

Tender No: BSDM/11/2017- 2018

Date-05.12.2017

This Tender notice is for PMKVY Category 4 and is different from previously published tender for Category 1 RFP, published vide Tender No: BSDM/10/2017- 2018 dated 25.11.2017 last date of which is 03.00 PM of 22/12/2017.

Tender Notice for Empanelment of Training Providers with Bihar Skill Development Mission (BSDM) for running Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles under Category 4 in the State of Bihar.

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, BSDM, invites sealed proposals from Applicant organizations for "Empanelment of Training Providers with BSDM for running Skill Development Center/s under CSSM Component of PMKVY 2.0 for specified Job Roles (Annexure 7) under Category 4 in the State of Bihar".

*Please note that if the center/s selected through this RFP is not approved under Smart Portal, the agency/ies will have to get its/theirs center/s accredited and affiliated on SMART portal of NSDC portal for the selected course/s within a period of 60 days from the date of issuance of Letter of Empanelment (LOE) as per the terms and conditions of the portal.*

The response to this tender along with all required documents are to be submitted by interested agencies on or before 3.00 PM of 05/01/2018.

The Tender has to be submitted in a sealed non-transparent envelope super scribed with "Empanelment of Training Providers with BSDM for running Skill Development Center/s under CSSM Component of PMKVY 2.0 for specified Job Roles under Category 4 in the State of Bihar" along with Tender Ref. No. and Name of the agency with contact number and email id.

Incomplete responses or those received after the specified time or not fulfilling the specified requirement shall not be considered. The proposals will be opened on the same day at 4.00 PM in front of the Tender Committee and the authorized representative of bidder who wish to be present in the office of the BSDM. The organization/s which will pass the minimum eligibility criteria would then be asked to make a Technical Presentation on a later date and a minimum of 70% score under Technical Evaluation would be required to be considered for Letter of Empanelment.

Document/ Proposal Processing Fee: All Applicants have to pay a non-refundable Proposal Processing Fee of Rs.5,000/- (Rupees five Thousands only) in the form of a Demand Draft drawn from a Scheduled/Nationalized Bank in favor of "Bihar Skill Development Mission" payable at Patna.

Earnest Money Deposit (EMD): All Applicants have to pay refundable EMD (non-interest bearing) of Rs. 50, 000/- (Rs. Fifty thousand Only) in the form of a Demand Draft drawn from a Scheduled/Nationalized Bank of India in favor of "Bihar Skill Development Mission" payable at Patna.

Proposals that are not accompanied by the document fee and EMD shall be out rightly rejected by BSDM. The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to modify or cancel the whole of this Tender at any stage without assigning any reason thereof.

The complete RFP can be downloaded from the "Tender Section" of the website: <http://www.skillmissionbihar.org>

Principal Secretary,  
Department of Labour Resources, Government of Bihar,  
Niyojan Bhawan, Patna – 800001  
-cum- Chief Executive Officer, Bihar Skill Development Mission.

## Background:

Bihar Skill Development Mission (BSDM) is mandated to implement all skill development programs in the State of Bihar. The vision is to increase the capacity and capability of the system to deliver quality skill training and professional knowledge to the youth of Bihar to enhance their employability and bridge the skill deficit with a view to meet the growing demand for skilled man power in various economic sectors by setting up Skill Development Centers (SDCs).

Bihar has been allocated target under Centrally Sponsored State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 State Engagement. In the next three years (2017-2020), BSDM will train a total of 17932 candidates in Category 4 Courses under the Centrally Sponsored State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 State Engagement. Out of the target of 17932, a target of 1697 has already been allotted to successful applicants of previous RFP. Hence, the present RFP calls for proposals for the remaining allocation of target in next three years (2017-20) for the Job Roles (as mentioned in Annexure-7).

Allocation of target to specific applicant for a specific job role would be made keeping in mind the overall target of BSDM, based on the demand of particular job role and the capacity and availability of centers run by applicants of this RFP. Further, BSDM, may decide not to allocate any target in one/more Job Roles (as in Annexure-7) in view of more number of centers coming up for the particular Job Role/s in due course of time in other schemes running in the state of Bihar which may result in impacting the employment prospects in the particular Job Role/s.

