Number
PWD	People with Disabilities
SC	Schedule Caste
SLA	Service Level Agreement
SOP	Standard Operating Procedures
SRLM	State Rural Livelihood Mission
SSC	Sector Skill Council
SSM	State Skill Mission
ST	Schedule Tribe
TEC	Technical Evaluation Committee
TSA	Technical Support Agency
YP	Yearly Plan
ORMAS	Odisha Rural Development & Marketing Society

Table of Contents

1	Introduction	6
2	Invitation to bid	9
3	Scope of Work	12
3.1	Overview of the DDU-GKY Project Appraisal	12
3.2	Detailed Process for Project Appraisal	16
3.2.1	Indicative Parameters for Qualitative Appraisal	20
3.3	Volume & Frequency Details	22
3.4	Period of Empanelment	25
3.5	Resource Requirements	25
3.5.1	Requirement for Toolkit & Training	25
3.5.2	Qualifications of Resources	25
3.6	Project location	27
3.7	Payment Terms	27
3.8	Process of Allocation of Appraisal work to PAAs by DDU-GKY Central Office ..	28
3.9	Process of Selection of PAA by the SSMs/SRLMs	28
4	Instructions to the bidders	30
4.1	General Guidelines	30
4.2	Validity of Proposals submitted	31
4.3	Clarifications on proposals submitted	31
4.4	Amendments to RFP Document	31
4.5	Disqualification	31
4.6	Performance Bank Guarantee	31

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

4.7	Period of Empanelment.....	32
4.8	Confidentiality.....	32
4.9	Disclaimer.....	32
4.10	Other Terms and Conditions	32
4.11	Conditions of empanelment contract.....	34
4.12	Commercial Terms	34
4.13	Miscellaneous terms & Conditions	37
5	Evaluation of the bids.....	40
5.1	Pre-qualification evaluation	40
5.2	Technical Evaluation.....	42
5.3	Financial Evaluation	45
5.4	Final Evaluation.....	46
	Annexure 1: Categorization of States.....	47
	Annexure 2: Pre-Qualification and Technical Bid Forms.....	49
	Form 1 - Notice of Intent to submit proposal in response to RFP Notice.....	49
	Form 2 - Details of responding agency.....	52
	Form 3 - Details of Responding agency - Technical Evaluation format.....	54
	Form 4 - Details of Experience of responding agency	57
	Form 5 - Team Composition and Task Assignments.....	59
	Form 6 - Curriculum Vitae (CV) for Proposed Professional Staff-Template.....	60
	Form 7 - Work Schedule template.....	62
	Form 8 - Format of Earnest Money Deposit (Bank Guarantee - Sample Format)	63
	Form 9 - Format of Performance Bank Guarantee (Sample format).....	64
	Form FIN- 1: Financial Proposal Submission Form.....	66

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

Form FIN- 2: SummaryofCosts..... 66

Annexure 3 – ProjectApplicationForm..... 67

1 Introduction

The Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the DDU-GKY - Deen Dayal Upadhyaya Grameen Kaushalya Yojana (erstwhile known as the Aajeevika Skills Program). The vision of DDU-GKY is **“Empowering the Rural Poor Youth into Economically Independent and Globally Relevant Workforce”**.

DDU-GKY aims to achieve this vision with an inclusive agenda, standard-led delivery focused on industry requirements and its outreach that makes skills acquisition aspirational amongst the rural poor, thereby helping to create an empowered and productive workforce.

DDU-GKY is unique in its focus and approach to skilling. It is the only national level program that is fully focused on youth from poor rural families to ensure that the majority of the potential demographic dividend which resides in the villages of the country are equipped with skills to participate in economic growth of the country. In its design and mandate, DDU-GKY gives priority to disadvantaged groups such as the SC/ST/women/minorities and people with disability (PWD), victims of human trafficking and particularly vulnerable tribal groups (PVTGs) and other such vulnerable groups.

DDU-GKY has many “firsts” to its credit. It is the first program to launch **“Roshni”** which is a placement linked skill training program aimed at rural youth in left-wing extremist (LWE) districts of the country. Similarly, DDU-GKY is a pioneer in launching **“Himayat”** aimed at providing skills and employment to the youth of Jammu and Kashmir. Both of these programs have been highly appreciated by all stakeholders and have now become the norm for providing productive alternatives in conflict areas. DDU-GKY also has been pioneer in setting the very first standards for infrastructure and processes for skill delivery in the country, supported by a quality framework that puts self-regulation at the heart of its quality policy. In its objective to benchmark skills to global standards, DDU-GKY has also been the first mover to introduce information technology supported by tablets for every trainee, soft-skills and English language delivery.

DDU-GKY is implemented through a 3 tier structure with MoRD at the apex as the policy making, facilitation and coordination agency; the State Skill Missions (SSMs) / State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and external organizations (Corporates, Societies, NGOs, Private Skill Training providers) as Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a core role for SSMs/SRLMs in driving program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>.

The Project Implementation Agencies (PIAs), under the DDU-GKY program, play the critical role of skilling and placement providers. The PIAs, after a due process of registration, submit comprehensive project applications to DDU-GKY **which need to be assessed** based on the guidelines and various notifications as well as based on qualitative parameters. The assessments (appraisals) are conducted by DDU-GKY central unit for the yearly plan states (YP States) and by the state agencies themselves for the annual plan (AP States). During the course of October to March 2014-15, DDU-GKY has received 1840 proposals from PIAs

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

including 1280 proposals for YP States and 560 proposals for AP states which were appraised. The DDU-GKY now intendstoempanelasetof **ProjectAppraisalAgencies'(PAAs)** toperformprojectappraisalsat the Center and the States. The shortlisted **'Project Appraisal Agency' (PAA)** shall be an organization who would provide services related to desk and field appraisal as per the requirement ofDDU-GKY.

It is DDU-GKY's policy to require that the firms observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, DDU-GKY defines, for the purposes of this provision, the terms set forth below as follows:

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

- (i) "Corrupt practice" means the offering, giving, receiving, or soliciting anything of value to influence the action of officials in the selection process or in contract execution; and "Fraudulent practice" means a misrepresentation of facts in order to influence the selection process or the execution of a contract in a way which is detrimental to DDU-GKY, and includes collusive practices among firms (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive DDU-GKY of the benefits of free and open competition.
- (ii) DDU-GKY will reject a proposal for award if it determines that the agency recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- (iii) DDU-GKY will declare an agency ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the agency has engaged in corrupt or fraudulent practices in competing for and in executing the contract.
- (iv) DDU-GKY shall have the right to terminate the contract of any agency if any employee or sub-contractor of the PAA is found to violate any terms of the contract including participation in collusion, fraud, misrepresentation, mis-guidance or any action detrimental to the appraisal process or to DDU-GKY
- (v) PIAs and the subsidiaries or related entities are not allowed to participate in this contract.

DDU-GKY invites bids from agencies to carry out project appraisals of proposals submitted to DDU-GKY. The appointment of agencies will be for a period of two years extendable by 1 year based on satisfactory performance of the appraisal agency.

2 Invitation to bid

With a view to strengthen the project appraisal process of DDU-GKY and ensure SLA bound completion of appraisals, it is proposed to empanel services of reputed, professional and competent agencies as Project Appraisal Agencies (PAAs).

This RFP is being offered only to those agencies / companies meeting the requirements of requisite skills and expertise in the above mentioned areas for providing project appraisal services for implementation of DDU-GKY projects. Such agencies/companies should also provide resources/manpower meeting the requisite qualifications and experiences required for the project (detailed in RFP).

Interested agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been made after careful study and examination of this document with full understanding of its terms, conditions and implications. It is to be noted that a SSMS/SRLM may have the same agency as both PAAs and Technical Support Agency (TSA).

Interested agencies may download the RFP document from the website <http://ddugky.gov.in>.

All proposals submitted in response to the RFP document must be accompanied by an Earnest Money Deposit of Rs. 3,00,000.00 (Rs. Three lakhs only) in the form of a bank guarantee as per the format prescribed in this RFP document.

Any subsequent corrigenda/clarifications will be made available on [ORMAS.org website](http://ORMAS.org). **The engagement process of agencies will be a three stage process comprising of - Pre-qualification, Technical qualification and Commercial** and shall be done as per method and procedures described in this RFP.

The ORMAS invites proposals from the companies to provide these services as per the Scope of Work and Terms & Conditions mentioned in this RFP.

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

Key Events and Dates

S. No.	Particular	Details
1.	Document Reference No.	FILE NO J-17060/321/2015 DDU-GKY
2.	Advertisement Date	21-10-2016
3.	Start date of issuance / sale of RFP document	21-10-2016
4.	Last date for Submission of Queries	11-11-2016
5.	Pre-Bid Conference	Date: 11-11-2016. Time: 2:00 pm Location: ORMAS, Conference Hall, SIRD Campus, Unit -VIII, Bhubaneswar.
6.	Issue of Corrigendum / Addendum	TBC ¹
7.	Last date and time for Bid Submission	11-11-2016
8.	Date and time of opening of Pre-Qualification bids	11-11-2016

¹To be communicated

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

9.	Date and time for opening of Technical bids	Will be intimated later to qualified respondents.
10.	Date and time of Technical Presentations	Will be intimated later to qualified respondents.
11.	Date and time for opening of Commercial bids	Will be intimated later to qualified respondents.
12.	Contact person for queries	aajeevikaskills.odisha@gmail.com with CC : Shri Ravi Srivastava procurement.ormas@gmia.com
13.	Addressee and Address at which proposals in response to RFP notice are to be submitted:	Shri. B. N. Das, Executive Director, ORMAS ORMAS, Conference Hall, SIRD Campus, Unit -VIII, Bhubaneswar.

3 Scope of Work

3.1 Overview of the DDU-GKY Project Appraisal

The 'Project Appraisal Agency' (PAA) will be required to provide support to ORMAS, DDU-GKY, Panchyati Raj Department, through all the stages of project appraisal as stated in the [Notification No 28/2015](#) and available in the DDU-GKY website (<http://ddugky.gov.in>). A high-level overview of the appraisal process for YP States and for AP States is illustrated below²:

² While the high-level process shall be as defined in the Notification No 28/2015, the processes illustrated and elaborated below are indicative detailed level process

