

Government of Tripura
Directorate of Skill Department
Department of Industries and Commerce
Indranagar, Agartala-799006

Phone: (0381) 2353166, Fax- (0381) 2353167, email: skilltripura@gmail.com

NO. F.6(11)/TSDM/2016/856

Dated 10/07/2017

Directorate of Skill Development, Government of Tripura invites ‘Request for Proposal (RFP)’ for selection of Human Resource Recruitment Agency as service Provider for procurement of Experts to deploy them on his Pay roll under Pradhan Matri Kaushal Vikas Yojna-2.0 (PMKVY-2.0).

1. INTRODUCTION:

Directorate of Skill Development (DSD) was set up under the Department of Industries and Commerce, Government of Tripura, to bring more focus and coordination to the skill development initiatives under Tripura Skill development Mission.

Ministry of Skill Development and Entrepreneurship (MSME), Government of India has approved to train 44,000 (approx) candidates under various components of PMKVY-2.0 for Tripura for the FY 2017-20 which shall be implemented by State directly. To monitor the skill development programme under PMKVY-2.0 Directorate intends to engage professionals through HR Recruitment Agency.

Tender Contents:

The interested bidders shall submit the bids in two parts, namely “Part – A Technical Bid” and “Part – B Financial Bid”. The 2(two) Bids should be put in 2(two) separate sealed envelopes, indicating on the cover as to which one is the Technical Bid and which one is the Financial Bid. The 2 envelopes shall thereafter, be placed inside a large sealed cover and the same may be submitted. The Technical Bid shall contain all details regarding the item offered by the bidder, compliance of terms and conditions, submission of documents, EMD money etc. in other words, everything except the rate offered. The “Financial Bid” shall contain the rate offered by the bidder. While opening the Bids, the Technical Bids will be opened first and list of bidders whose technical proposal meets substantial requirements including minimum qualifying score of 50, shall be notified as per schedule of events mentioned above. The Department shall not be required to intimate the Bidder separately. Financial proposals of those Bidders will be opened in the presence of their representatives who choose to attend on the date informed by the Department. Thereafter, financial bids of only short listed bidders will be opened for consideration.

2. GENERAL TERMS AND CONDITIONS:

2.1 Key Information to Bidders

- a) Bidders are advised to study the RFP Document carefully. Submission of Bids against this RFP shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the RFP Document with full understanding of its implications

- b) The RFP document is available at Directorate of Skill Development, Government of Tripura website <http://www.skill.tripura.gov.in>. Selected Bidders may also view, download the RFP document, and submit their Bid on the date and time mentioned in the table below:

Last date of Submission of RFP:	Up to 3 PM, 25 th July, 2017. All pages of bid documents must be signed by the renderer while submitting the same otherwise the same shall not be considered
Date of Opening of Technical Bids:	At 11 A.M, 26 th July, 2017, Technical Bids will be opened in the presence of bidders' representatives who choose to attend at the address given below.
Date of Opening of Financial Bids:	Only those bidders who qualify technically will be informed about the opening of Financial bids. Financial bid will be opened on 28 th July, 2017 at 12 PM.
Place of opening of bids	Office chamber of Director, Skill Development, ITI Road, Indranagar, Agartala, West Tripura-799006
Non Refundable Tender Cost	Rs. 500/- through demand draft from any nationalised bank, drawn in favour of “Member Secretary, Society for Entrepreneurship Development (SoFED)”, Payable at Agartala as non refundable processing fee.
Ernest Money Deposit (EMD)	Rs 20,000/- (Rupees twenty Thousand) Only drawn in favour of “Member Secretary, Society for Entrepreneurship Development (SoFED)”, Payable at Agartala

- c) It will be the responsibility of the Bidders to check Directorate of Skill Development, Government of Tripura website <http://www.skill.tripura.gov.in> for any amendment through corrigendum in the tender document. In case of any amendment, Bidders will have to incorporate the amendments in their Bids accordingly.
- d) The RFP is open to all entities that fulfil eligibility criteria mentioned in this RFP. The proposal will be evaluated based on the eligibility criteria and preferences as mentioned in this RFP.
- e) Please be informed that submission of this application does not mean or indicate any commitment for selection of HR Recruitment Agency under PMKVY-2.0 by the Directorate of Skill Development.
- f) Directorate of Skill Development reserves all the rights to cancel the application/ penalize the HR Recruitment Agency, if any information is found to be incorrect/ false during and after programme execution, at its sole discretion and without assigning any reason.
- g) In selection of the HR Recruitment Agency a Agreement shall be signed between the parties (Selected Agency and Directorate of Skill Development)
- h) The Earnest Money Deposit (EMD) to an amount of Rs. 20,000 (Rupees twenty thousand only shall be furnished in the form of Demand Draft/Bank Guarantee drawn on any nationalised bank in favour of “Member Secretary, Society for Entrepreneurship Development (SoFED)”, payable at Agartala. The earnest money shall be valid for a period of forty five (45) days beyond the validity period of tender. The EMD will be released after

validity period of contract in case of successful tenderer and that of unsuccessful tenderer, will be released after finalization of tender.