Accordingly, Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites sealed proposals from Training Providers for “Empanelment of Training Providers with Bihar Skill Development Mission for running Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) for specified Job Roles under Category 4 in the State of Bihar”.

### A. Eligibility Criteria: The Applicant Organization (Type ‘X’ Applicant)

- 1) Should be a registered Proprietorship/Partnership Firm/ Private Limited Company/Public Limited Company/Registered Society/Trust/ Association/ Government institutions/ Public Sector Units/ Universities/ Educational institutes including technical and professional institutes having affiliation or recognition of relevant Board / Council etc.

The applicant organization will submit the details of the proposal with a covering letter as per Annexure 1 and submit details with relevant documents as per Annexure 2.

- 2) Should have been active and operational since last three years as on the last date of submission of proposal.
- 3) Has an average annual turnover of Rs. 50 lakh or more from skill development and placement linked programs and Total Average Annual Turnover of Rs. 1.5 Crore or more during last three financial years (2014-15, 2015-16, 2016-2017). Agency is required to submit the copy of audited financial statements for the last three financial years along with details under Annexure-3.

OR

(Type 'Y' Applicant)

Should have existing center/s in any district of Bihar duly registered on SMART portal of NSDC for the present financial year (2017-18) for at least one of the specified job roles as mentioned in Annexure 7 but has not been allotted any target as on the date of application under central component of PMKVY 2.0 . For such Agencies Criteria under Sl. No. 1, 2 and 3 will not apply. (Type Y applicant). If such organization is selected and later is found to get a target from central component of PMKVY 2.0 also by NSDC, the organization will have to choose the scheme under only one component i.e. the organization can run course/s either in the central component or the state component at a time.

Document required: Annexure -9 including Inspection Report (confirming Smart approval of center through CAAF) of the center issued by NSDC.

- 4) Organization/s who has/have already been allotted target under Centrally Sponsored Centrally Managed (CSCM) Component of PMKVY 2.0 by NSDC in a job role in a center in Bihar should not apply for the same job role for the same center under this RFP. (For both Type of Applicant "X" and "Y")
- 5) Not have been blacklisted by any donor agency/State Government/Central Government or their undertakings. An Affidavit must be submitted as per Annexure-5. (For both Type of Applicant "X" and "Y")
- 6) Will have to submit an undertaking/ Self-Certificate/Declaration as per Annexure-6 to follow BSDM & PMKVY norms (as amended from time to time). (For both Type of Applicant "X" and "Y")

Note:

- a) BSDM will not permit franchisee/subletting of trainings by empanelled partners.
- b) Joint Venture/Consortium is not allowed.

B. Document/ Proposal Processing Fee: An Applicant has to pay a non-refundable Proposal Processing Fee of Rs.5,000/- (Rupees Five Thousands only) in the form of a Demand Draft drawn from a Scheduled Bank in favour of "Bihar Skill Development Mission" payable at Patna.

C. Earnest Money Deposit (EMD):

- Ø An Applicant has to pay refundable EMD (non-interest bearing) of Rs. 50, 000/- (Rs. Fifty thousand Only) in the form of a Demand Draft drawn from a Scheduled/Nationalized Bank of India in favour of "Bihar Skill Development Mission" payable at Patna.
- Ø The EMD of the unsuccessful applicant would be returned (without interest) within 60 days of decision of rejection. In case of successful applicants, the EMD will be returned after submission of the Performance Guarantee.
- Ø The EMD of the successful applicants will be forfeited if they failed to submit performance guarantee or to enter in to the agreement.

D. Performance Guarantee (PG):

- Ø Successful applicant has to submit for each allotted center, a Performance Guarantee of INR 50,000/- (Indian Rupees Fifty Thousand only) in the form of a Demand Draft drawn from a Scheduled/Nationalized Bank in favour of "Bihar Skill Development Mission" payable at Patna. In case, the applicant fails to submit the required PG for each of the allotted centers, the EMD will be forfeited.