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

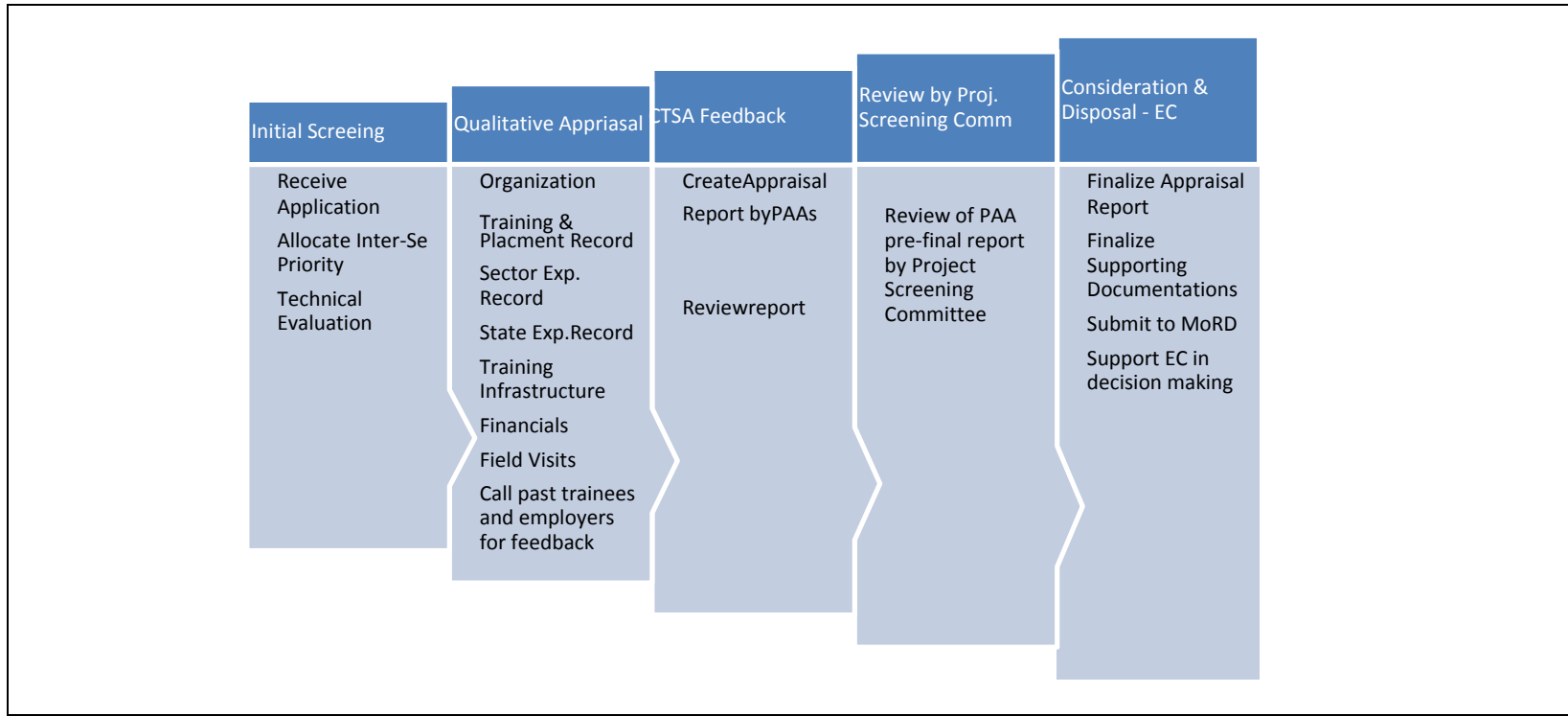
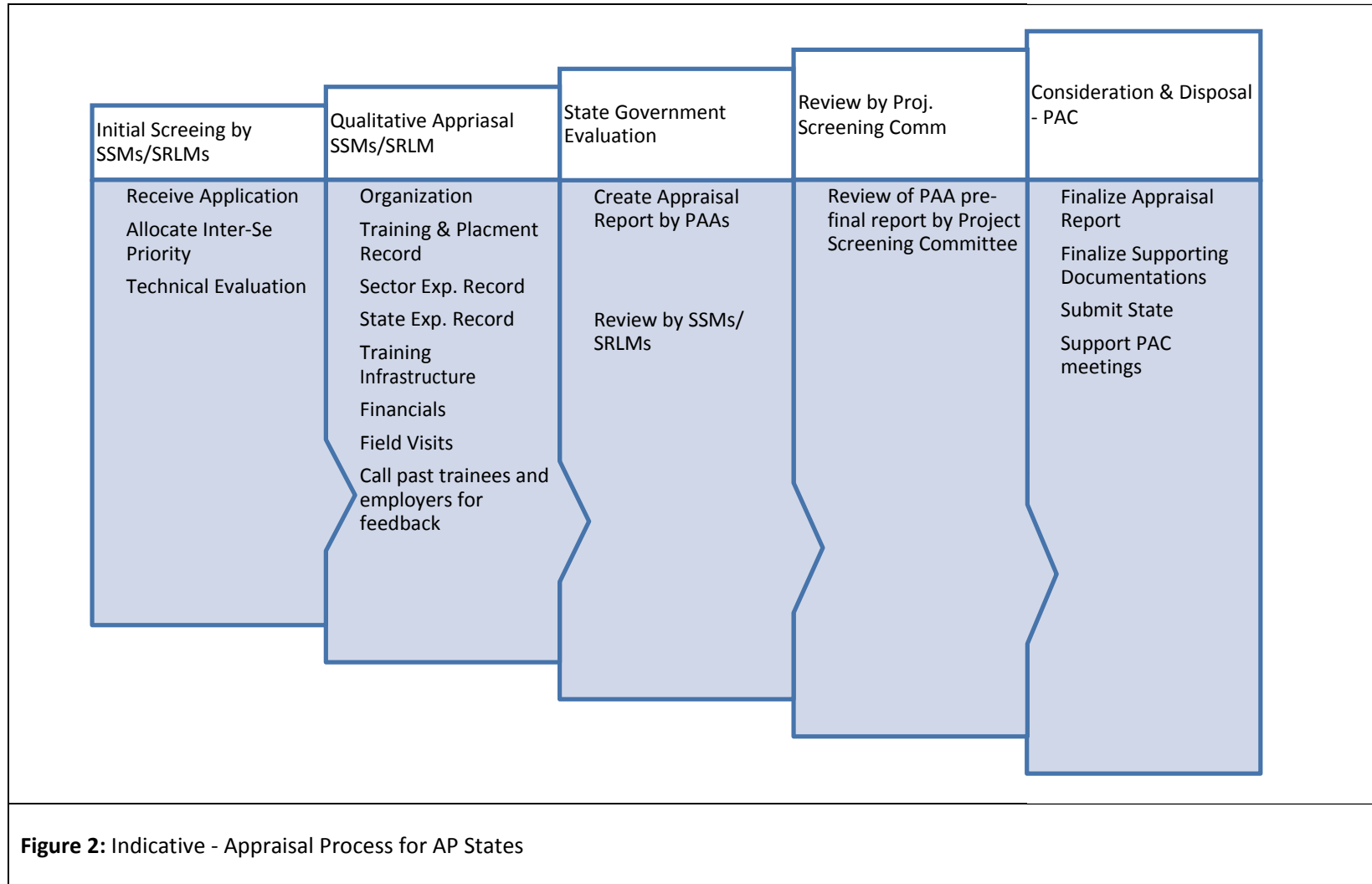


Figure 1: Indicative - Appraisal Process for YP States

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies



DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

The project appraisal is done in multiple steps as illustrated above. Prior to submission of any project application, the Project Implementation Agency (PIA) must receive a PIA registration number (PRN) by registering and providing adequate documentation through the DDU-GKY [website](#). A PIA may submit project applications for approval post once they are registered through the site. A sample of the Project Application form is provided in **Annexure 3**.

3.2 Detailed Process for Project Appraisal

The 'Project Appraisal Agency' (PAAs) will be required to provide support to ORMAS, Skill Development Cell, DDU-GKY, ORMAS at its headquarters in Bhubaneswar where the applications are appraised through all the stages of project appraisal as stated in the [Notification No 28 /2015](#) in the DDU-GKY website (<http://ddugky.gov.in>) and summarized below. Potential PAAs are strongly recommended to review the extant guidelines/Standard Operating Procedures/Notifications available in DDU-GKY website before submission of their response.

The appraisal steps ("Scope of work") is categorized into four major stages as follows:

- A. Stage I – Initial Screening of the project applications
- B. Stage II – Qualitative Appraisal
- C. Stage III- State Government evaluation and recommendation for a project application (in case of YP State proposals), and CTSA review (in case of proposals in Annual Action Plan States)
- D. Stage IV – Consideration and disposal of application by Competent Authority

S.No.	Appraisal Steps	Sub- Processes	Indicative Timelines for Completion (in Work Days)
1.	Stage I: Initial Screening of the project applications	<p>All DDU-GKY Project applications, including Roshni projects, shall be filed in the new application form notified by the Ministry. The application form allows for a process to shortlist applications based on inter-se priority based on category of applicant and proposed project design. A minimum technical score of 10 shall be essential for being considered for sanction.</p> <p>Each project application meeting the minimum technical score will be checked for complete documentation by Project Appraisal Agency (ies) in MoRD in case of YP</p>	5 Days

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

		States, and by SRLM/State Skills Mission (State Level Appraisal Agency) in case of Action Plan ³ States.	
2.	Stage II: Qualitative Appraisal	<p>In this phase, the PAA shall, at the outset, develop a <i>detailed framework & process for appraisal of the application (s)</i> received under DDU-GKY program as per the extant guidelines / SOP/ notifications and ensure approval from MoRD/ SSMs/SRLMs. The PAAs shall perform an in-depth assessment validating the credentials submitted by the applicant/Project Implementation Agency (PIA) based on the six broad parameters stated in the notification:</p> <ol style="list-style-type: none"> i. Organization strength: PAAs will undertake a detailed review of the applicant’s experience, HR capacity reputation, size of the organization, vision of the management team, robustness of internal organizational policies, quality of trainers, etc. ii. Training & Placement track record: PAAs will assess the PIA’s training track record by reviewing the training type, certifications, trades etc. through the documentation provided. The PAAs further shall validate the training and placement information through feedback from the previous trainees, placement partners. This feedback shall be obtained through a well devised method of randomized selection of trainees / placement partners and performing out-bound calling. The total number of calls to be made may be based on statistically devised method and shall consider response rate, follow-up calls and other factors. iii. Sector Experience: Assess past experience of the PIA in conducting the training of the proposed sector/trade, alignment of course curriculum with the certifying agencies, etc. iv. Experience in the Proposed State: Assess past experience in conducting training in proposed 	30 Days

³ Bidders may note that reference to Annual Action Plan States (AAP) in the reference documents – Guideline, SOP, Notifications etc. are to be read as ‘Action Plan’ (AP) states.

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

		<p>state including number and types of trainings and placement and mobilization strategies, tie-ups with Employer for proposed project, mapping with skill-gap assessment for the state & trades proposed</p> <p>v. Training infrastructure: Assess the existing training infrastructure including training infrastructure at the proposed location, center locations, no. of seats, equipments as per trades based on curriculum information, roll-out plan for proposed project, etc.</p> <p>vi. Financials: Perform a financial due diligence of the PIA in terms of organization and funding requirements for the proposed project. Assessment of project cost, costing per student against industry average for a particular trade and assessment of proposed funding against revenue of the agency</p> <p>vii. Field Visits: Field visits are a critical component of the appraisal process and need to be made as detailed in the notification.</p> <p>viii. Creation of Appraisal Report – The PAAs shall collate and create the appraisal report for the project including all the supporting documentation, appraisal scorecard, call response details as verified can be collected and shall submit copies to MoRD and State Agencies as notified/ indicated by MoRD for review by the Empowered Committee (YP States)/ Project Approval Committee (PAC) for AP states. The PAAs may also be called upon to present their findings to the appropriate committees through presentations/ documentation.</p>	
3.	<p>Stage III – State Government Evaluation OR CTSA Feedback</p>	<p>a. PAAs (in case of YP States) will submit the final Project Appraisal report to MoRD and a copy to SRLM/SSM recommending a project proposal for approval by EC based on Appraisal scorecard.</p> <p>b. In case of projects in Annual Action Plan states, the PAA/s performing appraisal at the respective</p>	<p>20 Days</p>

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

		<p>StateshallfurnishProjectAppraisalReporttoPAC, with a copy to CTSA designated forState.</p> <p>The appraisal scorecard will have scores for each of the above mentioned seven parameters and its sub-components (equally divided) on a scale of 1 to 10 The scores are colour-coded (as detailed in notification) so as to determine which proposals will be recommended for approval.</p> <p>c. In case of YP state projects, applications qualifying Stage I and II of appraisals shall be sent to State Government along with PAAs appraisal for recommendation and commitment to share its share of funds for project. SRLMs / SSMs will forward the feedback on the detailed appraisal report by PAAs to MoRD. In case State Government does not recommend the project, the application shall be rejected and information placed beforeEC.</p> <p>d. In case of projects in Annual Plan States, applications qualifying stage I and II shall be sent to CTSA designated for the State for feedback and comments. The recommendations of CTSA shall be placed before thePAC.</p>	
<p>4.</p>	<p>Stage IV – Consideration and disposal of application by Competent Authority</p>	<p>All project applications which have cleared the three stages of appraisal, as stated above:</p> <p>a. In case of YP State, shall be placed before the Empowered Committee for NRLM by the PAA/s for consideration anddisposal.</p> <p>b. In case of Annual Action Plan States, shall be placed before Project Appraisal Committee (PAC) in State Government by the PAA/s for consideration anddisposal.</p> <p>c. While placing Stage I, II and III qualified project applications before the competent authority, PAAs shall check whether the PIA applicant has been served Show-cause notice under SOPor</p>	<p>25 Days</p>

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

		has been de-barred/black-listed under SOP, and place this information to the competent authority. In case a show-cause notice is pending, the application shall be recommended for being deferred till the show-cause procedure is complete. Note: Disposal means either approval or rejection.	
5.	<i>Collation and Communication to PIA on the status of the Project</i>	Providing information to the PIAs on the success or failure of their project application.	10 Days

3.2.1 Indicative Parameters for Qualitative Appraisal

The ‘Stage II: Qualitative Appraisal’ step defined in the previous section above is a critical step requiring detailed, holistic, comprehensive and verifiable assessment of the project application. This appraisal step also requires that the PAAs interact with the employers and trainees to receive direct feedback as well as visit the PIAs headquarter and training center (the number of training center shall be at least 1 (one)) to make an assessment of the PIA. To assist the potential PAAs in understanding the quantum of work required as well as to provide guidance, the parameters of qualitative appraisal are further refined below. Potential PAAs may note that ORMAS reserves the right to modify any of the parameters and process of appraisal as and when required. Further, the PAAs are required to provide input towards strengthening the process to ensure effective outcome from the project appraisal process.

1. Qualitative Appraisal Area: Organizational Strength		
Sub-Item	Sub-Area	Description
U1	Experience	Does the organization or any of the promoters and directors have experience in training at a scale that is at least half of the proposed project size?
U2	CIBIL	CIBIL score of directors & promoters. Please count for how many promoters or directors, the score is less than 650.
U3	Regulatory compliance	Degree of regulatory compliance. For last three years, three areas: 1) payments with respect to income tax, service tax; 2) maintenance of board minutes; 3) adverse audit observations

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

U4	Quality documents and compliance	Crosschecking the quality document across the key stakeholders noted in the document (Quality team, management, centers). Check stakeholders' knowledge of policy and their roles and responsibility, and whether processes are followed as frequently as they should be.
U5	Trainers	Project readiness to hire quality trainers and program management. 1. Clarity on account of profiles, sourcing, and training of trainers as per norms that match or exceed NCVT 2. Salaries of trainers. 3. Team composition has been decided, project head and quality head have been identified
2. Qualitative Appraisal Area: Training and Placement Record		
Sub-Item	Sub-Area	Description
V1	Alumni Salaries	Feedback from alumni about starting and current salaries. (Sample of 3% of past candidates)
V2	Alumni Feedback on Quality of Training	Feedback from alumni about training quality (Sample of 3% of past candidates)
V3	Employer feedback on candidates	Feedback from employer about candidates' ASK To be asked to employers: How would you rate the candidates on an average that are placed in your organization in terms of attitude, skills, (technical, language, IT), and knowledge? (Sample of 5 biggest employers; increase sample to 10 if score is between 0 to 2 for a sample of 5)
V4	Employer feedback on training institutes	Feedback from employer about PIAs capability. How would you rate the training organization (applicant) in terms of sourcing & training capability to suit their recruitment needs. (Sample of 5 biggest employers; increase sample to 10 if score is between 0 to 2 for a sample of 5)
3. Qualitative Appraisal Area: Sector Experience		
Sub-Item	Sub-Area	Description
W1	Project Readiness - Courses & Modules	Is the study material related to course finalized, or if not, is there a clear plan to develop content? Are there plans to take industry inputs, especially from potential employers, about their hiring requirements and designing courses specific to their needs?

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

W2	On the job training	What is the plan for providing on the job training? Have confirmations been received from industry?
4. Qualitative Appraisal Area: Experience in Proposed State		
Sub-Item	Sub-Area	Description
X1	Project Readiness - Indicators of placement	1. Have you identified the potential employers for the beneficiaries? What are their names? Are there any longer term alliances with any of these employers? 2. How many did you approach & received Lol & how many are potential for issuing Lol? 3. By what time frame will Candidates be placed after certification?
5. Qualitative Appraisal Area: Training Infrastructure		
Sub-Item	Sub-Area	Description
Y1	Procurement and Asset Management	0. Is the existing infrastructure sufficient for proposed project, and if not, what is the plan for procurement of such equipment? 1. Is there a mechanism to procure standardized training and lab equipment that can be verified against the standards? 2. Do any industry bodies prescribe training equipment? If not, has the applicant developed its own standards?
6. Qualitative Appraisal Area: Financials		
Sub-Item	Sub-Area	Description
Z1	Financial risks	What is debt to equity ratio in the enterprise? Is it highly leveraged by debt? Use the balance sheet.
Z2	Grant vs. Turnover	What is the ratio of Grant/Project Size to Total Turnover. Use CA certificate.
Z3	Working capital	Look at the working capital for last 3 years and how it is financed.
Z4	Trend analysis	Do any of the following show a negative growth rate over last three years based on audited financial statements? Profits, net worth, net working capital, equity-debt ratio.

3.3 Volume & Frequency Details

ORMAS has received project application for appraisal and funding as detailed in the table below. The potential PAA may consider this information as indicative only and MoRD does not provide an expressed or implied guarantee with respect to expected volume of proposals that will be received during the duration of contract with PAAs.

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

The potential bidder may note that DDU-GKY reserves the right to change the Guidelines, Notifications and the appraisal processes detailed at any point in time.

Table 1: Year and Month-wise Project applications received in DDU-GKY (Center and States)

Year and Month	Number of Project Applications Received
2013	
Sep	3
Oct	152
Nov	186
Dec	115
2014	
Jan	132
Feb	191
Mar	86
Aug	68
Sep	37
Oct	40
Nov	50
Dec	46
2015	
Jan	16
Feb	5
Mar	1
Grand Total	1128
Average Per Month	75

Table 2: State-wise distribution of past Project Applications

State	Total No. of Proposals received
Uttar Pradesh	110
Madhya Pradesh	98
Maharashtra	96
Assam	94

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

Chhattisgarh	80
Jharkhand	76
Karnataka	53
Meghalaya	51
West Bengal	42
Manipur	39
Uttarakhand	39
Haryana	38
Sikkim	38
Tripura	38
Himachal Pradesh	35
Nagaland	31
Arunachal Pradesh	30
Odisha	26
Kerala	23
Mizoram	23
Bihar	19
Andhra Pradesh	16
Punjab	15
Goa	5
Delhi	2
Gujarat	2
Jammu & Kashmir	2
Rajasthan	2
A&N Islands	1
Chandigarh	1
D&N Haveli	1
Pondicherry	1
Tamilnadu	1

Table 3: Category-wise distribution of past Project Applications

Category	Total No. of Proposals received *
A	215
B	426
C	487
Grand Total	1128

3.4 Period of Empanelment

The PAA shall be empaneled for a period of two (2) years from the date of signing of the agreement which may be further extended for a period of 1 year if so deemed necessary and based on the performance of the PAAs. DDU-GKY shall have the right to perform audits, random checks and perform other due diligence to evaluate the performance of the PAAs.

3.5 Resource Requirements

The agency is required to deploy the team necessary to complete the appraisals as per schedule (within 90 days). The agency may note that current completion timeframe may be modified by ORMAS/MORD during the course of the contract.

The agency would be required to deploy an appropriate Team consisting at the minimum of Appraisal Director (minimum 12 years exp.), a Full Time on-site Project Manager, and appraisal Specialists and Team members who shall be full-time during appraisal phase). ORMAS/MoRD or SSMs/SRLMs may request the PAA to deploy additional resources based on the volume/ rate of projects and timeframe as required. PAAs may scale up / down their resources, except the minimum, as per their requirements.

3.5.1 Requirement for Toolkit & Training

All personnel who are to be deployed for project appraisal must be trained by the PAAs on the appraisal process before they are deployed to do the appraisal. All empaneled PAAs must provide their current training toolkit, which shall include audio-visual and other tools, to DDU-GKY for review. The IP rights of the appraisal toolkit shall be jointly shared by DDU-GKY and PAA thus enabling knowledge sharing within the appraisal agencies and with the states.

3.5.2 Qualifications of Resources

The tasks assigned for various positions are as follows:

Position	Tasks Assigned
Project Director	<ul style="list-style-type: none"> • Overall responsibility for the appraisals done by the PAA • Review of the deliverables, milestones and timelines • Attending important meetings • Provide inputs on best practices from other States/countries

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

Project Manager (full time)	<ul style="list-style-type: none"> • Leading the team & reporting to keystakeholders • Complete project appraisal as per timelines • Monitor appraisal process and work allocation including project allocations during all stages of appraisal • Identify and define project risk and risk mitigation strategy for projects appraised • Create progress reports & submit to supervising officer
Project Appraisal Personnel	
Appraiser(s)	<ul style="list-style-type: none"> • Perform validation and verification of the documents submitted for the project by the PIA • Review all submitted information, check inter-se priority • Review technical scoring, marks obtained and perform validation based on documentation • Perform qualitative appraisal as per process defined • Perform direct checks with trainees and employers for feedback and scoring • Perform field visits to PIA Headquarter and training centers. • Create project profile, dossier with supporting documentation and reports • Create presentation for the EC/ PAC for project approvals • Review and co-ordinate with States / Center for feedback on the project

Qualifications and Description of Resource Profiles:

Position	Profile description
Project Director	<ul style="list-style-type: none"> • Bachelor's degree with MBA(Finance) or CA • Degree in law shall be given preference • Overall experience of 12 years in project appraisal, financial & investment advisory services, financial due diligence • Experience in defining appraisal processes and leading large appraisals • Experience in engagement of diverse stakeholders and client coordination and delivering projects in Government sector • Experience in interacting with senior levels in the government • Experience of handling teams with more than 20 members for large project management units.
Project Manager (full time)	<ul style="list-style-type: none"> • Bachelor's degree / Master's degree (Finance) OR CA • Degree in law shall be given preference • Overall experience of 7 years in project appraisal, financial & investment advisory services, financial due diligence • Experience of performing appraisals for projects and programs • Experience in project / program management with hands-on skill in meeting deadlines and milestones • Experience in client engagement and co-ordination

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

Position	Profile description
	<ul style="list-style-type: none"> • Should have ability to lead, motivate and direct the team to achieve the objectives of the client • Should have ability to identify, anticipate and address the project risks • Should have excellent oral & written communication skills • Should gain detailed knowledge of extant guidelines/ SOP/ notifications of DDU-GKY with respect to projects and project appraisal
Project Appraisers	
Project Appraiser(s)	<ul style="list-style-type: none"> • Bachelor's degree (Finance) or CA • Degree in law shall be given preference • Overall experience of 2 years in project appraisal, financial & investment advisory services, financial due diligence • Experience of performing appraisals for projects and programs in private and government sector • Ability to work with strict timelines in meeting deadlines and milestones • Experience in client engagement and co-ordination • Detailed oriented with excellent written and oral communication skills • Should gain detailed knowledge of extant guidelines/ SOP/ notifications of DDU-GKY with respect to projects and project appraisal

3.6 Project location

The full-time resources of PAA teams shall work out with ORMAS (for Manager) or their own offices for appraisals throughout the duration of the project. Travel, where required, for visiting PIA Headquarters and training centers and for field visits shall be borne by the PAAs.

3.7 Payment Terms

The terms of payment for the PAA would be as follows:

S.No.	Mile Stone	Amount
1.	Completion of Stage I & Stage II (Except field appraisal)	25%
2.	Evaluation and disposal of the proposal by the EC / PAC	75%

3.8 Process of Allocation of Appraisal work to PAAs by DDU-GKY Central Office

The process of allocation of the projects for appraisal to the empaneled agencies for YP States shall be made based on a **quantum of proposals received and shall be allocated in a round-robin basis** to all the empaneled PAAs.

3.9 Process of Selection of PAA by the SSMs/SRLMs

The process of selection of PAA by the SSMs/SRLMs from the list of empaneled agencies is as follows.

- i. DDU-GKY shall communicate the list of empaneled agencies to all the SSMs/SRLMs as well as the discovered rates for project appraisal
- ii. States are not bound to choose appraisal agencies empaneled through this process and may choose to empanel / select their own appraisal agencies after communicating the same to MoRD
- iii. States may choose to select PAAs as per the ranking of PAAs done through this empanelment process OR perform a selection as per the 'Alternative Method' detailed below
- iv. States may choose more than one PAA if required
- v. 'Alternative Method' for Selection of PAAs
 - a. The SSMs/SRLMs shall constitute a Selection Committee for selection of PAA and seek approval from the PAC on the process of selection of PAA.
 - b. Based on the decision of the Selection Committee, the SSMs/SRLMs shall send notices to ALL the empaneled agencies/companies on the selection process and the schedule of presentations before the selection committee for selection of PAA.
 - c. Upon the receipt of the invitation from the SSMs/SRLMs, interested empaneled agencies may choose to send a proposal with the following items - a) Staff profiles based on the list of actual resources to be deployed and b) Experience of the firm in the State. The proposal submitted by the empaneled agency shall be considered as the foundation of the PAA contract.
 - d. Interested empaneled agencies/companies may be asked to make a presentation before the selection committee on the scheduled date.

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

- e. Interested empaneled agencies shall propose the following resources for PAA. i) Project Director (part-time), ii) Project Manager (Full-time) iii) Appraisers; based on their assessment of the resource requirement for theState.
- f. The selection committee shall evaluate the following a) Resource profiles provided/interviewed and b) other parameters such as experience in theState.
- g. The results of evaluation of selection committee shall be put up to the PAC for final approval and shall be communicated toMoRD

4 Instructions to the bidders

4.1 General Guidelines

The instructions for submitting proposals in response to the RFP are mentioned below:

1. The proposals submitted in response to this RFP, and all associated correspondences shall be written in English and shall conform to the forms 1 to 8 for the technical proposals and forms FIN-1 and FIN-2 for the financial proposals as prescribed in Annexure. Any interlineations, erasures or overwritings shall be valid only if they are initialed by the authorized persons signing the proposal.
2. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals received prior to the closing time and date for receipt of proposals shall be taken as valid.
3. Two hard copies and one soft copy (on a non-rewriteable CD) of the technical proposal in a separate sealed envelope and one hard copy of the financial proposal in a separate sealed envelope, prepared in accordance with the procedures enumerated in the RFP documents should be submitted in a cover sealed envelope to DDU-GKY, ORMAS no later than the date and time laid down, at the address given in the Section 1.
4. The envelopes should be super scribed with "TECHNICAL PROPOSAL-RFP for Empanelment of Project Appraisal Agencies for Skill Development Cell, DDU-GKY Division, ORMAS, SIRD CAMPUS, UNIT_VIII, Bhubaneswar" and "FINANCIAL PROPOSAL--RFP for Empanelment of Project Appraisal Agencies for Skill Development Cell, DDU-GKY Division, ORMAS, SIRD CAMPUS, UNIT_VIII, Bhubaneswar" as the case may be. The sealed envelopes containing the TECHNICAL PROPOSALS and the FINANCIAL PROPOSAL should be placed in a larger single envelope, properly sealed, and superscribed with "RFP for Empanelment of Project Appraisal Agencies for DDU- Skill Development Cell, DDU-GKY Division, ORMAS, SIRD CAMPUS, UNIT_VIII, Bhubaneswar – DO NOT OPEN BEFORE ***** ON *****". All envelopes should be addressed to the Addressee specified at SI No ***** of section 1 and bear the name and address of the agency/agency submitting the proposal. CD media must be duly signed using a "Permanent Pen/Marker" and should bear the name of the agency/agency, submitting the proposal.
5. The proposals submitted should be concise and contain only relevant information as required under this RFP document.
6. The Companies / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. DDU-GKY shall, in case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

4.2 Validity of Proposalssubmitted

The proposals submitted by the Companies/agencies shall remain valid for a period of 180 days after the closing date (deadline) for submission of proposals prescribed in this document. A proposal valid for shorter period may be rejected as non-responsive. DDU-GKY may solicit the respondents' consent to an extension of RFP validity (but without the modification in their Proposal).

4.3 Clarifications on proposalssubmitted

During evaluation, DDU-GKY may, at its discretion, ask the respondents for clarifications on their proposals. The Companies/agencies are required to respond within the time frame prescribed by DDU-GKY.

4.4 Amendments to RFPDocument

At any time prior to deadline for submission of proposals, DDU-GKY may for any reason, modify the RFP document. The prospective respondents having received the RFP document shall be notified of the amendments through website and such amendments shall be binding on them.

4.5 Disqualification

DDU-GKY may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the agency:

- a. Submitted the proposal after the responsedeadline;
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibilityrequirements;
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding threeyears;
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- e. Failed to provide clarifications related thereto, when sought;
- f. Submitted more than oneproposal;
- g. Has been blacklisted by any Central / State Government (incl. its department/agency) or was declared ineligible by the Government of India/SSMs/SRLMs for corrupt and fraudulentpractices.

4.6 Performance BankGuarantee

Within 7 days of the selected Companies being intimated about their empanelment they are to submit a PerformanceBankGuaranteeforRs15.00lakhsintheformofunconditional, unequivocalandirrevocable Bank Guarantee (BG) from any Scheduled Indian Bank and valid for two years from the date of

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

empanelment and any applicable extension periods as may be mutually accepted. The Earnest Money Deposit submitted as security will be discharged after the receipt of this Performance Bank Guarantee from the agency selected for empanelment. For others it would be returned after the completion of the empanelment process.

4.7 Period of Empanelment

The empanelment would be for an initial period of two (2) years, extendable by a year based on the performance of the PAA and requirements of DDU-GKY.

4.8 Confidentiality

Information relating to the examination, clarification, comparison and evaluation of the proposals submitted shall not be disclosed to any of the responding Companies or their representatives or to any other persons not officially concerned with such process until the selection process is over. The undue use by any responding agency of confidential information related to the process may result in rejection of its proposal.

4.9 Disclaimer

Proposals received late will not be considered and will be returned unopened to the respondents. DDU-GKY reserves the right to (a) reject any / all proposals without assigning any reasons thereof, b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of DDU-GKY, MoRD and the objective of the scheme without assigning any reasons thereof and c) include any other item in the scope of work at any time after consultation in the pre-proposal meeting or otherwise.

4.10 Other Terms and Conditions

- i. The selected PAAs will be fully and completely responsible to the DDU-GKY/ SSMs/ SRLMs for all the deliverables.
- ii. The interested bidders shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the bidder or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with the DDU-GKY or its PIAs. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the bidder to complete the requirements as given in the RFP.
- iii. DDU-GKY requires that the firms should provide professional, objective, and impartial advice and at all times hold the interests of the DDU-GKY paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

- iv. DDU-GKY reserves the right to accept or reject any bid, to annul the entire bid process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) the grounds for such decision. DDU-GKY also reserves the right to negotiate with the successful bidder if necessary.
- v. The DDU-GKY will manage the project and the proposed resources shall report to the designated Officer. Other teams / committees / stakeholders will work in close proximity with the selected firms to oversee the deliverables of the project.
- vi. In case any of the proposed resources are found to be not performing or not meeting the expectations of the DDU-GKY, the firms shall find a replacement for the resource. The DDU-GKY will evaluate the replacement profile and indicate the acceptance / rejection of the profile.
- vii. The DDU-GKY reserves the right to terminate the contract by giving a notice of one month if the performance of the agency is not found satisfactory. The agency shall be given a period of fifteen days to cure the breach or fulfill the contractual obligations, failing which the DDU-GKY shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is in default.
- viii. The agency to be selected through this bid process will provide deliverables as indicated in this document and support DDU-GKY project appraisals. The agency should note that as a part of requirement for this assignment the agency will share with DDU-GKY all intermediated documents, drafts, reports and any other item related to this assignment. No work products, methodology or any other methods used by the agency should be deemed as proprietary and non-shareable with DDU-GKY by the agency.
- ix. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of DDU-GKY except to the extent required for submitting bid. The information contained in this document is only disclosed for the purposes of enabling you to submit a proposal for DDU-GKY – Empanelment of PAA. This document should not therefore be used for any other purpose. This document contains proprietary information furnished for evaluation purposes only; except with the written permission of the DDU-GKY, such information may not be published, disclosed, or used for any other purpose. You acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of DDU-GKY. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with DDU-GKY. Bidders must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.
- x. If at any stage of the tendering process or during the currency of the agreement, any suppression / misrepresentation of such information is brought to the knowledge of DDU-GKY, then the Department will have right to reject the bid or terminate the agreement, as the case may be, without any compensation to the bidder.

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

- xi. The bidder shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the information available in the bid.

4.11 Conditions of empanelment contract

The operating clauses would emerge from the technical and financial processes finalized with the Empaneled Project Appraisal Agencies selected for the project. In addition, the empanelment contract will inter-alia include the following terms:

a) Definitions

In the Empanelment Contract, the following terms shall be interpreted as indicated:

“DDU-GKY” means the **DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU-GKY)**, ORMAS, Panchyati Raj Department, Govt. of Odisha; or any other authorized representative of the ORMAS.

The “Contract” means the empanelment agreement entered into between the DDU-GKY and the EMPANELLED Consulting agency as recorded in the Contract Form signed by the DDU-GKY and the EMPANELLED Consulting agency, including all attachments and annexure thereto and all documents incorporated by reference therein.

b) Time Schedule

This would be as per the Section 3.4

c) Payment Terms and Schedule

The payment terms are explained in the Payment Terms – Section 3.7. A pre-receipted bill in triplicate (for the audit and independent monitoring) shall be submitted as per the schedule mentioned in the RFP.

4.12 Commercial Terms

DDU-GKY/SSMs/SRLMs will release the payment within 45 days of submission of invoices subject to invoice and all supporting documents being in order. The supporting documents should also mandatorily entail acceptance of the stipulated deliverable within the accepted timelines.

A) Indemnification:

The agency shall indemnify DDU-GKY /SSMs/SRLMs against all third party claims arising out of a court order or arbitration award for infringement of patent, trademark/ copy right arising from the use of the supplied services or any part thereof. Either party will accept liability without limit (1) for death or personal injury caused to the order party by its negligence or the negligence of its employees acting in the course

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

of their employment; (2) any other liability which by law either party cannot exclude. This does not in any way confer greater rights than what either party would otherwise have at law.

- a) The Work Order does not contemplate any consequential, indirect, lost profit, claim for tort or similar damages of any form to be paid by the agency to DDU-GKY /State government or any other organizations
- b) Notwithstanding anything to the contrary contained in the Work Order, in no event will the agency be liable to DDU-GKY/SSMs/SRLMs, whether a claim be in tort, contract or otherwise;
(a) for any amount in excess of 100% of the total professional fees payable for the respective Project
- c) No action regardless of form, arising out of this Contract, may be brought by either party; more than one year after the cause of action has accrued.

B) Progress of the Project

Weekly submission of progress reports on allocated, current status, Stage, pending, completed appraisals to DDU-GKY /SSMs/SRLMs by the Monday of every week.

C) Confidentiality

- a) Project Appraisals are highly confidential in nature and the Project Appraisal Agencies shall at all times keep the status of the project appraisal, status of PIAs, personnel information of PIAs including its directors, officers and members of the management team completely confidential at all times during and after the project appraisals process. All Empaneled firms shall have to abide, agree and accept a confidentiality and non-disclosure agreement as a part of the contract and shall also create a secure policy for implementation, training of their personnel in maintaining confidentiality.
- b) Neither party will disclose to any third party without the prior written consent of the other party any confidential information which is received from the other party for the purposes of providing or receiving Services which if disclosed in tangible form is market confidential or if disclosed otherwise is confirmed in writing as being confidential or if disclosed in tangible form or otherwise, is manifestly confidential. Each party will take measures to protect the confidential information of the other party that, in the aggregate are no less protective than those measures it uses to protect the confidentiality of its own comparable confidential information, and in any event, not less than a reasonable degree of protection. Both parties agree that any confidential information received from the other party shall only be used for the purposes of providing or receiving Services under this Contract or any other contract between the parties

These restrictions will not apply to any information which:

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

- (i) is or becomes generally available to the public other than as a result of a breach of an obligation under this Clause; or
- (ii) is acquired from a third party who owes no obligation of confidentiality in respect of the information; or
- c) Notwithstanding Clause (a) mentioned above, either party will be entitled to disclose confidential information of the other (1) to its respective insurers or legal advisors, or (2) to a third party to the extent that this is required by any law where there is a legal right. Duty or requirement to disclose, provided that in the case of sub-Clause (ii) (and without branching any legal or regulatory requirement) where reasonably practicable not less than 2 business days' notice in writing is first given to the other party.
- d) Without prejudice to the foregoing provision of this Clause above agency may cite the performance of the services to clients and prospective clients as an indication of its experience
- e) The agency shall not, without DDU-GKY /SSMs/SRLMs prior written consent, disclose the commercial terms of this work order to any person other than a person employed by the agency in the performance of the work order
- f) The clause on Confidentiality shall be valid for a further period of two years from the date of expiry or termination of the assignment, whichever is earlier.

D) Liquidated Damages

Due to negligence of act of the firm, if DDU-GKY suffers losses, damages the quantification of which may be difficult, and hence the amount not exceed 10% of the total yearly value of the contract (based on the average number of proposals for six months as in Section 3.3) shall be construed as reasonable estimate of the damages and agency agrees to pay such liquidated damages, as defined hereunder as per the provisions of this agreement.

If the agreement is terminated pursuant to _____ the employer may levy liquidated damages of an amount equal to 10% of total cost of the yearly services or as may be determined by the Employer at the time of termination.

E) Limitation of Liability

The entire and collective liability of the selected firm in a State, arising out of or relating to this empanelment, including without limitation on account of performance or nonperformance of obligations, regardless of the form of the cause of action, whether in contract, tort (including negligence), statute, or otherwise, shall in no event exceed the total professional fees paid to the selected firm for a year of project appraisals.

4.13 Miscellaneous terms & Conditions

- a) The end product of the work assignment carried out by the agency, in any form, will be the sole property of ORMAS, skill Development Cell, DDU_GKY.
- b) The agency shall perform the services and carry out its obligations under the contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional training / consulting standard recognized by national / international professional bodies and shall observe sound management practice. It shall employ appropriate and safe and effective methods. The agency shall always act, in respect of any matter relating to this Contract, as faithful advisors to DDU-GKY /SSMs/SRLMs and shall at all times, support and safeguard DDU-GKY /State's legitimate interests.
- c) The agency agrees with DDU-GKY /SSMs/SRLMs for honoring all aspects of fair trade practices in executing the work orders placed by DDU-GKY/SSMs/SRLMs.
- d) In the event the agency or the concerned Division of the company is taken over / bought over by another company, all the obligations under the agreement with DDU-GKY /SSMs/SRLMs, should be passed on the compliance by the new company new Division in the negotiation for their transfer.

A) Force Majeure

- a) Force majeure clause shall mean and be limited to the following in the execution of the contract placed by DDU-GKY /SSMs/SRLMs:
 - War /hostilities
 - Riot or Civil commotion
 - Earth quake , flood , tempest , lightning or other natural physical disaster
 - Restriction imposed by the Government or other statutory bodies, which is beyond the control of the Consulting agency, which prevent or delay the executive of the order by the Consulting agency
- b) The agency shall advise DDU-GKY /SSMs/SRLMs in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, DDU-GKY /SSMs/SRLMs reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason, subject to the provision of clause mentioned.

B) Arbitration

- a) In the event of any dispute or differences arising under these conditions or any special conditions of the contract in connection with this contract, the same shall be referred to

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

Secretary, Ministry for Rural Development, Government of India, Delhi for YP States and Principal Secretary, Rural Development, State HQ, for final decision and the same shall be binding on all parties.