2.2 Amendment of Tender Document

- a) At any time prior to 5 (five) days from the deadline for submission of the tender, DSD reserves the right to add / modify / delete any portion of the tender document by issuing an addendum, which will be sent to all bidders. In case of amendment of tender document, the directorate may, at their own discretion, extend the bidding period only under exceptional circumstances.
- b) DSD will not entertain any request from any bidder to extend the tendering period.

2.3 Eligibility/Qualifying Criteria of the Agency:

- a) The Agency shall be company and must be registered under company act as a service provider.
- b) The registration of the Agency must be at least 05 years old.
- c) The agency should have at least 03years of experience in the area of similar services to Government Department/Public Sector Undertaking/Autonomous bodies for providing subject specialist/consultant.
- d) Agency should have minimum average annual turnover of Rs. 1 Crore for last 3 financial years (ie. 2011-2012, 2012-2013, & 2013-2014) for similar assignment (deployment of HR to Public/Private Sector). Audited balance sheet and profit & loss a/c should be furnished along with proposal.
- e) The agency will be required to provide documentary evidence for full-filling above mentioned criteria.
- f) The documents related to evidences will be certified by an authorized signatory of an agency above Documents to be submitted with technical proposal.

2.3.1 Other Terms & Conditions:

- a) The agency should ensure that the candidates identified should not have any police record/criminal record against them. The agency should ensure that the candidates are medically fit and certificate of their medical fitness is to be provided, whenever called for.
- b) Subject to the Arbitration Agreement contained herein, any dispute between the parties arising out of this agreement shall be subject to the jurisdiction of Chief Secretary or not less than any post equivalent to Principal Secretary.
- c) The agency should not disclose any Directorate of Skill Development's confidentially information to anyone outside and use such information only in connection with the service provided to the Directorate of Skill Development.

For handling the various responsibilities in Directorate of Skill Development under PMKVY-2.0, it is proposed to appoint the following categories of employees.

2.4 Preferences:

- a) The agencies / firms with prior working experience in relevant field in Tripura / in North East. Necessary documents should be provided to substantiate the claim.
- b) Agency has more than 3 contracts in last 3 years in providing similar services and the cost of each services not less than 10 lakh.
- c) The agency / firm, who has ready-to-deploy eligible candidates as per required qualification and experience within 45 days of signing the contract with Directorate of Skill Development.

Details of the technical experts & cost to be positioned at Directorate of Skill Development & terms of reference (tor) are as follows:

Name of the Post	Age Limit (years)	Essential Qualification	Relevant Experience (preferable)	Responsibility	Proposed Annual CTC * (Lacs)	No. of Posts
Team Leader	45 years	Post-Graduation in any discipline Desirable: 1. Strong English writing and oral communication skills 2. Programme design, skill 3. Analytical influencing, negotiating and management skills 4. Computer Skill 5. Also incumbent should have the thorough knowledge about the State.	5 years of experience in any development project of State/Central Government/ any external agency Preference shall be given to the candidate working in skill development, rural development, livelihood development and management project	1. Project Guidance & direction for implementation of program 2. Quality Control & Assurance 3. Project Tracking and Issue Resolution 4. Coordination with MSDE, NSDC, and other State and national stakeholders	6 to 9	1
Manager-Training Provider	45 years	Graduation in any discipline preferably in Engineering/Science/Management, Agriculture etc. Background Desirable: 1. Experience in working with community and providing Capacity building 2. Good communication skill in all forms including written, oral, email, telephone and presentations 3. Capable of	2 years of experience in any development project of State/Central Government/ any external agency. Preference shall be given to the candidate working in skill development, rural development, livelihood development and management project	1. Empanelment of Training Providers under PMKVY-2.0 2. Monitoring of TP Performance-Monitoring & Evaluation of training outcomes, quality of trainings and infrastructure 3. Score card development and analysis, implementation of frameworks for quality assurance 4. To monitor skill development programme in district level	2.4 to 3.6	2