- Ø The PG will be returned within six months from end of the agreement period. In case of extension of agreement, the PG will be returned within six months from the end of extended period of agreement.
- Ø PG may be forfeited if the agency fails to fulfil its obligation under the terms of agreement. The decision of CEO-BSDM will be final in this regard and will be binding on the agency.

#### E. Letter of Engagement (LoE):

- Ø A Letter of Engagement (LoE) will be issued to the successful organization after initial round of document verification and technical presentation. The LoE would serve as the preliminary empanelment with BSDM and does not entail awarding of target or final approval. All the organization receiving LoE will be provided a time period of 60 days (may be increased on case to case basis by BSDM) to complete the successful accreditation and affiliation for center/s for selected job role/s through SMART Portal of NSDC and also registration and approval on BSDM Portal as per the terms and conditions of both the portals.

It may be noted that LoE does not guarantee eventual allotment of target. If a number of training partner/s is found to apply for same job role in same/different district, BSDM would select organization/s according to their total marks scored as per Evaluation Criteria (Detailed under Section: H, I and J) and the total target available for that particular course while rest of the organizations would be kept as waitlisted. In case one/more of the selected organization is de-empanelled due to inability to fulfil the commitment after agreement or due any other reason, the waitlisted organization would be given preference in order of their score obtained.

#### F. Letter of Award (LoA)

- Ø On completion of Smart portal Registration through Accreditation and Affiliation of Center/s for selected Job Role/s and also a simultaneous registration and approval on BSDM portal, the organization would inform BSDM, post which BSDM would make desk appraisal of documents submitted and if required, may conduct on-site verification of Infra-structure, Tools, Equipments, and Peripherals etc.
- Ø The successful organization/s will be awarded Letter of Award (LoA) and have to execute an Agreement as per a prescribed format.

#### G. Other Terms and Conditions:

1. While allotting the target to number of centers proposed by a particular organization, preference will be given to those centers which fall in districts under Category 'B'. (Refer Annexure-8 for Categorization of Districts).

Note: For the purpose of RFP, all the districts of Bihar have been categorized under two Categories- namely Category 'A' and Category B'. Category 'A' enlists the districts which have sizeable number of centers under Domain Skilling Scheme of BSDM and other schemes while Category 'B' includes those districts where number of centers under Domain Skilling of BSDM and other schemes are not in sufficient number to cater to the requirement of skilling of youth from the districts).

2. Prohibition on sub-letting: The selected Agencies has to run the program by itself and any kind of sub-letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited

- and impermissible under any circumstances. No joint venture or consortium or association is permissible.
3. Verification of document and the center: Once the center gets approved under SMART portal of NSDC to run the selected Job Role/s, the agency will have to submit a copy of all the relevant documents validating the approval of the center under SMART portal to BSDM. BSDM will make a thorough verification of the document and, if required, may carry out the verification of the center/s in terms of infrastructure, tools and equipment, peripherals etc. as per stipulated norms of NSDC/SSC for running the particular Job Role for all types of centers (For both Category 'X' and 'Y').
  4. Mere fulfilment of the eligibility criteria or selection of organization will not guarantee allocation of work or award of target to the agency. BSDM reserves the right to restrict the number of Training Providers for a particular job role in a particular district.
  5. Distribution of Targets: The distribution of target amongst the successful centers will be based on number of centers in both the categories of districts, proposed capacity of the centre and total target of BSDM with due consideration on coverage of scheme to all the districts of Bihar. BSDM will have the sole discretion to devise the method of distribution of targets amongst the eligible centers and the decision will be final and binding on the successful agencies.
  6. Training Cost Payment: It will be paid as per PMKVY guidelines as amended from time to time. No amount will be paid over and above as mentioned under PMKVY guidelines.
  7. The selected organization has to ensure uninterrupted power/ electricity for the conduct of training and will have to ensure safety measures of the candidates, personnel deployed at the center and the available infrastructures at its own cost and risks.
  8. Duration of the Project: The agency will be empanelled for 3 years subject to an Annual performance review. The annual performance review will be based on the following parameters (list is illustrative and not exhaustive):
    - a. Accomplishment of allocated training target within time
    - b. Adherence to quality as mandated by PMKVY/BSDM, and
    - c. Successful placement of the candidates as mandated.
  9. Conduct of Training and Branding of Program: The Applicant has to follow PMKVY's guidelines/ any circular issued by BSDM pertaining to CSSM component (as amended from time to time) for Branding of the Program, Training Delivery Assessment & Certification, Placement, Tracking, Payment disbursement etc.
  10. Jurisdiction: All disputes and differences, whatsoever shall be referred to the courts at Patna, Bihar which shall be the courts having jurisdiction to entertain and try the same.
  11. Allotment of target: The allotment of target for a particular Job Role in a district would be done as per the available target of BSDM. In case two or more organizations have applied for same job role in the same district, the organization having higher score in the Evaluation Criteria (Section- H, I and J) would be given preference while allotting target.