- b) Any other terms and conditions, mutually agreed prior to finalization of the order/agreement shall be binding on the Consulting Firms.
- c) DDU-GKY /SSMs/SRLMs and the agency shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the purchase order. If any dispute shall arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering on the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the timeframe for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or reenactment, thereof. The arbitration proceedings shall be held in New Delhi, India.

C) Applicable Law

The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

D) Refund of EMD and Submission of BG

- 1) The Earnest Money Deposit (EMD) will be refunded as follows.
 - (i) In the case of those bidders who fail to pre-qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued immediately thereafter.
 - (ii) In the case of those bidders whose technical bids do not qualify, the EMD will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)'s recommendations.
 - (iii) For the firms selected for empanelment, the EMD will be refunded subsequent to submission of Performance BG and subject to acceptance of the terms and conditions mentioned in the RFP, without any interest accrued within one month of the acceptance of recommendations.
- 2) The bidders selected for empanelment shall be required to submit a Performance Bank Guarantee for Rs. 15,00,000.00 (rupees Fifteen lakhs only) for the empanelment period.

E) Forfeiture of Earnest Money Deposit / BankGuarantee

The EMD/BG submitted for empanelment can be forfeited if a Bidder

- If the Respondent withdraws its proposal during the period of validity of the proposal as specified by the respondent on the Notice of Intent to submit proposal in response to RFP Notice;and/or
- If the Respondent, having been notified of their empanelment fails or refuses to submit the required Performance Bank Guarantee and/or refuses to take up the job in the assigned SSMs/SRLMs;and/or
- Does not accept the correction of errors made in the tender document;and/or
- In case of the successful Bidder, if the Bidder fails to sign the Contract within the time stipulated byDDU-GKY.

All bidders are required to commit to maintain the number and the professional level of resources deployed as indicated in response in Form 4 of the technical evaluation criteria.

5 Evaluation of the bids

Overall evaluation of the bids will be done in three stages namely Pre-qualification, Technical and Final evaluation based on QCBS. At the end of every stage shortlisted bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on a **Quality & Cost Based Selection (QCBS)** procedure.

5.1 Pre-qualification evaluation

Before opening and evaluation of the technical proposals, bidders Pre-qualification bid would be evaluated to assess their compliance to the following pre-qualification criteria. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected at the Pre-Qualification proposal level.

S. No.	Criterion	Whether Met	Supporting Documents to be submitted
1.	The responding bidder (a) Should have submitted an Earnest Money Deposit of Rs. 3, 00,000 (Rs. Three Lakhs only) in the format prescribed	Yes / No	(a) The original bank guarantee (in Form 7) must be furnished.
2.	The bidder must be a registered legal entity in India and should have been in operation for a period of at least 3 years as of 31-3-2015.	Yes / No	Certificate of incorporation / Registration Certificate
3.	The bidder shall not be blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.	Yes / No	A self-certified letter by the authorized signatory
4.	The bidder should have an average annual turnover of at least INR 20 Crores in each of the latest three financial years (i.e. 2012-13, 2013-14 and 2014-15) in India. This must be individual agency's turnover and not that of group of companies.	Yes / No	Audited Financial Statements accompanied by a Certificate from External Auditors (CA's Certificate)
5.	The bidder should have an average annual turnover of at least INR 2 crores each in project appraisal, financial &	Yes / No	Certificate from CA/ Authorized representative

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

	investment advisory services, financial due diligence in the last three financial years (i.e. 2012-13, 2013-14 and 2014-15) in India.		Copies of contract/ work order & completion certificates to be provided
6.	The bidder should have made a net profit for the latest three financial years (3) Financial Years as revealed by Audited Balance Sheets.	Yes / No	Certificate from CA/ Authorized representative
7.	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this RFP.	Yes / No	Undertaking from the agency Secretary/ Authorized representative
8.	Preference will be given to agencies who have earlier experience in 'Skilling' sector.	Yes/ No	Copy of the Contract/ Certificate issued by the client.
9.	Consortium / JVs / is NOT allowed under this project.		
10.	Sub-Contracting is allowed for non-core activities of the appraisal ⁴		

Bidders should clearly indicate, giving explicit supporting documentary evidence, with respect to the above, in absence of which their proposals will be rejected summarily at the Pre-Qualification stage itself.

⁴ Core activity of the Project Appraisal Process is defined as the acceptance of direct & sole responsibility for ownership of the appraisal process including desk appraisal and creation of the appraisal report, presentation to EC / PAC and recommendations on the project. Non-core activities are the sub-tasks of the appraisal and may include 'telephonic feedback', 'field visits', co-ordination etc.

5.2 Technical Evaluation

The technical bids will be opened for those bidders who are able to qualify in the pre-qualification stage. The DDU-GKY or its designated agencies will evaluate the technical proposals on the basis of their responsiveness to this RFP and applying the evaluation criteria as specified below.

An Evaluation Score (ES) shall be assigned to each prospective bidder on the basis of the technical bid submitted. The technical evaluation score shall be based on the number of points that shall be awarded as per the following Evaluation Criteria table:

S.No	Technical Evaluation Criteria	Maximum Score
1.	Profile	30
	1.1 Average annual turnover from Indian Operations from consulting / advisory services in last 3 years (Turnover in Rs Crores) =>100 Cr- 10 marks 80-<100 Cr- 8 marks 60-<40 Cr- 6 marks 40-<20 Cr-4 marks 2-< 20 Cr- 2 mark < 2 Cr – 0 mark	10
	1.2 Average turnover from Indian Operations from project appraisal, financial & investment advisory services, financial due diligence in the last three financial years (i.e. 2012-13, 2013-14 and 2014-15) (Turnover in Rs Crores) =>10 Cr- 10 marks 8-<10 Cr- 8 marks 6-<8 Cr- 6 marks 4-<6 Cr- 4 marks 2-< 4 Cr – 2 marks < 1 Cr – 0 mark	10
	1.3 Full-time professional staff engaged in financial advisory/investment advisory/ appraisal/ due diligence services (Number of Staff) 200+ - 10 marks 100-<200-8 marks	10

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

	50-<100 : 6 marks 25-<50- 4 marks 5-<25-2mark < 5 – 0 mark	
2.	Experience of agency	30
	<p>2.1 Experience of providing services in each of the categories indicated below in India in terms of number of engagements in the last 5 financial years (i.e. 2012-13, 2013-14 and 2014-15):</p> <ul style="list-style-type: none"> • Project Appraisal Services • Due Diligence & Assessment • Financial Advisory Services • Investment Advisory Services <p>Bidders to provide:</p> <ol style="list-style-type: none"> 1. A List of all engagements, in each of the above category, completed in last five years – Start Date, End Date, Contract Value, Client Name – where government is a stakeholder 2. Scope of work and other details of 4 quintessential representative contracts. 	20
	2.2 Experience of providing project appraisal, financial & investment advisory services, financial due diligence or Quality Assurance for projects with value greater than Rs 50 lacs. (2 marks for each project)	6
	2.3 Experience of providing project appraisal, financial & investment advisory services, financial due diligence in Skilling / Vocational Education/Educational services for projects with value greater than Rs 50 lacs. (2 marks for each project)	4
3.	Adequacy of the proposed methodology and work plan in responding to the RFP	20
	3.1 Plan and proposal for a 'best-practice' - Project Appraisal Process with respect to DDU-GKY	10

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

	3.2 Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of the RFP	6
	3.3 Proposed Project Plan including a Project Appraisal Plan detailing out dependencies and assumptions with action plan.	4
4.	Quality and competency of key professional staff proposed	20
	<p>The bidder would be evaluated for profiles of at least 5 personnel available on rolls of the bidder:</p> <p>These profiles, will be evaluated for:</p> <p>1. Qualification – Degree and College</p> <p>2. Years of total relevant work experience</p> <p>1. Project Director, Part Time (6 marks)</p> <p>2. Project Manager, Full Time (5 marks)</p> <p>3. Appraisers (3 marks * 3) – A minimum of three profiles for project appraisal</p>	
	Total Points	100

a) The responding agency has to submit the above information along with the details in the appropriate forms provided in Annexure 2 in “Technical Evaluation Criteria” given above. Further the responding agency is required to provide the following: The Documents and Information with regard to the qualification criteria listed at clause 5.1.

- a. Notice of Intent to submit proposal in response to RFP Notice as per Form 2 of Annexure.
 - i. Each page of each of the RFP response must be signed and stamped by the authorized signatory of the responding agency who has the Power of Attorney to commit the responding agency to contractual obligations.
 - ii. The responding agency shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the responding agency and any sub-contractors due to prior, current, or proposed contracts, engagements, or affiliations. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the responding agency to complete the requirements as given in the RFP.
 - iii. The proposal will include a ‘Power of Attorney’ letter for “Authorized Signatory”

- b) Proposal Presentations - The evaluation committee may invite the eligible bidders to make a presentation to the DDU-GKY at a date, time and location notified by the DDU-GKY. The purpose of such presentations would be to allow the bidder to present their Approach & Methodology to the committee and the key points in their proposals. The presentations are to be made by the proposed personnel.
- c) The proposal review committee may require verbal/written clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Verbal clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The committee may seek inputs from their professional, technical faculties in the evaluation process.
- d) Depending on the evaluation methodology mentioned in points (a), and (b) each Technical Bid will be assigned a technical score (T_b) out of a maximum of 100 points as per the aforementioned Technical Evaluation Criteria Table. Bidders who score a Technical score of **70** and above will qualify for the evaluation in the commercial process.
- e) These technical scores would be normalized on a scale of 100, with highest score being normalized to 100 and the rest being awarded on a prorata basis. Such normalized scores would be considered for the purpose of evaluation, explained in section below.

The individual bidder technical scores will be normalized as per the formula below:

$$T_n = T_b / T_{max} * 100$$

Where

T_n = normalized technical score for the bidder under consideration

T_b = absolute technical score for the bidder under consideration

T_{max} = maximum absolute technical score obtained by any bidder

The minimum absolute technical score to qualify for commercial evaluation is 70. DDU-GKY's decision in this regard shall be final & binding and no further discussion/interface will be held with the bidders whose bids are technically disqualified /rejected.

5.3 Financial Evaluation

Only the Commercial bids of those bidders who qualify the technical evaluation stage will be opened. All other Commercial bids will be returned un-opened. The Commercial Bids (as per the formats provided in Annexure – FIN1 and FIN2 of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

The lowest evaluated Financial Proposal (Fmin) will be given the maximum financial score (Fn) of 100 points. The financial scores (Fn) of the other Financial Proposals will be computed as per the formula for determining the financial scores given below:

$$F_n = 100 \times F_{min} / F_b,$$

Where,

F_n = normalized financial score for the bidder under consideration

F_b = absolute financial score for the bidder under consideration

F_{min} = minimum absolute technical score obtained by any bidder

5.4 Final Evaluation

- i. Proposals will be ranked according to their financial (Fn) scores using the weights (T = 0.70 the weight given to the Technical Proposal; P = 0.30 the weight given to the Financial Proposal; T + P = 1).
- ii. The combined technical and financial $S = T_n \times T + F_n \times P$
- iii. Based on the combined score, the companies shall be ranked as R1, R2, R3... and so on in the descending based on their combined score achieved as above. The top ten most responsive (i.e. R1, R2...R10) **would be asked to match the Least Price discovered amongst them to get considered forepanelment.**
- iv. The **lowest commercial bid discovered through this process shall be deemed to be the Fees** to be paid to the Empaneled Agencies for providing the saidProjectAppraisalServicesperappraisal for YP and for APStates.
- v. StateSSMs/SRLMsshallbeinformedofthefeediscoveredforprojectappraisalandshallpaythe same fee to their selected appraisal agencies for projectappraisal.
- vi. All the technically qualified agencies agreeing to match the aforementioned prices shall be empaneled. The SSMs/SRLMs shall award the consulting contract to any of the empaneled Firms at the "Value" and for the "Scope of Work" as finalized under this RFP process with DDU-GKY, MoRD.

Annexure 1: Categorization of States

S.No.	Action Plan States	
1.	Andhra Pradesh	AP
2.	Bihar	AP
3.	Gujarat	AP
4.	Karnataka	AP
5.	Kerala	AP
6.	Maharashtra	AP
7.	Odisha	AP
8.	Punjab	AP
9.	Rajasthan	AP
10.	Tamil Nadu	AP
11.	Telangana	AP
12.	Uttar Pradesh	AP

S.No.	Yearly Plan States	
1.	Andaman & Nicobar Islands	YPS
2.	Chandigarh	YPS
3.	Chhattisgarh	YPS
4.	Dadra & Nagar Haveli	YPS
5.	Daman & Diu	YPS
6.	Goa	YPS
7.	Haryana	YPS
8.	Himachal Pradesh	YPS
9.	Jharkhand	YPS
10.	Lakshdweep	YPS
11.	Madhya Pradesh	YPS
12.	NCT Delhi	YPS
13.	Puducherry	YPS
14.	Uttarakhand	YPS
15.	West Bengal	YPS
16.	Arunachal Pradesh	YPS
17.	Assam	YPS
18.	Manipur	YPS

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

19.	Meghalaya	YPS
20.	Mizoram	YPS
21.	Nagaland	YPS
22.	Sikkim	YPS
23.	Tripura	YPS

Note: Himayat program of DDU-GKY is being implemented in Jammu & Kashmir.

Annexure 2: Pre-Qualification and Technical Bid Forms

Form 1 - Notice of Intent to submit proposal in response to RFP Notice

(To be submitted on letter head of the responding agency)

Date:

To

<Name of the concerned authority>

Subject: Submission of Proposal in response to RFP for Empanelment of Project Appraisal Agencies for ORMAS, Skill Development Cell, DDU-GKY Division, Panchyati Raj Department, Government of Odisha.

Dear Sir,

- i. Having examined the RFP, we, the undersigned, herewith submit our proposal to provide our professional services as required and outlined in this **RFP for Engagement of Project Appraisal Agencies for ORMAS, Skill Development Cell, Government of Odisha**. We undertake to meet such requirements and provide such services as required and are set out in the RFP document.
- ii. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- iii. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the closing date fixed for submission of proposals as stipulated in the RFP document.
- iv. The Earnest Money Deposit of Rs 3 lakh submitted by us in the form of a BG may be cashed if we do not submit the requisite Performance Bank Guarantee for "RFP for Empanelment of Project Appraisal Agencies for DDU-GKY Division, Ministry of Rural Development, Government of India", on our agency being selected for empanelment.
- v. We would like to declare that we have not been blacklisted by any Central / State Government (incl. its department/agency), are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

7. We understand you are not bound to shortlist / accept any proposal you receive.

Our correspondence details with regards to this proposal are:

Sr. No	Information	Details
1.	Name of responding agency:	
2.	Address of responding agency:	
3.	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4.	Telephone no. of contact person:	
5.	Mobile no. of contact person:	
6.	Fax no. of contact person:	
7.	E-mail address of contact person:	

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[COMPANY'S NAME]

Name

Title

Signature

Date

Form 2 - Details of responding agency

S.No.	Particulars	Details to be furnished	
1	Details of responding agency		
Name			
Address			
Telephone		Fax	
E-mail	-	Website	
2	Information about responding agency		
Status of agency (Public Ltd. / Pvt. Ltd / Partnership etc.)			
Details of Registration (Ref e.g. ROC Ref #)		Date	
		Ref #	
Details of Service Tax Registration		Date	
		Ref #	
2.1	The bidder should have an average annual turnover of atleast INR 20 Crores in each of the latest three financial years (i.e. 2012-13, 2013-14 and 2014-15) in India. This must be individual firm's turnover and not that of group of companies.	(in reference to pre-qualification criteria)	Audited Financial Statements accompanied by a Certificate from External Auditors (CA's Certificate)

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

2.2	The bidder should have an average annual turnover of at least INR 2 crores each in project appraisal, financial & investment advisory services, financial due diligence or similar services in the last three financial years (i.e. 2012-13, 2013-14 and 2014-15) in India.	(in reference to pre-qualification criteria)	Certificate from CA/ Authorized representative. Copies of contract/ work order & completion certificates to be provided
2.3	The bidder should have made a net profit for the latest three financial years (3) Financial Years as revealed by Audited Balance Sheets.	(in reference to pre-qualification criteria)	Certificate from CA/ Authorized representative

Form 3 – Details of Responding agency – Technical Evaluation format

S.No.	Particulars	Details to be furnished	
3	Average annual turnover from Indian Operations from consulting / advisory services in last 3 years (Turnover in RsCrores)	(in reference to technical evaluation criteria)	Certificate from CA/ Authorized representative
3.1	Average turnover from Indian Operations from project appraisal, financial & investment advisory services, financial due diligence in the last 3 last three financial years (i.e. 2012-13, 2013-14 and 2014-15) (Turnover in Rs Crores)	(in reference to technical evaluation criteria)	Certificate from CA/ Authorized representative
3.2	Full-time professional staff engaged in financial advisory/investment advisory/ appraisal/ due diligence services (Number of Staff)	(in reference to technical evaluation criteria)	Letter from the authorized representative
3.3	Experience of providing services in each of the categories indicated below in India in terms of number	(in reference to technical evaluation criteria)	1. A List of all engagements, in each of the above category, completed in last five years– Start Date, End Date,

DDU-GKY: RFP - Empanelment of Project Appraisal Agencies

	<p>of engagements in the last 5 financial years (i.e. 2012-13, 2013-14 and 2014-15):</p> <ul style="list-style-type: none"> • Project Appraisal Services • Due Diligence & Assessment • Financial Advisory Services • Investment Advisory Services 		<p>Contract Value, Client Name – where government is a stakeholder</p> <p>2. Scope of work and other details of 4 quintessential representative contracts.</p>
3.4	<p>Experience of providing project appraisal, financial & investment advisory services, financial due diligence or Quality Assurance for projects with value greater than Rs 50lacs.</p>	<p>(in reference to technical evaluation criteria)</p>	
4.1	<p>Experience of providing project appraisal, financial & investment advisory services, financial due diligence in Skilling / Vocational Education / Educational services for projects with value greater than Rs 50lacs.</p>	<p>(in reference to technical evaluation criteria)</p>	
	<p>* Detailed project description and the role to be provided in Form 4 for the projects listed above. The corresponding page number where the project is described as per Form-4 may be indicated besides the brief description of the project.</p>		

Form 4 - Details of Experience of responding agency

[Using the format below, the responding agency should provide information on the assignments as required for qualification criteria/technical evaluation]

CATEGORY OF EXPERIENCE: _____.

Sr. No	Item	Details
General Information		
1	Customer Name	
2	Name of the contact person and contact details for the client of the assignment	
Project Details		
3	Project Title	
4	Start Date/End Date	
5	Current Status (work in progress, completed)	
6	Number of staff deployed on the assignment	
Size of the project		
7	Order Value of the project (in Rs. Lakhs)	
<p>Narrative description of project: (Highlight the components / services involved in the project which are of similar nature to the project for which this RFP is floated.)</p>		

Description of actual services provided by your staff within the project and their relevance to the envisaged components / services involved in the project for which this RFP is floated.

Form 5 –Team Composition and TaskAssignments

Professional Staff				
Name of Staff	Agency	Area of Expertise	Position Assigned	Task Assigned

This information should be provided for 5 positions who would interact with DDU-GKY on a continuous basis. The CV's of these personnel are also required to be given in the format provided under this section

Form 6 - Curriculum Vitae (CV) for Proposed Professional Staff -Template

1. **Proposed Position** [only one candidate shall be nominated for eachposition]:

2. **Name of agency** [Insert name of agency proposing thestaff]: _____

3. **Name of Staff** [Insert fullname]: _____

4. **DateofBirth:**_____ **Nationality:** _____

5. **Education** [Indicate college/university and other relevant specialized education of staff member, giving names of institutions, degrees obtained, and dates ofobtainment]: _____

6. **Membership of ProfessionalAssociations:** _____

7. **Other Training** [Indicate significant training since degrees under “5 – Education” wereobtained]: _____

8. **Countries of Work Experience:** [List countries where staff has worked in the last tenyears]:_____

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, andwriting]: _____

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held, Projecthandled.]:

From[Year]:

To[Year]:

Employer:

Positionsheld: _____

<p>11. Detailed Tasks Assigned (Relevant to the assignment)</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p>
--	---

<p>[List all tasks to be performed under this assignment]</p>	<p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the project]</p> <p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities performed:</p>
---	--

13. Staff is resident / native of:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative:

Form 7 – Work Schedule template

Work Plan: In this section the responding agency should propose the main activities of the Project Appraisal Process, their content and duration, phasing and interrelations including resource planning to be deployed and delivery dates. The proposed work plan should be consistent with the approach and methodology, showing understanding of the scope of services, deliverables as given in scope of work and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule.

The responding form is to describe the work schedule for different tasks which the responding agency plans to start and accomplish as part of the project, using the following format:

N°	Activity	Weeks (per Appraisal)												
		1	2	3	4	5	6	7	8	9	10	11	12	N
1														
2														
3														
n														

The work schedule should reflect how and by when the responding agency is expected to complete the assignment for each Project Appraisal, as per the major deliverable in the scope of work of the firm and the timelines of achieving the same as mentioned in the RFP.

Form 8 – Format of Earnest Money Deposit (Bank Guarantee – SampleFormat)

Whereas ----- (hereinafter called 'the Respondent') has submitted its proposal dated ----- in response to the RFP notice with file no: _____, for **Engagement of Project Appraisal Agencies for ORMAS, Skill Development Cell, DDU-GKY Division, Panchyati Raj Department, Government of Odisha** (hereinafter called "the Proposal") to Executive Director, ORMAS

KNOW ALL MEN by these presents that WE ----- of ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the _____, DDU-GKY (hereinafter called "the Purchaser") in the sum of ----- for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ----- day of ----- 2011.

THE CONDITIONS of this obligation are:

1. If the Respondent withdraws its proposal during the period of validity of the proposal as specified by the respondent on the Notice of Intent to submit proposal in response to RFP Notice; and/or
2. If the Respondent, having been notified of their empanelment fails or refuses to submit the required Performance Bank Guarantee and/or refuses to take up the job in the assigned ORMAS; and/or
3. Does not accept the correction of errors made in the tender document; and/or
4. In case of the successful Bidder, if the Bidder fails to sign the Contract within the time stipulated by DDU-GKY.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 180 days after the period of proposal validity, and any demand in respect thereof should reach the Bank not later than the above date.

Form 9 – Format of Performance Bank Guarantee (Sampleformat)

BANK GUARANTEE NO.

DATE

PERIOD OF BANK GUARANTEE:- VALID UPTO (24 months from the date of Empanelment)

AMOUNT OF GUARANTEE: Rs. ----- lakhs

To

**Executive Director,
ORMAS
SIRD Campus, Unit-VIII,
Bhubaneswar-751012.**

THIS DEED OF GUARANTEE EXECUTED ON THIS ___ Day of _____ 2016 by {Name of the Bank issuing guarantee} a scheduled bank / corporate body, constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, having its Head office at (H.O. Address) and one of the Branch offices at (Branch address) hereinafter referred to as the 'Guarantor Bank' (which expression unless it be repugnant to the context or meaning thereof shall include its successors and assigns.) in favour of "**Odisha Rural Development & Marketing Society**" to the following bank account:

Name of the Bank Account – Skill Development Training Fund-ORMAS

Name & Address of Bank- Axis Bank, Dumduma, Plot no.352 (P), Khandagiri, Bhubaneswar, Odisha- 751030.

Here in after referred to as "Beneficiary" which expressions shall unless it be repugnant to the context or meaning thereof shall include its successors and assigns).

Whereas Engagement letter NO. ----- dated ----- (Hereinafter called the "Engagement Notification") for empaneling M/s. ----- for providing consulting services to DDU-GKY as Project Appraisal Agency issued by the Beneficiary on M/s. ----- (Hereinafter referred to as 'the Empaneled Agency ') stands accepted by the Engaged Agency.

And where as to ensure due performance of the obligation to the satisfaction of the beneficiary towards providing Project appraisal services to DDU-GKY by the said empanelment and in terms thereof by the empaneled agency as aforesaid, the Guarantor Bank at the request of the Engaged Agency has agreed to give guarantee as hereinafter provided.

NOW THIS GUARANTEE WITNESSETH AS FOLLOWS:

In consideration of DDU-GKY, the beneficiary, having empaneled the agency for a period of two years for providing Project Appraisal services to DDU-GKY for as Project Appraisal Agency do (Name of the Guarantor Bank) do hereby undertake as under:

- a) To indemnify and keep indemnified the beneficiary to the extent of the sum of Rs. ----- /- (Rs. ----- only) for the losses and damages that may be caused to or suffered by the beneficiary in the event of non-performance of whatever nature on the part of the Empaneled Agency in discharging their obligations under the said empanelment against the above empanelment notification order and further undertake to pay immediately on demand to the beneficiary the amount claimed under this guarantee not exceeding Rs. ----- /- (Rs. ----- only) without demur and without Beneficiary needing to prove or to assign reasons for the demand so made for the sum specified therein and mere written claim or demand of the Beneficiary shall be conclusive and binding on the guarantor Bank as to the amount specified under these presents.
- b) The guarantee herein contained shall remain in full force and effect till discharged by the beneficiary or upto (mention date – i.e. 24 months from the date of order) which is earlier.

c) This guarantee shall not in any way be affected by the change in the constitution of the Engaged Agency or of guarantor bank nor shall be affected by the change in the constitution, amalgamation, absorption or reconstruction of the beneficiary or otherwise but shall ensure for and be available to and enforceable by the absorbing amalgamated or reconstructed agency of the beneficiary.

d) Notwithstanding anything contained above

The liability of the guarantor Bank under this deed of guarantee is restricted to Rs. ----- /- (Rs. ----- only). This guarantee shall remain in full force till (mention date) and the guarantor Bank is liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the beneficiary serves upon the guarantor Bank a written claim or demand on or before (mention date) at (name of the guarantor Bank and branch).

IN WITNESS WHEREOF the authorized signatories of the said (Guarantor Bank) have signed this deed for and on behalf of the guarantor on the date first hereinabove mentioned.

Place

For

Date

Authorized Signatories

Seal

Form FIN- 1: Financial Proposal SubmissionForm

To

**Executive Director,
ORMAS
SIRD Campus, Unit-VIII,
Bhubaneswar-751012.**

Ref: RFP Notification no <*****> dated <***dd/mm/yy>

Subject: Submission of proposal in response to the RFP for “**Engagement of Project Appraisal Agencies for ORMAS, DDU-GKY, Skill Development Cell, Govt. of Odisha**”. File No <xxx>.

Dear Sirs:

We, the undersigned, offer to provide the project appraisal services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures] per appraisal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of agency:

Form FIN- 2: Summary of Costs

Item	Value in INR
(A) Total Fee as per the Financial Proposal (Price to be charged by <Name of your firm> for each Project Appraisal completed and presented to EC / PAC.	

(B) Total Taxes comprising of a) b) c)	
(C) Total (A + B) This total shall be used for the purpose of financial evaluation.	

We agree that upon empanelment, DDU-GKY allow the SSMs/SRLMs to select an empaneled agency as their Project Appraisal Agency(ies). In such a scenario, we agree to work as PAA in the State.

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of agency:

Organization Profile

1. Organization Details (PRN Data- Readonly)

1.9 Incorporation Certificate Number	

1.11 AdditionalDetails

S. No.	Certificate Type	Certificate Number	Certificate Date
1.	Details of registration under section 12A.		
2.	Details of registration under section 80G		
3.	Details of registration under FCRA		

1.12 Address

House no./Bldng. No./Apt.No.*		Street/ Road/ Lane*	
Area/locality/sector*		Landmark	
State/UT*		District*	
Tehsil*		Town	

Ward		Police Station*	
PIN Code		Post Office	
Email ID for communication		Mobile Number	
Office Number		Fax Number (with STD Code)	

2. Organization Member Details (PRN Data- Readonly)

Sl. No.	Name of Member	Designation	Employee Number
1.			
2.			
3.			

2.1 Member Name		2.2 Father's Name	
2.3 Mother's Name		2.4 Spouse's Name	
2.5 NRI Status		2.6 Authorized Person	
2.7 Designation		2.8 Contact –Landline No.	
2.9 Contact – Mobile No.		2.10 Email-ID	
2.11 PAN No.		2.12 Aadhar/Voter No.	
2.13 Passport/Driving License No.		2.14 Country	
2.15 Passport validity date		2.16 Visa validity date	
2.17 Work Permit validity date		2.18 Whether a valid Work Permit holder in India	

2.19 Whether clearance from FRA, MHA obtained		2.20 Relative's name	
2.21 Date of birth		2.22 Age	
2.23 Occupation			

3. Organization OtherDetails

3.1 Otherdetails

Sl. No.	Parameters	Status
---------	------------	--------

3.1.1 Do you have a valid MoU with MoRD as a Champion Employer?*

(If Yes, please attach "Champion employer certificate")

a
If Yes, date of MoU signing

3.1.2 Is the organization Training Institute?*

(If Yes, please attach "Self-certification")

a **Does your organization have a valid accreditation by NAAC?***

(If Yes, please attach "Letter of accreditation")

b Date of accreditation

c Validity of accreditation (in months)

d CGPA received by NAAC

3.1.3 NSDC Partnership (by loan or equity) at the time of application?*

(If Yes, please attach "Agreement with NSDC and applicant organization for equity or loan")

3.1.4 Has any representative from your organization attended orientation at MoRD?*

(If Yes, please attach “Orientation proof from NIRD/ NABCONS”)

3.1.5 Is the organization affiliated to any Community College?*

(If Yes, please attach “Letter of Affiliation with University declaring status”)

a Has the organization received funding from UGC?

If Yes, please give the details below (for latest 2 F.Ys):

Financial year	Fund received (in Rs.)	Sanction Letters From UGC
----------------	------------------------	---------------------------

B Has the organization received funding from AICTE?

If Yes, please give the details below (for latest 2 F.Ys):

Financial year	Fund received (in Rs.)	Sanction Letters From AICTE
----------------	------------------------	-----------------------------

3.2 Certification and Assessment

Sl. No. Parameters

Status

3.2.1 Has the applicant organization trained candidates certified by NCVT/SSC?*

(If Yes, please attach "Copy of Certification of a trained candidate by DGET/ SSC")

3.2.2 Has the applicant organization trained candidates certified by an international body recognized by MoRD?*

(If Yes, please attach "Copy of Certification of a trained candidate by any International assessment agency")

3.2.3 Has the applicant organization trained candidates certified by other certification standard approved by MoRD?*

(If Yes, please attach "Copy of Certification of a trained candidate by any Other Certification Standard approved by MoRD")

3.3 PolicyManuals

Sl. No.	Parameters	Status
3.3.1	Does the applicant organization have an HR policy manual?*	
	<i>(If Yes, please attach "HR policy manual")</i>	
3.3.2	Does the applicant organization have an IT policy manual? *	
	<i>(If Yes, please attach "IT policy manual")</i>	
3.3.3	Does the applicant organization have a compliance manual? *	
	<i>(If Yes, please attach "Compliance manual")</i>	
3.3.4	Does the applicant organization have a manual detailing standards operating procedure for training activities? *	
	<i>(If Yes, please attach "Manual detailing standards operating procedure for training activities")</i>	

3.4 Training InfrastructureDetails

State wise number of training centres currently operational:

Sl. No.	State Name	Owned	Rental/Leased	Total
1		<i><If owned centres, please attach "Deed"></i>	<i><If rental/leased centres, please attach "Rent/Lease agreement"></i>	
2				
3				
Total				

4. FinancialDetails

Financial Year	Turnover (in Rs.)	Net worth (in Rs.)	Name of the CA agency	Name of CA	CA membership No.	Contact No.	Email Id	IT Returns Filed	ITR Acknowledgement No.	Audited / Non-audited
									<i>(If Yes, please mention ITR AcknowledgementNo.)</i>	<i>(If Yes, please attach "CA Certificate of Statutory Auditor/ Annual Auditor")</i>
									<i>(If Yes, please attach "ITR AcknowledgementProof")</i>	

Average for last three F.Y.s

4.1 CIBILRating

Details of CIBIL score for all the directors:

Sl. No.	Name of Director	Loan from banks/ financial institutes	Loan Sanctioned period	Member ID	Date of CIBIL Score	CIBIL Score	Certificate for CIBIL score
----------------	-------------------------	--	-------------------------------	------------------	----------------------------	--------------------	------------------------------------

1

2

3

4

5. Previous Skills/Training and placement ExperienceDetails

5.1 Details of Closed/ Foreclosed/Ongoing Projects [Only last 5 years projects from the date of application would be considered]

1. Contract no./Work Order no./Sanction number
2. Date of Sanction (DD/MM/YYYY)
3. Sanction order upload
4. Name of Client
5. Type of Project
 - <DDU-GKY/MoRD-SGSY/Roshni/Himayat (YP States)/
 - DDU-GKY - AP Projects (AP States)/
 - Other Government Projects/
 - Private Projects>
6. Project cost (in Rs.)
7. Duration (in months)
8. Project status
9. Training Target
10. Total Trained
11. Total Placed
12. Date at which provided Training/Placement figures have been Achieved

13. Please attach Client certificate/ Project Closure Certificate *Please attach "Client certificate/ Project Closure Certificate for closed/ fore closed projects"*
14. Was the project executed as Consortium
15. Consortium member name
16. Consortium member PRN
17. Was the applicant organization was lead partner for the project Yes/No
18. Was the organization in-charge of training and placement Yes/No

5.1.1 State-wise ExperienceDetails

S. No.	State Name	Total Trained	Total Placed
Total			

5.1.2 Trade-wise ExperienceDetails

Sl. No.	Sector	Trade	Certifying Agency	Total Trained	Total Placed
---------	--------	-------	-------------------	---------------	--------------

Total

List of previous projects:

Sl. No.	Contract no./ Work Order no./ Sanction no.	Date of Sanction (DD/MM/YYYY)	Date at which provided Training/Placement figures has been Achieved (DD/MM/YYYY)	Training Target	Total Trained	Total Placed	Project status	Type of Project
1								
2								
3								

5.2 Placement details

5.2.1 Overseas placement

Has your organization provided overseas jobs at a minimum monthly salary of USD500 in the previous years?

If yes, please provide below details:

Financial Year **Number of trained candidates** **Number of candidates placed overseas**

Employer wise overseas placement details:

Sl. No.	Financial Year	Name of Employer	Contact Details	Number of People Employed	Minimum Salary (USD)	Country	Employer certificate for overseas placement
1							
2							
Total							

5.2.2 Captive Placements

Is your organization a Captive employer which has provided placements in own or subsidiary agencies/companies in the previous years?

If Yes, please provide below details:

Financial Year **Number of trained candidates** **Number of candidates placed with captive placement**

Organization wise Captive Placement details:

Sl. No.	Financial Year	Name of Agency where employed	Contact Details	Type of company	Number of People Employed	Certificate for Captive Placement
1				<Own/Subsidiary>		
2						
Total						

6. Consent for Consortium

Has your organization agreed to become a consortium partner with other organizations?

List of selected Consortium Organization PRN

S.NO.	PRN of consortium organization	Name of consortium organization	PAN No.	TAN No.	TIN	Website Address
1						
2						
3						

Project Application Form

1. BasicDetails

PRN of Applicant Organization	
Name of Applicant Organization	
Applying as (Single/Consortium)*	
If applying as a consortium select PRN of consortium partner	
<u>Consortium Partner</u>	
PRN of Consortium Member	
Name of Consortium Member	
Indicate Lead Partner	

2. **Applicant Organization Profile:** <Please view the organization profile inprint>

3. **ConsortiumPartnerOrganizationProfile:**<Pleaseviewtheorganizationprofileofconsortiumpartnerinprint>

4. Category and Fund Eligibility of Applicant PIA/Consortium

4.1 CategoryDetails

Category of Applicant Organization *This will be auto- calculated by the system*

Category of Consortium Partner Organization *This will be auto- calculated by the system*

Eligible Category *This will be auto- calculated by the system*

Type of Project applying for*

1. a project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher
2. a project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/companies
3. a project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns
4. a project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course
5. a project which provides assured foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher.
6. a project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/companies.
7. Any other project

4.2 Fund Eligibility Details

4.2.1 Total Average Annual Turnover for the lead partner as per last submitted Organization Profile (in Rs.)	<i>This will be auto- calculated by the system</i>
4.2.2 Total cost that can be approved for the lead partner as per its Average Annual Turnover (in Rs.)	<i>This will be auto- calculated by the system</i>
4.2.3 Total cost of Projects already approved by MoRD or SRLM for the lead partner (in Rs.)	<i>This will be auto- calculated by the system</i>
4.2.4 Balance costs that can be approved for the lead partner (in Rs.)	<i>This will be auto- calculated by the system</i>
4.2.5 Eligible Project cost as per Category of PIA/ Consortium (in Rs.)	<i>This will be auto- calculated by the system</i>
4.2.6 Maximum Project cost based on average annual turnover of the lead partner and category of PIA/ Consortium (in Rs.)	<i>This will be auto- calculated by the system</i>

5. Training TargetDetails

Sub Scheme*

Proposed State*

Proposed duration of the project (in months) *

Proposed Target (No. of Candidates)

5.1 Proposed District WiseTargets

Sl.No.	State*	District*	Target (No. of Candidates)*
1			
2			
3			
Total (No. of Candidates)			

5.2 Proposed Trade wiseTargets

Sl. No.	Sector*	Trade*	Trade description*	Certifying Agency*	Target (No. of Candidates) *	Trade wise Duration (in months)*
1						<Applicable in case of long duration courses>
2						
3						

**Total (No. of
Candidates)**

5.3 Training Duration Break-up

Sl. No.	Proposed Trade*	Hours of trade specific skill training*	Hours of soft skill training (Minimum of 20 hours) *	Hours of English language training (Minimum of 60 hours) *	Hours of Computer training (Minimum of 80 hours) *	Hours of OJT	Total training duration (in Hours)	Assured salary (in Rs.) *
1.								
2.								
3.								

5.4 Training Target Distribution

Sl. No.	Trade	Total Training Hours	Non-Residential Facility				Residential Facility*	Total
			Full Time	Part Time	Weekends	Total	Full Time	
1.								
2.								
3.								

5.5 Boarding and Lodging Arrangement

Sl. No.	Trade	(a) State Headquarters	(b) District Headquarters	All other locations other than (a) and (b)*	Total
1.					
2.					
3.					

5.6 Categories of candidates (Minimum Coverage**)

Category	SC**	ST**	Minorities**	Women**	Transgender	PwD	Special Group
Ratio							
Total Candidates							

5.7 OtherDetails

5.7.1 Will candidates be receiving an international certification approved by MoRD?*

5.7.2 One time travel cost (maximum limit of Rs.4,500/-)

No. of Candidates	Indicate rate for One time travel cost (maximum limit of Rs. 4,500/-)	One time travel cost (in Rs.)

5.8 PlacementDetails

5.8.1 Total Placement Proposed*	
5.8.2 Whether Captive Placement Proposed* a. No. of candidates proposed for captive placement b. Minimum Salary Assured for captive placement (inRs.)	<i>If Yes, please provide the details</i>
5.8.3 Whether Overseas Placement Proposed* a. No. of candidates proposed for overseas placement b. Minimum Salary Assured for overseas placement (inUSD)	<i>If Yes, please provide the details</i>
5.8.4 Do you have potential employertie-up?* a. Country b. Name of theEmployer c. Validity ofLOI d. Proposed Number to beemployed e. Proposed Gross Salary (inRs.) f. LOIProof	<i>If Yes, please provide the details</i>

5.9 No. of Candidates Proposed for Post PlacementSupport

5.9.1 Within District of domicile	
5.9.2 Within State of domicile	
5.9.3 Outside State of domicile*	

5.9.4 Outside country	
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6 Additional SupportDetails

Total number of the candidates proposed to be given additional support

6.1 Retention Support	
6.2 Career Progression	
6.3 Live Distance Learning	
6.4 Foreign placement	

7 Estimated Cost of the Project (inRs.)

Sl. No	Item	Cost (in Rs.)
7.1	Training Cost	
7.2A	Boarding and Lodging (For residential training)	
7.2.1	State Headquarters @ Rs. 166 per day	
7.2.2	District Headquarters @ Rs. 120 per day	
7.2.3	All other locations @ Rs. 75 per day	
7.2B	Boarding and Lodging @ Rs. 5000 per candidate per month, applicable only for Industrial Internship for a period of 12 months	
7.3	One time travel cost (maximum limit of @Rs. 4500 /-)	
7.4	Food and To & Fro charges @ Rs. 15.625 per hour	
7.5	Post Placement Support	
7.5.1	Placement within District of domicile (Rs. 1000 /- per month for 2 months)	
7.5.2	Placement within State of domicile (Rs. 1000 /- per month for 3 months)	
7.5.3	Placement outside State of domicile (Rs. 1000 /- per month for 6 months)	
7.5.4	Placement outside Country (Rs. 1000 /- per month for 6 months)	
7.6	Tablet Computer Cost @ Rs. 5000 /- per candidate	

7.7	Uniform cost (cost of one pair is Rs. 1000 /-, 2 pairs provided in case of 9 months and 12 months course)	
7.8	Additional Support Cost to PIAs	
7.8.1	Retention Support @ Rs. 3000 /- per candidate	
7.8.2	Career Progression @ Rs. 5000 /- per candidate	
7.8.3	Live Distance Learning @ Rs. 500 /- per candidate	
7.8.4	Foreign placement @ Rs. 10000 /- per candidate	
7.9	Total Cost	
7.10	Monitoring Fees payable to TSA @1.5 % of the Estimated Total Project Cost	
7.11	Estimated Total Project Cost	

8 Fundingpattern

Funding by	Share of funding(%)	Estimated Total Project Cost (inRs.)	Monitoring Fees (in Rs.)
Central Government (in case of North-east and Special Category States-90%, in case of Himayat- 100% and in case of all other States 75%)			
State Government			
Total			

9 Manpower and Assessment Arrangement

The applicant PIA agrees to employ minimum manpower for the project as given below

Resource person	Proposed target is less than 2000	Proposed target is between 2000-4000	Proposed target is between 4001-6000	Proposed target is between 6001-8000	Proposed target is more than 8001
Community Mobilization Specialist	2	2	4	6	8
Placement Specialist	2	2	4	6	8
MIS Specialist	1	2	4	6	6
Trainer for proposed trades	3	5	10	12	16
English language trainers	1	2	4	5	6
Soft Skills and life skill trainers	1	4	6	8	10
IT literacy trainers	1	4	6	8	10
Post Placement Specialist	1	2	4	6	8
Total	12	23	42	57	72

10.4 Upload Documents

MoU as an Outsourcing Partner

Registration Certificate as Legal entity

Bank statement for last month

Check leaf of given bank Details

Balance sheet

Employee list for this Project

10.5 Address Details

Houseno./Bld.No./Apt. No.		Street/ Road/ Lane	
Area/locality/sector		Landmark	
State/UT		District	
Tehsil		Town	
Ward		Police Station	
PIN Code		Post Office	
Mobile Number		Email id for communication	
Office Number		Address proof	

11. Undertaking

11.1 Declaration:

1	Has the applicant organization or its owners/directors ever been convicted by a court for any criminal offence or any other offence involving moral turpitude or fraud or have been found guilty of any economic offence at any time in the past?*	<If Yes, please provide details>
2	Has the applicant organization been associated with an organization or its owners/directors been an employee or director of an organization or over which applicant organization or its owners/directors exercised management or policy control, or ever been convicted of any criminal offence or any criminal suit filed during the period of association?*	<If Yes, please provide details>
3	Has the applicant organization or its owners/directors ever been found guilty by any court/regulatory body/self-regulatory organization/stock exchange for any offence in India or abroad? *	<If Yes, please provide details>
4	Has action ever been taken/ initiated against the applicant organization or its owners/directors by the Ministry of Rural Development for suspension or cancellation or debarment or blacklisting, or any show cause notice issued under DDU-GKY Standard Operating Procedures for acts committed during undertaking DDU-GKY projects in the past?*	<If Yes, please provide details>
5	Has the applicant organization or its owners/directors ever been associated with any organization as a director or an employee of such organization against which Ministry of Rural Development had initiated action/taken action of suspension or cancellation or debarment or blacklisting, or any show cause notice issued under DDU-GKY Standard Operating Procedures for acts committed during the period of association?*	<If Yes, please provide details>

11.2 I hereby agree to the following

I have carefully read the applied scheme guidelines and Standard Operating Procedures.*

I have taken a print out of the completely filled-in application form and have read all of its details carefully and certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge.*

I have uploaded all valid documents and no fake documents have been uploaded in this application form.*

I certify that I am the authorized person to file the application on behalf of the applicant PIA, and also certify that the information furnished in this application and all the corresponding documentary proof provided is complete and correct in all respects to the best of my knowledge. In case any information provided in this application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central/State Government (as the case may be), and the applicant PIA and myself shall be liable for any penal action for misrepresentation of facts to the Government which tantamount to fraud.*

In case of consortium, I agree that this application form would only be valid after my consortium partner approves it. Once approved by consortium partner, application form details would be finally submitted to MoRD for further processing.*

Upload signed declaration copy (last page of the printout)*

Name of Authorised Legal Person*	
Place of submission*	
Date of submission*	

Signature: _____

List of Annexures

Annexure	Name of the Annexure	Section No.	Sub-Section No.	Standard Form
P1	Copy of MoU with MoRD as Champion employer	3	3.1	
P2	Self-certification for training institution	3	3.1	SFP2
P3	Copy of Letter of accreditation from NAAC	3	3.1	
P4	Copy of agreement with NSDC and applicant organization for equity or loan	3	3.1	
P5	Orientation proof from NIRD/ NABCONS	3	3.1	
P6	Copy of Letter of Affiliation to University	3	3.1	
P7	Sanction Letters From UGC for grants	3	3.1	
P8	Sanction Letters From AICTE for grants	3	3.1	
P9	Copy of Certification of a trained candidate by DGET/ SSC	3	3.2	
P10	Copy of Certification of a trained candidate by any International assessment agency	3	3.2	
P11	Copy of Certification of a trained candidate by any Other Certification Standard approved by MoRD	3	3.2	
P12	HR policy manual	3	3.3	

RFP for Empanelment of Project Appraisal Agencies – DDU-GKY, MoRD

P13	IT policy manual	3	3.3	
P14	Compliance manual	3	3.3	
P15	Manual detailing standards operating procedure for training activities	3	3.3	
P16	Deed/ rental/ leased documents for existing training infrastructure	3	3.4	
P17	Proof for ITR acknowledgement	4	4	
P18	CA Certificate of Statutory Auditor/ Annual Auditor	4	4	SFP18
P19	Certificate for CIBIL score	4	4.1	
P20	Copies of Sanction order for previous skills and training projects	5	5.1	
P21	Client Certificate/ Project closure certificate for previous skills and training closed/ fore closed projects	5	5.1	SFP21
P22	Employer Certificate for Overseas Placement	5	5.2.1	SFP22
P23	Certificate for captive placement	5	5.2.1	SFP23

RFP for Empanelment of Project Appraisal Agencies – DDU-GKY, MoRD

Annexure	Name of the Annexure	Section No.	Sub-Section No.	Standard Form
A1	Letter of Intent from Potential Employer (s)	5. Training target details	5.8.4	SFA1
A2.1	MoU between Outsourcing Partner and the applicant organisation	10. Outsourcing of ProjectActivities	10.4	
A2.2	Registration Certificate as Legal entity of the Outsourcing Partner	10. Outsourcing of ProjectActivities	10.4	
A2.3	Bank statement for Last Month of the Outsourcing Partner	10. Outsourcing of ProjectActivities	10.4	
A2.4	Check leaf of given bank Details of the Outsourcing Partner	10. Outsourcing of ProjectActivities	10.4	
A2.5	Balance sheet of the OutsourcingPartner	10. Outsourcing of ProjectActivities	10.4	
A2.6	Employee list for Project done Outsourcing partner	10. Outsourcing of ProjectActivities	10.4	

SFO2: Self-certification for training institution

< LETTER HEAD of the Applicant Organisation >

Date: _____

TO WHOM IT MAY CONCERN

This is to certify that our organisation, _____ <Organisation name> with headquarters _____ <Address> has been engaged in the business of skilling and vocational training of the following trades' since <DD/MM/YYYY>.

- 1.
- 2.
- 3.
- 4.

Signature of authorized person:

Seal of the company:

RFP for Empanelment of Project Appraisal Agencies – DDU-GKY, MoRD

Date: _____

Place: _____

SFO18: CA Certificate of Statutory Auditor/ Annual Auditor

<LETTER HEAD of the CA firm >

Date: _____

TO WHOM IT MAY CONCERN

Based on the books of Accounts, Audited Financial Statements and other information for the financial years mentioned below, provided by the management, this is to certify that year wise details for turnover and net worth for _____ <Organisation name> are as below:

Financial Years	Turnover (in Rs.)	Net worth (in Rs.)
1)		
2)		
3)		
4)		
5)		

RFP for Empanelment of Project Appraisal Agencies – DDU-GKY, MoRD

For _____

Chartered Accountant agency

Name of the CA (Partner) : _____

Membership No : _____

agency Registration No. (FRN): _____

Date: _____

Place: _____

SFO21: Client certificate / Project Closure Report

<LETTER HEAD of Client>

Date: _____

The Client certificate should preferably contain the following information

1. Name of the applicant organisation
2. Project cost sanctioned
3. Project start date
4. Project Duration
5. Number of candidates trained
6. Number of candidates placed domestic
7. Minimum salary (in Rs.)
8. Project closure date, if any

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFO22: Employer Certificate for Overseas Placement

<LETTER HEAD of the Employer>

Date: _____

Employer certificate should preferably contain the following information for each of the last two financial years.

1. Name of the applicant organisation
2. Country wise number of candidates employed (via applicant organisation)
3. Minimum Salary (in USD)
4. Local salary
5. Details of the candidates placed
6. Contact details of the employer

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFO23: Certificate for Captive Placement

<LETTER HEAD of the Applicant Organisation or its subsidiary >

Date: _____

Captive Placement Certificates should preferably contain the following information for each of the last two financial years.

1. Name of Applicant organisation or its subsidiary
2. Number of People Employed
3. Minimum Salary (in Rs.)
4. Details of the candidates placed
5. Contact details of the employer /Subsidiary

Signature of competent authority:

Seal of the company:

Date: _____

Place: _____

SFA1: Letter of Intent from prospective employers

<LETTER HEAD of the Employer >

Date: _____

The letter of intent (LOI) should preferably contain the following information

1. Name of the Applicant Organisation
2. Validity of LOI
3. Preferred Sector
4. Proposed designations
5. Proposed Number to be employed
6. Proposed Gross Salary or CTC (in Rs.) at entry level

Signature of competent person:

Seal of the company:

Date: _____

Place: _____