		manage projects and have the ability to do problem-solving. Should be able to provide ideas and solutions.				
Manager-MIS	45 years	<p>Graduation in Computer Application/ Engineering or IT</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Good knowledge of excel, and advance Excel 2. Development of web based Monitoring Tool, Management of Database and Implementation of Data Based Application. 3. Data Capture, Analysis, Management Reporting and Performance Monitoring. 4. Developing/Modifying MIS System and other software's. 5. Good communication skill in all forms including written, oral, email, telephone and presentation 	<p>2 years' experience in monitoring of project through MIS system in any development project of State/Central Government/ any external agency</p> <p>Preference shall be given to the candidate works in skill development, rural development, livelihood development and management project</p>	<ol style="list-style-type: none"> 1. Support in maintaining data and approvals on SDMS portal 2. Generating reports for SSDM, MSDE, NSDC and other Stake holders 3. Monitoring skill development programme in district level 	2.4 to 3.6	1
Manager-Finance	45 years	<p>Post Graduate Degree in Commerce or Master of Business Administration (MBA, Finance) or its equivalent qualification from a recognized University.</p> <p>Desirable:</p>	<p>2 years' experience in financial management, accounting in any development project of State/Central Government/ any external agency</p> <p>Preference shall be given to the</p>	<ol style="list-style-type: none"> 4. Generation of internal and external financial reports as per PMKVY 2.0 financial guideline 5. Preparing UCs, submission and fund disbursement to TPs <p>Monitoring skill development programme in district level</p> <ol style="list-style-type: none"> 5. 	2.4 to 3.6	1

		1. Good knowledge of Tally software, MS Excel, MS Office and accounting applications.	candidate works in skill development, rural development, livelihood development and management project			
Customer Care Executive	40 Years	Graduate in any discipline Good communication skills Ability to respond to queries in a positive way One post is for the candidate fluent in Kokborok language	2 years of experience in any development project of State/Central Government/ any external agency Preference shall be given to the candidate worked in Call center /HR related Job.	Responding to the queries in a positive way 2. Monitoring of ongoing trainings through interacting with trainees and other stakeholders on sample calls basis 3. Tracking of the status of trained candidates through calls 4. Quality Control & Assurance 5. Support in maintaining database 6. Monitoring skill development programme in district level	1 to 1.44	2

The above team shall be a multi disciplinary team having the expertise to effectively handle all aspects of the mission work. The team shall work with the Directorate of Skill Development, Tripura on day to day basis & provide all necessary technical supports as desired by the Directorate of Skill Development.* Break-up of the emoluments as approved by the Board of Directors based on the industry practice is given below:

S.No.	Component	Amount
1	Basic	50% of CTC
2	Allowances*	Team Leader – 20% of CTC Manager – 15% of CTC, CCE – 10% CTC
3	Employer's contribution to PF	36% of CTC(12% of Basic)
4	Variable Compensation (at expected performance level)	14% of CTC

CTC Break Up:

*Allowances include:

- Medical reimbursement, Conveyance, Child Education , Child Hostel , House Rent Allowance, Professional Development Reimbursement, Leave Travel Concession, Special Allowance.
- The allowances will be subject as per applicable Income Tax Act.

Payment terms and Condition:

- a) The payment shall be made by Directorate of Skill Development, Tripura through Society for Entrepreneurship Development (SoFED) to the agency on monthly basis upon receipt of invoice raised by the agency, subject to release / transfer of requisite remuneration to the candidate directly into their Bank Account.
- b) The Management Cost including service tax and other applicable tax would be only payable to the Service Provider additionally.

Termination of candidates:

Directorate of Skill Development has right to refuse any candidate/s for recruitment/termination in any course of time, if performance of the candidate is found to be unsatisfactory or any desecration during office duty which affects the dignity of Government.

Termination of Contract:

Directorate of Skill Development shall have the right to terminate the contract of the agency at any time during the tenure of the work, if the performance of the agency is found to be unsatisfactory or violation of any clause of the RFP pertaining to execution of the work. For termination of the contract, Directorate of Skill Development shall provide the agency a notice of minimum of 15 days, to allow the agency to clarify its position of unsatisfactory performance observed by Directorate of Skill Development. If the clarification provided by the agency is not upto the satisfaction of the competent authority of Directorate of Skill Development, the contract of the agency will be terminated.

Period of Contracts with the Service Provider:

The contract shall be valid for one year from the date of signing of Agreement with HR recruitment Agency with Directorate of Skill Development and if necessary it may be extended further to cover the Period of State Engagement component of PMKVY 2.0(2017-2020); however in extension of the Scheme (PMKVY-2.0) by Government of India contract may be renewed based on the performance of the HR recruitment Agency with the final approval of the competent Authority.