Note: Since the center/s will be duly accredited and affiliated through SMART and also registered on BSDM portal, the organization may be eligible to implement training (subject to availability of targets and successful selection of Training partners) under schemes such as –

- 1) Under CSSM component of PMKVY for Category-4 Courses run by BSDM,
- 2) Domain Skill Training program offered by different state department of Bihar as per BSDM Guidelines for that particular Job Role under Category 4, and
- 3) Any other scheme as approved by BSDM

#### H. Evaluation Criteria:

For Type “X” applicant: The evaluation of proposals and selection of organization will be based on the points/marks earned as per the Evaluation Criteria based on four major parameters- Existence of organization, Average Annual Turnover (Total) and Average Annual Turnover from Skilling over last three consecutive years (2014-15, 2015-16 and 2016-17) and a Technical Presentation before the Evaluation committee. An Applicant organization has to score a minimum of 70% of the total score (i.e.700 marks out of probable 1000 marks) to qualify for preliminary empanelment in the form of LoE with BSDM.

For Type “Y” applicant, the evaluation of proposals and selection of organization will be based on the points/marks earned only as per the Technical Presentation before the Evaluation committee. The marks obtained under technical presentation, however, will then be converted in the proportion of 1000 (By a simple formula of marks obtained in Technical presentation/450 \* 1000) and the marks thus obtained will be the total score of type Y applicant. An applicant organization has to score a minimum of 70% of the total score (i.e.700 marks out of probable 1000 marks) to qualify for preliminary empanelment in the form of LoE with BSDM.

I. Technical Evaluation Criteria:

Criteria that would be considered for selection of preferred bidder would be as follows:

Sl. No.	Technical Evaluation Criteria	Marks
1.	The Organization must have been registered on or before 04.01.2015. Registered between: <ul style="list-style-type: none"> <li>a. 01.04.2013 to 04.01.2015</li> <li>b. 01.04.2012 to 31.03.2013</li> <li>c. 01.04.2011 to 31.03.2012</li> <li>d. 01.04.2010 to 31.03.2011</li> <li>e. 01.04.2009 to 31.03.2010</li> <li>f. On or Before 31.03.2009</li> </ul>	Full marks – 150  <ul style="list-style-type: none"> <li>a. 75 marks</li> <li>b. 90 marks</li> <li>c. 105 marks</li> <li>d. 120 marks</li> <li>e. 135 marks</li> <li>f. 150 marks</li> </ul>
2.	The bidder's average annual turnover (T) during the last three financial years i.e. (2014-15), (2015-16) and (2016-17)  <ul style="list-style-type: none"> <li>a. T = 1.5 crores</li> <li>b. 1.5 crores &lt; T &lt;= 3.0 crore</li> <li>c. 3.0 crores &lt; T &lt;= 5.0 crore</li> <li>d. 5.0 crores &lt; T &lt;= 8.0 crore</li> <li>e. 8.0 crores &lt; T &lt;= 12.0 crore</li> <li>f. &gt; 12 Crores</li> </ul>	Full marks – 200  <ul style="list-style-type: none"> <li>a. 100 marks</li> <li>b. 120 marks</li> <li>c. 140 marks</li> <li>d. 160 marks</li> <li>e. 180 marks</li> <li>f. 200 marks</li> </ul>
3	The bidder's average annual turnover from Skill Trainings (TS) during the last three financial years i.e. (2014-15), (2015-16) and (2016-17)  <ul style="list-style-type: none"> <li>a. TS = 0.50 crores</li> <li>b. 0.50 crore &lt; TS &lt;= 0.75 crore</li> <li>c. 0.75 crore &lt; TS &lt;= 1.25 crore</li> <li>d. 1.25 crore &lt; TS &lt;= 2.00 crore</li> <li>e. 2.00 crore &lt; TS &lt;= 3.00 crore</li> <li>f. 3.00 crores &lt; TS</li> </ul>	Full marks – 200  <ul style="list-style-type: none"> <li>a. 100 marks</li> <li>b. 120 marks</li> <li>c. 140 marks</li> <li>d. 160 marks</li> <li>e. 180 marks</li> <li>f. 200 marks</li> </ul>
	Presentation- Time allotted :45 min	
4.	Technical Presentation and Verification of Claims :  <ul style="list-style-type: none"> <li>a. Approach &amp; Methodology for proposed assignment.</li> <li>b. Existing center/s in Bihar (if any).</li> <li>c. Past skilling experience and diversity in Skilling with placement outcomes.</li> <li>d. Justification of proposed target-district wise and job role wise</li> <li>e. NSDC Report on Past Experience in Skilling (if any).</li> <li>f. Placement Strategies and Placement Tie-Ups.</li> <li>g. Actual Placement Due Diligence (Updated Placement data may have to be furnished at any time of evaluation process through mail).</li> <li>h. Work Program/Annual Action Plan for execution with timelines.</li> </ul> (Presentation to be made keeping a maximum of 10 slides with 6/8 slides on above points. 4/2 slides can be of any additional information /data which substantiate any of the above points.).	Full marks 450
	Total	1000 marks

J. Technical Presentation and Verification of Claims: A detailed technical presentation (as mentioned under Section I, Sl. No 4) covering all the points would have to be made by eligible organization/s. The date and venue of the presentation would be intimated in advance to eligible organization (within a few week/s after opening of the Tender). BSDM may ask for additional data/information afterwards for verification of claims/facts made during presentation as a part of evaluation process.

Note: In case two or more organizations have applied for same job role in the same district, the organization having higher score in the Evaluation Criteria (Section- H, I and J) would be given preference while allotting target. In case of a tie again, the organization having higher annual turnover in FY 2016-17 will be given preference.

K. Submission of Proposal:

Interested agency/ies fulfilling eligibility conditions can submit the proposal for undertaking this program in the state of Bihar to The CEO, Bihar Skill Development Mission (BSDM) Head Office, Niyogan Bhawan , Patna-Bihar on or before 5th of January, 2018 till 03:00 P.M. The proposal should carry following documents as per checklist given in the RFP.

- a) Covering Letter-Annexure-1
- b) Applicant details along with required documents as per Annexure-2
- c) Copy of the Audited Financial Details of the organization along with required documents as per Annexure 3 (Applicable for Type "X" applicant only)
- d) Training and Placement details with required documents as per Annexure-4
- e) An affidavit for not being blacklisted Annexure-5
- f) A Self-Certificate/Declaration as per Annexure-6
- g) Details on Smart Portal Approved Centre in Bihar- Annexure-9 (Applicable for Type "Y" applicant only)

Note: The CEO, BSDM reserves the right to accept or reject any proposal without providing any reason, what so ever. The decision of BSDM shall be final and binding upon the Company/Agency.

L. Mechanism of processes:

- a) Desk appraisal for verification of documents
- b) Shortlisting of organization for Presentation based on eligibility
- c) Presentation of the shortlisted applicants before Evaluation Committee of BSDM
- d) Validation/Verification of claims made during presentation
- e) Final Evaluation of the proposals.
- f) Issuance of Letter of Engagement (LoE) to organization securing a minimum of 700 marks in Technical Evaluation.
- g) Re-verification of Centers details (Smart Approved Accreditation and Affiliation Certificate/ proof) and Registration under BSDM Portal after allotted time period.
- h) Final Approval and Issuance of Letter of Award (LoA) to successful organization.

Note: BSDM reserves the right to decide about the number of candidates to be trained in a particular course and the decision will be binding on all organizations submitting the proposals.



Annexure -1  
Format of the Covering Letter

*<< The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal (Letter of authorization is also to be enclosed) >>*

To

The Chief Executive Officer,  
Bihar Skill Development Mission  
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna – 800001

Sub: Empanelment of Training Providers with Bihar Skill Development Mission for running Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) 2.0 for specified Job Roles under Category 4 in the State of Bihar.

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the "Empanelment of Training Providers with Bihar Skill Development Mission for running Skill Development Center/s under Centrally Sponsored and State Managed (CSSM) Component of Pradhan Mantri Kaushal Vikas Yojna (PMKVY) for specified Job Roles under Category 4 in the State of Bihar in BSDM, in response to the Request for Proposal (RFP) Document issued by the Bihar Skill Development Mission (BSDM), dated\_\_\_\_\_.

We hereby confirm that:

1. The proposal is being submitted by \_\_\_\_\_ (name of the agency who is the applicant, in accordance with the conditions stipulated in the RFP) as Type (please mention type "X" or "Y") applicant. We understand that our proposal will be evaluated as per above declared type only, irrespective of our credentials.
2. We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by BSDM. We agree and undertake to abide by all these terms and conditions along with subsequent communication from BSDM. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from BSDM.
3. We have also read the detail guideline of PMKVY 2.0 (including its various components) issued by MSDE, NSDC and also BSDM's portal registration and course conduct guidelines and would keep itself abreast of such guidelines amended from time to time.
4. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that BSDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
5. We acknowledge the right of BSDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfil all the legal requirements and meet all the eligibility criteria laid down in the RFP.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. We are enclosing DDs towards EMD & Processing Fee as under:

Item	Amount	DD No.	Date	Bank
EMD	Rs. 50,000/-			
Processing Fee	Rs. 5,000/-			

This Proposal is made for the purpose of empanelment under CSSM PMKVY Category 4 Training Programme of BSDM as following action plan:

Proposed Target under Category 4 (CSSM-PMKVY):

Sl. No	Name of Proposed Center/s	District	Proposed Job Role (as per Annexure :7)	District Category (A/B) as per Annexure-8	Proposed Target for the year 2017-18	Proposed Target for the year 2018-19	Proposed Target for the year 2019-20

(Note: In case the Training Partner and/Training Center is registered under Smart Portal of NSDC through CAAF and has not been allotted any target under central component for the year/s as mentioned above, please add a column mentioning TP and/ TC ID.)

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

Annexure -2:  
Applicant Details

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>  
(All fields are mandatory)

S. No.	Description	Details	
1	Name of Applicant Organization		
2	Type/ Constitution of the Organization		
3	Name of Authorized Signatory (enclose Letter of Authorization)		
4	Contact address and number		
5	Registration Number of Organization		
6	Date of Registration		
7	Place of Registration		
8	PAN Card (Number) of Organization		
9	Primary point of contact (For all sort of communication purpose)	Email	Contact No
11	Secondary Point of Contact	Email	Contact No

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

-----  
Note: For Type of the Organization, please provide copy of the registration certificate from the appropriate Registering Authority as given below:

If Company

- Certificate of Incorporation of company

If Proprietorship Firm

- Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant. or Copy of trade license/sales tax registration/IT registration

If Partnership Firm

- Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.
- Copy of Registration/Incorporation Certificate and Memorandum and Articles of Association.

If Society / Trust / Association

- Copy of Registration Certificate and Bylaws of Society / Trust / Association.

Note: In addition to the registration certificate, a copy of legible PAN Card also needs to be submitted.

Annexure -3:  
Audited Financial Details of last three consecutive years

<< Declaration to be submitted under the signature of Chartered Accountant on Letterhead with his/her dated Sign and Seal >>

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rs. 50 lakh or more from skill development or placement linked program AND Rs. 1.5 Crore or more from various activities, in the past three consecutive financial years ((2014-15), (2015-16) and (2016-17)) as mentioned below:

Sl. No	Financial Year	Total Annual Turnover (INR)	Annual Turnover from Skill Development and/ Placement Linked Program (INR)
1	2016-17		
2	2015-16		
3	2014-15		
Average Annual Turnover (INR)			

Note: Audited financial statements for the past three years ((2014-15), (2015-16) and (2016-17)) should be submitted by the Applicant.

Chartered Accountant:

Signature

Name

Registration No

Contact No.

Seal

Date:

Place:

(Note: Applicable for Type "X" applicant only)

Annexure - 4

Training and Placement Details

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>

Financial Year	Scheme Name with Department/Awarding Body	Total no. of candidates trained	Total no. of candidates placed	Placement Percentage (with respect to no. of candidates trained)	Remarks, if any
2014-15					
2015-16					
2016-17					

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

Notes:

Please provide Supporting proof as given below:

For Trainings conducted self-attested copies of any of the following documents:

- Certificate from Government bodies or international funding agencies indicating experience in conducting similar 'Placement Linked Training Programme' in the related field of Sector with number of youths trained (self-attested printouts of verifiable information from Government or agency OFFICE/websites or from the funding agencies will be accepted)
- Copies of relevant pages of the fee register attested by a Chartered Accountant.

For Placements conducted self-attested copies of any of the following documents:

- Certificate from Government bodies indicating experience in conducting 'Placement Linked Training Programme' in the related field of Sector with number of youths placed (self-attested printouts of verifiable information from Government websites will be accepted)
- Letter from the employer confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work (with a valid contact number and e-mail of employer).
- Original Certificate by a Chartered Accountant defining the number of youth placed by the Training Provider during each of last three (3) years.

**Annexure -5:**  
**An affidavit for not being blacklisted**

*<< An affidavit on a non-judicial stamp paper of INR 100/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal >>*

**AFFIDAVIT**

We, <<M/s Applicant organization's name>>, having its registered office at <<Office address>>, do hereby declare that the we have not been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority to conduct any type of training for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

Annexure - 6  
Self-Declaration

*<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>*

To whomsoever it may concern

On the basis of registration document/certificates, we M/s (Name of agency), having office at (Office address), hereby give our consent for following as per norms of PMKVY/BSDM (As amended from time to time):

1. To run and maintain the selected Skill Development Center (SDC) as per given specification in the guideline with specified capacity.
2. To maintain sufficient space, furniture, equipment, tools, trainers, training aids, induction kit, trainers' as well as trainees' books, raw material, electricity, water supply and other essentials including branding of program as per PMKVY/BSDM norm required for imparting training to youth in the proposed course(s) during entire period of training.
3. To mobilize and counsel youth for training and taking up a job, wherever available (wage/self-employment) after training.
4. To hire/engage competent and eligible trainer(s) to undertake training in the proposed courses and ensure ToT as per norms of PMKVY 2.0,
5. To adhere to the attendance system and bio-metric devices as per PMKVY/BSDM guideline
6. To arrange assessment and certification of trained youth through as per PMKVY/BSDM guideline
7. To arrange employment for trained youth as per PMKVY/BSDM guideline
8. To ensure tracking of youth as per PMKVY/BSDM guideline.
9. To maintain records of trainings, invoice generated and amount received including placement details for 4 years post training and payments.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

## Annexure-7

List of 19 Job Roles offered under category 4 under CSSM component in the state of Bihar.

Sl. No	Sector	Course Name	CSCM Job Roles with significant demand in State of Bihar (Category)
1	Agriculture	Animal Health Worker	Category – IV
2	Agriculture	Micro Irrigation Technician	Category – IV
3	Automotive	Auto Service Technician (Two & Three wheelers)	Category – IV
4	Automotive	Welding and Quality Technician	Category –IV
5	Automotive	Commercial Vehicle Driver Level 4	Category –IV
6	Beauty & Wellness	Assistant Spa Therapist	Category – IV
7	Beauty & Wellness	Beauty Therapist	Category – IV
8	Beauty & Wellness	Hair Stylist	Category – IV
9	BFSI	Life Insurance Agent	Category – IV
10	BFSI	Mutual Fund Agent	Category – IV
11	Electronics	Field Technician- Other Home Appliances	Category – IV
12	Green Jobs	Solar PV installer – Suryamitra	Category – IV
13	Healthcare	Emergency Medical Technician – Basic	Category – IV
14	Healthcare	Vision Technician	Category – IV
15	Plumbing	Plumber (General)	Category – IV
16	Telecom	Optical Fibre Technician	Category – IV
17	Telecom	Tower Technician	Category – IV
18	Tourism & Hospitality	Front Office Associate	Category – IV
19	Tourism & Hospitality	Multi Cuisine Cook	Category – IV



Annexure: 8 - Categorization of Districts of Bihar

Sl. No	District	Category
1	Aurangabad	A
2	Begusarai	A
3	Bhabhua	A
4	Darbhanga	A
5	East Champaran	A
6	Gaya	A
7	Katihar	A
8	Muzaffarpur	A
9	Nalanda	A
10	Patna	A
11	Purnea	A
12	Rohtas	A
13	Samastipur	A
14	Saran	A
15	Siwan	A
16	Vaishali	A

Sl. No	District	Category
1	Araria	B
2	Arwal	B
3	Banka	B
4	Bhagalpur	B
5	Bhojpur	B
6	Buxar	B
7	Gopalganj	B
8	Jamui	B
9	Jehanabad	B
10	Khagaria	B
11	Kishanganj	B
12	Lakhisarai	B
13	Madhepura	B
14	Madhubani	B
15	Munger	B
16	Nawada	B
17	Saharsa	B
18	Sheikhpura	B
19	Sheohar	B
20	Sitamarhi	B
21	Supaul	B
22	West Champaran	B

Annexure -9

(Applicable for Type "Y" Applicant only)

Details of Smart Portal Approved Centre in Bihar

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>

For each skill development centre:

S.N.	Particulars	Details
1.	Name of the Organization with Smart generated TP ID	
2.	Annual Turn Over of the organization for 2016-17	
2	Allotted District	
3	Name of the Training Center with Smart generated TC ID	
4	Full address with nearest landmark and telephone number	
5	No. of batch/es that is approved and can run in the center at a time as per the capacity.	
6	District-wise Job Role/s approved under Smart Portal	
7	Number of Classrooms for the proposed Job Role/s approved under Smart Portal	
8	Number of practical rooms proposed for the Job Role/s approved under Smart Portal	
9	Star Rating of the Center by NSDC (if any)	
10.	Is any training under CSCM in progress at the center at the time of applying under this RFP? ( If yes, attach a separate sheet on details of training like - Job role, Target allotted (Nos.), Date when target was allotted, Year for which target was allotted, No. of candidates presently undergoing training etc.).	

Notes:

1. List only those job roles which have been taken by BSDM for CSSM Component as in Annexure 7.
2. Please enclose Documentary Evidences regarding training Infrastructure available in the form of:
  - a) Proof of approval of center with job role on SMART Portal (Inspection Report)
  - b) Affiliation Certificate (if any) for the job role by SSC.
  - c) Audited Financial Detail for the year 2016-17 certified by a Chartered Accountant.

BSDM may also inspect the premises of each institute for verifying the infrastructure presented in the proposal. The documentary proof has to be made available at respective training centers also for verification. Any deviation or presenting wrong information will lead to rejection of center and hence the proposal.