Sd/-
The Director,
Skill Development
ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)
Tel: (+91) 381-235-166; Fax: (+91) 381-235-167, E-mail: skilltripura@gmail.com

TECHNICAL BID:**Project Application Form (PAF)**

1	Name of the Agency, complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No, Website						
2	Registration number, date of registration, validity of registration., Act under which registered						
3	Status of the organization (i.e company /Partnership firm /etc)						
4	Name & designation of Chief functionary with Tel No. /Mobile No						
5	Name & designation of Contact person for this Tender with Tel No. /Mobile No						
6	PAN/TIN, Sales Tax/ VAT registration certificate and Trade License						
7	No. of years in this field						
8	Whether the organization has any past experience in working as HR Recruitment Agency in last 5 years, if yes then the details thereof. Attach the work order/sanction letter (Max mark – 20 marks)	Title of the Project	Name & Address of the Client	Duration of Project (in month) & Year of Start & Completion	No. of employee deployed	Project Cost (Rs. in Lakh)	Status of the Project
		1	2	3	4	5	6
9	Whether the institution/organization is having sufficient managerial and technical capacity for running the project, if yes the details thereof (Max mark – 10 marks)	No. of full time employees			No. of part time employees		
		1			2		
10	Whether the organization is working as HR Recruitment Agency, If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization (max marks – 20 marks)						
11	Turnover in Rs. (Max mark – 10 marks)	2014-15		2015-16		2016-17	
12	Documentary proof of working in Tripura/ North east as HR Recruitment Agency (Max mark – 10 marks)						
13	Whether candidates have been shortlisted by the Agency as per the required qualification and experience in the project, if yes the details thereof	Name	Post applied for	Qualification	Experience (Years)	Expected CTC per Annum	
		1	2	3	4	5	

	(Max mark – 30 marks) (C.Vs shall be enclosed)	
14	Certified that provisions of the RFP have been fully understood and we will take the responsibility for successful completion of the project in a time bound manner, if we will be selected by Directorate of Skill Development	
15	Affidavit regarding: That organization/institution is not involved in any corrupt practices and has not been black-listed by any central/state agencies (As per Annexure-IV)	
16	The agency should not have any relationship with the employees of Directorate of Skill Development. A non relationship certificate in support to be enclosed.	

Enclose:- Self attested photocopies of the documents in respect to Sl. Nos. (2),(3), (6), (8), (9) (10), (11), (12), (13), (14), (15)& (16)

Note: All the pages should be numbered and properly indexed. If any of the RFP proposals is found to be without proper signature, page, numbers and index, it will be liable for rejection.

Authorized signatory of the Organization
With seal Name/Designation/Address

Date:

Place:

FINANCIAL BID

To
 The Director,
 Skill Development
 Government of Tripura
 ITI Road, Indranagar,
 Agartala, West Tripura-799006

Subject: Submission of Proposal (RFP)' for selection of Human Resource Recruitment Agency as service Provider for procurement of Experts to deploy them on his Pay roll under Pradhan Matri Kaushal Vikas Yojna-2.0 (PMKVY-2.0).

FINANCIAL BID
 (Agency Name & Address)

I, the undersigned, offer to provide the HR recruitment services for procurement of Experts to deploy them on his Pay roll under PMKVY-2.0 in accordance with your RFP.

My Financial Proposal is as follows:

Management Cost (Service charges / overhead) of the Agency in percentage (calculation based on the total amount fixed for payment to deployed specialist)		
I	Posts	Proposed Remuneration per Annum (in Rs.)
a)	Team Leader	
b)	Manager-Training Provider (1)	
c)	Manager-Training Provider (2)	
d)	Manager-MIS	
e)	Manager-Finance	
d)	Customer Care Executive (1)	
e)	Customer Care Executive (2)	
II	Management Cost (Service charges/ overhead) of the Agency (inclusive of all taxes)	
	Total	
III	Last date of validity of the bid:	

Authorised Signatory of the organization
 With seal Name /Designation/ address

Date:

Place:

Declaration

I / We..... have gone through carefully all the tender conditions and solemnly declare that I /We abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the department against us, if it is found that the statement, documents, certificated produced by us are false/ fabricated.

I / We hereby declare that, I /We have not been blacklisted / debarred / suspended/ demoted in any department in Tripura or any state in India due to any reasons

FULL SIGNATURE OF TENDERER:

.....

DATE:

NAME & ADDRESS OF THE FIRM

.....

.....

.....

..

Self-Declaration on organization's letter head - that organization/institute is not involved in any corrupt practices and has not been black listed by Central/ State Agencies

(On non-judicial stamp paper of Rs 10 and duly attested by the notary Public)

**To
The Director,
Skill Development
ITI Road, Indranagar,
Agartala, West Tripura-799006**

Sir,

In response to the RFP reference no..... dated...../...../..... for selection of Human Resource Recruitment Agency as service Provider for procurement of Experts to deploy them on his Pay roll under Pradhan Matri Kaushal Vikas Yojna-2.0 (PMKVY-2.0).

I hereby declare that presently our company/organization..... possess unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous body.

I further declare that our company/organization is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of submission of EoI.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Place:

Date:

Signature of the authorized person

Designation:

Seal of the Organization: