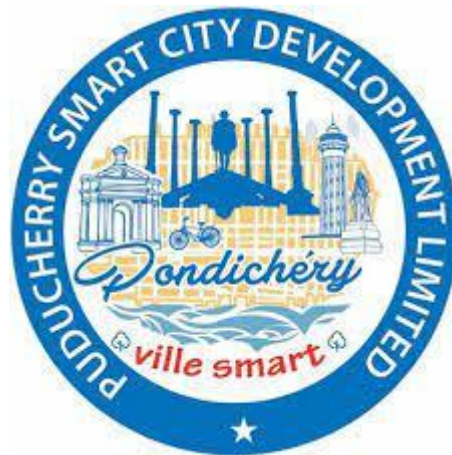


Our Neighbourhood is Your Neighbourhood Too

A Participatory Planning Approach for Improvement of
Low-Income Settlements in Puducherry

Request for Proposal (RFP)

**For Hiring of Agency For
Providing Livelihood and Skill Development Training in
Low Income Settlements in Puducherry**



Issued by:

PUDUCHERRY SMART CITY DEVELOPMENT LIMITED

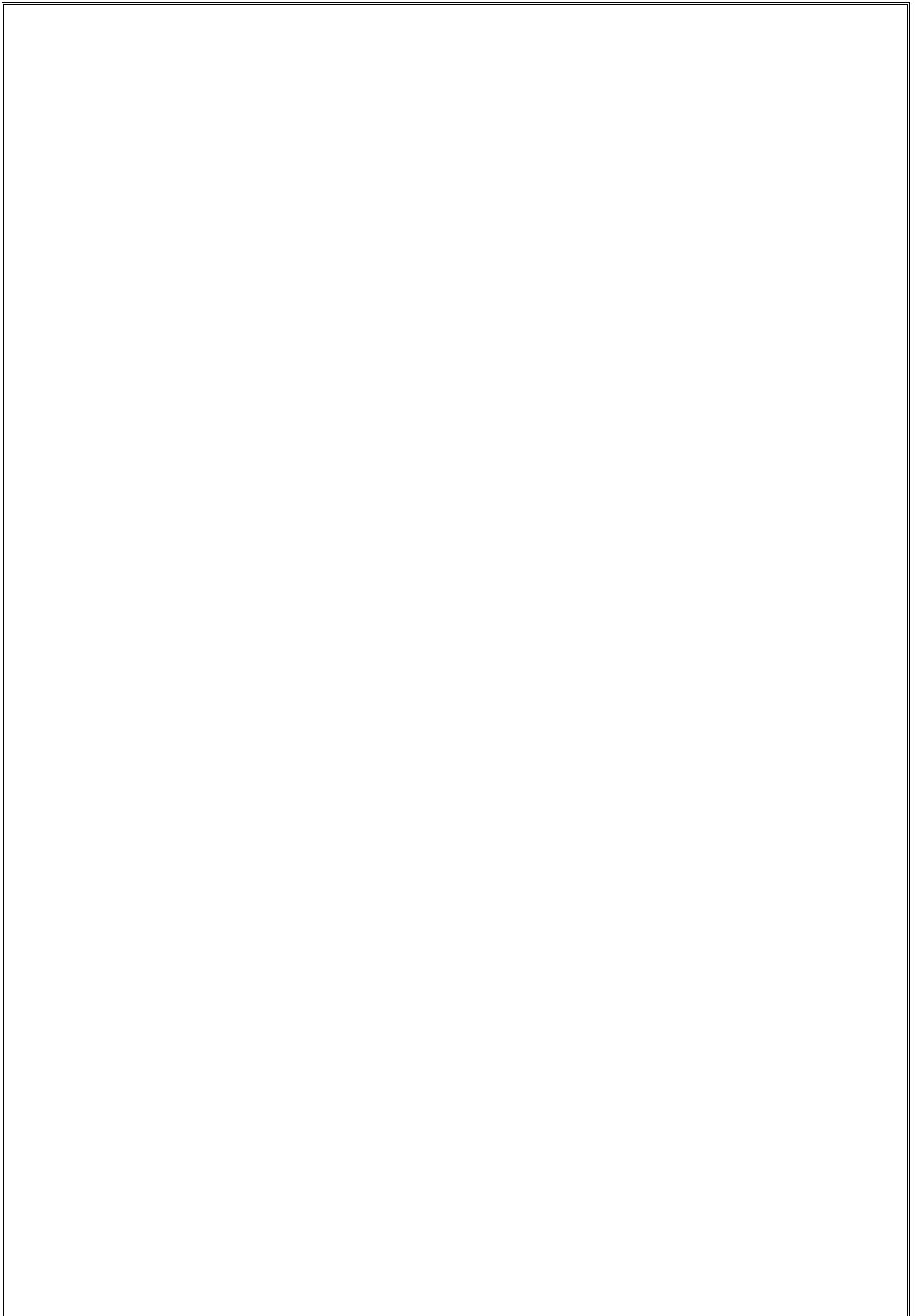
(A Government of Puducherry Undertaking)

No: 2, Bussy Street, (Old Court Building), Puducherry. 605 001

Contact Numbers: 0413 2224433, 2224434

Email: pondysmartcity@gmail.com

Web: www.pondicherrysmartcity.in



I. Request for Proposal (RFP)

For Hiring of Agency for Providing Livelihood and Skill Development Training in the low-income settlements in Puducherry

Puducherry Smart City Development Limited (PSCDL), Puducherry is inviting Technical Proposals and Financial Bid for Hiring an Agency / Organization/ Institute located in Puducherry and neighboring districts (duly registered /established in India under relevant acts and rules) in the competitive bidding process (Two bid- Technical Proposal and Financial Bid) for providing Skill Development Training to the Youth and Women in all the 22 low-income settlements proposed for development under CITIIS Project.

Name of the Service	Tender Fees	Earnest Money Deposit (EMD)
Providing Livelihood and Skill Development Training in the low-income settlements in Puducherry	Rs.5000/-+5% GST	Rs.1,20,000/-

- a) The Bid Document are available on website <https://pudutenders.gov.in>
- b) The Advertisement is also available on PSCDL website <https://pondicherrysmartcity.in> for information only.
- c) The interested bidders will have to register and enroll on website <https://pudutenders.gov.in> to participate in the bid process.
- d) In case of any technical difficulties bidders should contact on 0120-4001002, 0120-4001005, 012-06277787.
- e) The interested bidders will have to submit all required documents by online submission only.
- f) The tender fees of Rs.5,000/- is required to be deposited online through Credit/ Debit Card / Net banking.
- g) The EMD of Rs. 1,20,000/- is required to be deposited online through Credit/ Debit Card / Net banking.
- h) Interested Institutes / Bidders shall submit their bid on or before **06 June 2022 at 5.00PM**
- i) Right to reject any or all the bids is reserved by Chief Executive Officer, PSCDL, and Puducherry.

CHIEF EXECUTIVE OFFICER
Puducherry Smart City Development Limited
Puducherry

II. Disclaimer

The information contained in this Request For Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Puducherry Smart City Development Limited (hereinafter "**PSCDL**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer; it is an invitation by **PSCDL** to interested parties who apply for Hiring (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for hiring for providing livelihood and skill development training to Youth and Women in all the 22 low income settlements proposed for development under the CITIIS Project as per notified norms.

PSCDL makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this Hiring process.

PSCDL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that PSCDL is bound to hire any Bidder(s) or select any Bidder(s) for any project. PSCDL reserves the right to reject all or any of the Bidders without assigning any reason whatsoever. This RFP doesn't encourage any new training infrastructure specially imparting training under PSCDL.

The Bidder(s) shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PSCDL or any other costs incurred in connection with or relating to its Bid.

III. Glossary

Terms	Meaning
AFD	Agence Française de Développement (French Development Agency)
Bidder	Entity which will respond to this RFP
Committee	Evaluation Committee which would evaluate the responses to this RFP
CITIIS	City Investments To Innovate Integrate and Sustain
EMD	Earnest Money Deposit
Vendor	Entity which has been hired by PSCDL as a result of this RFP
GoP	Government of Puducherry
MoHUA	Ministry of Housing and Urban Affairs
NOS	National Occupational Standard
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
PBG	Performance Bank Guarantee
PQ	Pre-Qualification
QP	Qualification Packs
RFP	Request For Proposal
SSC	Sector Skill Council
TP	Training Provider

Contents

I.	Request for Proposal (RFP)	i
II.	Disclaimer.....	ii
III.	Glossary.....	iii
1.1	Important Dates / Information	10
1.2	Other Important Information Related to Bid	11
2	Instruction to Bidders	13
2.1	Purpose of RFP.....	13
2.2	Classification of intending bidders	15
2.3	Condition for proposals through all the routes:	17
2.4	Bid Capacity.....	17
2.5	Additional Eligibility conditions applicable to all categories:.....	18
2.6	Cost of the Hiring	18
2.7	Handling Fee.....	18
2.8	Earnest Money Deposit.....	18
2.9	Transfer of RFP	19
2.10	Completeness of the RFP Response	19
2.11	Bidders Inquiries.....	19
2.12	Amendment of RFP	20
2.13	Duration of Engagement.....	20
2.14	Language of Bids.....	20
2.15	Bid Submission Format	20
2.16	Pre-Qualification Criteria	20
2.17	Technical Proposal/Bid.....	20
2.18	Only one Proposal.....	21
2.19	Disqualification.....	21
2.20	Proposal Validity	22
2.21	Pre-bid meeting.....	22
2.22	Preparation of Proposals	22
2.23	Bid Opening.....	23
2.24	Bid Evaluation Committee.....	23
2.25	Evaluation – Technical Bid (Envelope No.1).....	23
2.26	Public opening and Evaluation of Financial Proposals.....	23
2.27	Mandatory Documents for bidders of Group-I.....	24
2.28	Technical Evaluation Criteria for Group-I &Group-II	25
2.29	Evaluation and Selection of Bidders.....	29

2.30	Technical Score	29
2.31	Financial Score	30
2.32	composite score	30
2.33	Award of contract:	30
3	Schedule.....	32
3.1	Schedule-A	32
3.2	Schedule-B.....	34
3.3	Schedule-C.....	34
4	Service Level Agreement with TSPs	36
5	General Conditions of Contracts for both bidders	39
5.1	Governing Law	39
5.2	Confidentiality	39
5.3	Legal Fees and Duties.....	39
5.4	Period of Validity of Bids.....	39
5.5	Change in Laws and Regulation	39
5.6	Fraud and Corruption.....	39
5.7	Force Majeure.....	40
5.8	Change orders and Contract Amendments	40
5.9	Right to accept and to reject any or all Proposals.....	41
5.10	Termination.....	41
5.11	Payment upon Termination.....	41
5.12	Applicable laws	41
5.13	General Terms of Proposal Submission.....	42
5.14	Failure to agree with the Terms & Conditions of the RFP	42
6	Statement of Integrity	43
7	Guidelines for filling Response to RFP	47
7.1	Guidelines for Preparation of Technical Proposal [Envelope A] for bidders:	47
8	Formats to be shared by bidders	49
9	Terms of Reference.....	72
9.1	Need for the Skill Development Program.....	72
9.2	Scope of Work for bidders.....	74
9.2.1	Mobilization of Trainees	74
9.2.2	Training.....	74
9.2.3	Assessments & Certification	75
9.2.4	Placement	75
9.2.5	Post Placement Tracking.....	75

9.2.6 Others	75
9.3 Payments Terms for Hired bidders	76
10 ANNEXURE	78

Invitation for Proposal

Dear Sir/Madam,

Greetings from Puducherry Smart City Development Limited (PSCDL)!

Puducherry Smart City Development Limited (PSCDL) is a Special Purpose Vehicle formed by Government of Puducherry for implementing the programmes under the Smart City Mission of Government of India. CITIIS (City Investments to Innovate, Integrate and Sustainability) program is conceptualized by Ministry of Housing and Urban Affairs to assist Indian cities in implementing urban infrastructure projects that are integrated, innovation driven and sustainable. The project titled 'Our Neighbourhood is Your Neighbourhood Too - A Participatory Planning Approach for Improvement of Low-Income Settlements in Puducherry,' was selected from Puducherry UT under the CITIIS program, in which; Placement Linked Skill Development Programme is one of the main components which is aimed at addressing the social issues related to unemployment that exists in the Urban Slums in Puducherry region of Puducherry UT. PSCDL intends to hire agencies for '*Providing Livelihood and Skill Development Training in Low Income Settlements in Puducherry*'. Accordingly, PSCDL invites proposals from reputed bidders for selection of agency to provide Skill Development Training and to ensure 100% placement for the youth and women from the low income settlements identified for development under the CITIIS project.

- 2) A bidder will be selected under the Quality cum Cost Based Selection method (QCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and as per procedures described in this RFP.
- 3) This RFP Document is being published by Puducherry Smart City Development Limited (PSCDL) for inviting technical proposals / bids to empanel/Agencies / organizations/ firms / institutes / companies (duly registered / established in India under relevant acts and rules) for providing livelihood and skill development training to the Youth and Women in all the 22 low income settlements proposed for development under CITIIS Project.
- 4) The complete bidding document is available on the website of Govt. of Puducherry <https://Pudutenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD. Bidders who wish to participate in this bidding process must follow the guidelines specified in this document.
- 5) The content of this RFP enlists the requirements of PSCDL. It includes the Bidding Terms and General Conditions of Contract.
- 6) Which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that PSCDL wishes to specify at this stage. It also consists of a draft agreement that needs to be signed between the PSCDL and the successful bidder.

The RFP includes the following sections:

Section 1- Invitation for Proposal

Section 2- Instructions to Bidders (including Data Sheet and pre-qualification criteria)

Section 3- Schedules

Section 4- Service Level Agreement

Section 5- General Conditions of Contract

Section 6- Statement of Integrity

Section 7- Guidelines for filling Response to RFP

Section 8-Formats

Section 9- Terms of Reference

6.1 Please inform us within three (3) days of issue of RFP at the following address, upon receipt that you will submit a proposal

6.2 That you will attend the pre-bid conference on _____,

- 7) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - III) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. In case of any difficulties to enroll or to obtain digital certificate, bidders should contact 0120-4001002, 0120-4001005, 012- 06277787.
- 8) PSCDL will not be responsible for delay in submission due to any reason. For this bidders are requested to upload the complete bid proposal well in time so as to avoid issues like slow speed, heavy traffic or any other unforeseen problem.
- 9) Bidders 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 done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.
- 10) A copy of the technical proposal along with duly filled standard forms may be submitted in hardcopy to the following address by post

THE CHIEF EXECUTIVE OFFICER
PUDUCHERRY SMART CITY DEVELOPMENT LIMITED
(A Government of Puducherry Undertaking)
No: 2, Bussy Street, (Old Court Building), Puducherry. 605 001
Contact Numbers: 0413 2224433, 2224434

Note: The financial proposal should be submitted to only through online bidding

Yours Faithfully,

THE CHIEF EXECUTIVE OFFICER

PUDUCHERRY SMART CITY DEVELOPMENT LIMITED

1.1 Important Dates / Information

S N	Details	Date and Time	Venue / Website
1	Circulation of RFP document and download of the document from website	23 May 2022 04:00 PM	https://pudutenders.gov.in
2	Last date of submission of Pre Bid Queries by email	26 May 2022 05:00 PM	Email: pondicherrysmartcity@gmail.com
3	Pre-Bid Meeting	27 May 2022 11:00 AM	PUDUCHERRY SMART CITY DEVELOPMENT LIMITED (A Government of Puducherry Undertaking) No: 2, Bussy Street, (Old Court Building), Puducherry. 605 001 Contact Numbers: 0413 2224433, 2224434 Email: pondysmartcity@gmail.com Web: www.pondicherrysmartcity.in
4	Issue of Pre Bid Meeting Clarifications and Addendum	31 May 2022 05:00 PM	https://pudutenders.gov.in https://pondicherrysmartcity.in Notice Board section (Only Tender Notice)
5	Last date of Bid Submission	06 June 2022 05:00 PM	https://pudutenders.gov.in
7	Opening of Technical Bid	07 June 2022 11:00 AM	https://pudutenders.gov.in
8	Opening of Financial Bid	It will be intimated later	https://pudutenders.gov.in

1.2 Other Important Information Related to Bid

SN	Information	Details
1	Project Name	Request for Proposal (RFP) for Hiring of Agency for Providing Livelihood and Skill Development Training in the low-income settlements in Puducherry
2	RFP Reference Number or Tender Number	028/PSCDL/CITIIS/PCK2/2022-23
3	RFP Issuance Date	23 May 2022
4	Earnest Money Deposit (EMD) – Online	Rs. 1,20,000/-
5	Tender Fee – online	Rs. 5,000/- + 5% GST
6	Bid Validity Period	180 Days One-Hundred-and-Eighty days from the date of submission of Bid.
7	Last date for furnishing Performance Security to PSCDL (By successful bidder)	Within 10 days of award of Bid.
8	Performance Security value (Performance Bank Guarantee)	5% of contract value
9	Performance Bank Guarantee (PBG) validity period	One Year
10	Issuing Authority	PUDUCHERRY SMART CITY DEVELOPMENT LIMITED (A Government of Puducherry Undertaking)
11	Contact Person Details	Chief Executive officer, PSCDL Address: No.2, Bussy Street, Old Court Building, Puducherry. 605 001 Contact Numbers : 0413 2224433, 2224434
12	Address of website where tender Notice and all associated information would be published	https://pudutenders.gov.in www.pondicherrysmartcity.in > Notice Board section (Only Tender Notice)

Instruction to Bidders

2 Instruction to Bidders

Through this RFP, PSCDL seeks to empanel an agency for undertaking livelihood and skill development training to the Youth and Women in all the 22 low income settlements proposed for development under CITIIS Project.

The short listed bidders are invited to submit a proposal in two parts-the Technical part and the financial part sealed separately, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. Late bids i.e. bids received after the specified date in the data sheet will not be considered. The Proposals submitted will be the basis for signing the contract with the selected bidder.

The Bidders are required to familiarize themselves with the local conditions and take them into account while preparing their proposals. To obtain first-hand information on the assignment and local conditions, bidders are advised to attend a pre-bid conference as specified in the Data Sheet. Attending the pre-bid conference is optional. Bidders should contact PSCDL's representative named in the Data Sheet to obtain additional information on the pre-bid conference.

Bidders shall bear all costs in connection with the preparation and submission of their proposals, attending pre-bid conference, etc\

PSCDL may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFP for bonafide reasons, which will be notified to all the Bidders invited to tender. Further PSCDL hereby reserves its right to annul the selection process at any time prior to the contract award without incurring any liability towards the Bidders.

2.1 Purpose of RFP

The objective of this RFP is to hire a firm/ organization which is functioning in the domain of livelihood and skill development training. The expected key benefits of this Hiring are as follows:

1. To provide livelihood and skill development training to the youths and women in the 22 low income settlements proposed for development under the CITIIS Project.
2. To assist in creating an enabling environment to attract the needy and most desired trainee by providing employment based skill development training program.
3. To increase the employability of the youth and empower them to take part in the economic growth of Puducherry and India and thereby reduce unemployment, under-employment, poverty and socio-economic inequality.

Documents part of RFP

The Request for Proposal (RFP) document for the project consists of the following sections:

- Section 1- Invitation for Proposal
- Section 2- Instructions to Bidders (including Data Sheet and pre-qualification criteria)
- Section 3- Schedules
- Section 4- Service Level Agreement
- Section 5- General Conditions of Contract
- Section 6- Statement of Integrity
- Section 7- Guidelines for filling Response to RFP
- Section 8- Formats
- Section 9- Terms of Reference

The prospective bidders are expected to examine all instructions, forms, terms, project requirements, and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the prospective bidder's risk and may result in rejection of the proposal

The major steps involved in the selection of Training Providers in the project mode as per this RFP are summarized below:

1. PSCDL focuses on the inclusiveness of Training Providers in the form of employers, government and private institutions, small companies, start-ups, NGOs, and others which registered under Skill India portal for Accreditation and Affiliation but this process will be completed before signing MoU.
2. Along with this, the RFP puts emphasis on quality of Training and placement. Training organizations that wish to train candidates in targeted slums as identified under the CITIIS project and are encouraged to apply.
3. The organizations that have **existing centers within 20 kms radius from Puducherry ABD area**; where the trainings may be conducted are encouraged to apply.
4. Only eligible Institutions and organizations are invited to submit proposals for allocation of targets through this RFP. The applications will be accepted only during a fixed time period.
5. After the date of receiving applications is over, all applications will be evaluated as per the evaluation criteria.
6. Training Providers with strong credibility, financials and skilling experience have also been encouraged through weightages on sections of scoring matrix.
7. The proposals of the applicants would be evaluated on both quantitative and qualitative parameters, which have been detailed in this RFP.
8. Post Approval by competent authority, the successful applicant organization will be intimated and may be invited for signing of a MoU/contract/indemnity bond.
9. PSCDL does not allow franchising/Sub contracting of any part of training in any form by bidders
10. Submission of proposal and paying of proposal processing fees under RFP mode doesn't guarantee allocation of target. This RFP doesn't encourage creation of any new training infrastructure specifically for imparting training. Any applicant organization that is not qualifying the eligibility

criteria will be disqualified at any stage during evaluation or due diligence without any refund of money, whatsoever. PSCDL shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

11. Applicants are requested to submit their proposal in standard format given in this RFP document and upload the same after signing and stamping from authorized signatory.

2.2 Classification of intending bidders

This RFP invites bids from Bidders classified as follows:

A) Experienced Training Providers : (Group-I Category)

- Any Experienced Training provider, Not-for-profit organization, For-Profit organization who have experience of skill development training implementation under PMKVY/DDU-GKY/PSSDM/ any government organisation scheme under central/state component and TP's should be registered on Skill India portal or apply for affiliation with the same.
- Philanthropic organizations, any registered Not-for-profit organization under Indian Societies Registration Act, Indian Trust Act, Indian Companies Act 1956/2013 (Section 25) (other than proprietorships, partnerships)
- Any registered For-Profit organization under Indian Societies Registration Act, Indian Trust Act, Indian Companies Act 1956/2013, Limited Liability Partnership Act 2008 and proprietorships, partnerships.
- In the last three financial years, the Training Provider should have a track of at least; Three similar completed projects costing not less than 40% of the estimated cost put to tender
(OR)
Two similar completed projects costing not less than 60% of the estimated cost put to tender
(OR)
One similar completed project costing not less than 80% of the estimated cost put to tender
- Similarly, the training provider should have enrolled and successfully trained at least 80% of the required number of candidates proposed to be trained under the project (as defined in Clause 9.1 of this RFP), in any one of the last five academic years
(OR)
- The training provider should have enrolled and successfully trained at least 60% of the required number of candidates proposed to be trained under the project (as defined in Clause 9.1 of this RFP), in any two consecutive years of the last five academic years
(OR)
- The training provider should have enrolled and successfully trained at least 40% of the required number of candidates proposed to be trained under the project (as defined in Clause 9.1 of this RFP), in any three years of the last five academic years

Also, the training provider should have successfully arranged for placement of at least 50% of the candidates trained under them in any of the three consecutive years out of last five academic years.

Financial Eligibility

For TPs applying under this route should fulfill the condition below as per the type of the organisation:

1. For profit organizations applying under this route should have minimum average annual turnover more than 50 Lakhs in the last 3 financial years since FY 2018-19 till FY 2020-21 and should have a positive Net Worth in the past three financial years (The turnover should be supported with CA certificate specifying annual and average turnover, audited financial statement along with audit report and submitted ITR for the relevant Financial Years).

In case the ITR has not been filed for the submitted/claimed financial year, the financial statements for the particular financial year will not be considered for eligibility & evaluation. It is mandatory to submit ITR for the Financial year for which average turnover has been claimed by the applicant.

B) Employer led model: (Group-II Category)

The employer led model is envisaged to impart training which is placement linked and directly addresses the industry needs. Proposals are invited in these categories either by employers directly or by a consortium between employers with existing well performing training provider. For a proposal to qualify under these categories, minimum 50% of the proposed number of candidates to be trained and certified are to be absorbed directly by the employer. The declaration for same shall be provided by the employer.

The contractual employees employed by employers will not be considered for evaluating the employee strength of the employer. However, contractor /manpower organizations are encouraged to apply for the RFP as an 'employer' under Employer led model.

Following conditions are required to be fulfilled by the "employer" in both the below mentioned categories:

1. Minimum average turnover of INR 1.00 Cr. during the last 3 financial years since FY 2018-19 till FY 2020-21 and should have a positive Net Worth in the past three financial years (The turnover should be supported with CA certificate specifying annual and average turnover, audited financial statement along with audit report and submitted ITR for the relevant Financial Years). Refer Format Section for CA certificate.
2. Minimum employee strength of 250 employees as on 31st March 2022 (CA certificate specifying employee strength as on 31st March 2022 along with ESI/PF return and employee TDS return submitted by the employer for Quarter ending March2021).

In case the ITR has not been filed for the submitted financial year, the financial statements for the particular financial year will not be considered for eligibility & evaluation. It is mandatory to submit ITR for the Financial year for which average turnover has been claimed by the applicant.

The organizations applying to this RFP will be considered as an employer only if they commit to employ minimum 50% of the trained candidates post training.

a) Employer as Training Provider

The Employer can apply to this RFP directly to conduct trainings and the employer should register on Skill India Portal.

b) Employer in consortium with performing TP:

A consortium between any ('employer') organizations with Training Provider (as defined in clause A of section 2.2).

The lead partner in the consortium will be consider as the Training provider and will be liable for all the responsibility. Detailed qualification criteria have been outlined in the subsequent sections of this RFP. The conditions for training provider in consortium will be applicable as defined in clause (A) of section 2.2.

2.3 Condition for proposals through all the routes:

- The training provider/employer must provide details regarding past association with National skill development corporation (NSDC)/ Puducherry Skill Development Society (PSDS)/ Sector Skill Council (SSC)/ any other government organization in any capacity. The training provider should submit the same documents as submitted to NSDC/PSDS/SSC at the time of earlier association.
- The training provider/employer must have on its rolls Full Time/ Part Time staff of at least 25 technically qualified personnel in the area of Project Management, HR Management, Capacity Building and Social transformation personnel who possess relevant degrees/credentials with prior experience.
Declaration from Authorized Signatory is required
- **Social Audit:** In addition to the statutory audit of its financial accounts, the agency should undertake social audit of its operations aimed at the following criteria's:
 - i. Evaluation of the social impact of the agency's activities on the community
 - ii. Transparency and Accountability with regard to utilization of its funds
 Declaration from Authorized Signatory is required

2.4 Bid Capacity:

Available bid capacity:

The bidder should possess the bidding capacity as calculated by the specified formula. The formula generally used is:

Available bid capacity = A x M x N – B, where

A = Maximum value of Skill Development Projects executed in any one year during the last five years (updated at the current price level), taking into account the completed as well as works in progress.

M = Multiplier factor (usually 1.5)

N = Number of years prescribed for completion of the project in question i.e., One year.

B = Value (updated at the current price level) of the existing commitments and ongoing projects to be completed in the next 'N' years i.e., one year.

Note: A bidder shall fulfil a bid capacity of cost put to tender

2.4.1 To become eligible for issue of tender, the tenderers shall have to furnish an affidavit as under:

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Pondicherry Municipality, then I/we shall be debarred for tendering in Puducherry Smart City Development Limited in future forever. Also, if such a violation comes to the notice of Puducherry Smart City Development Limited before date of start of work, the Chief Executive Officer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. (Scanned copy to be uploaded at the time of submission of tender)

2.5 Additional Eligibility conditions applicable to all categories:

S No.	Parameters/Criterion
1.	An applicant organization should be eligible to work in a region and not be blacklisted by any donor agency/ State Government/ Central Government/competent authority
2.	An entity or any Training center of the Entity should not be blacklisted for any project implemented by NSDC/MSDE/PSDS/any State Government/ Central Government/competent authority

Bidders should facilitate PSCDL, if so desired, to have examination of projects having been implemented and provide 3 references from prior clients

2.6 Cost of the Hiring

1. The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Hiring Process. PSCDL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Hiring Process.
2. The stamp duty (of Rs.500/-) payable for the contract shall be borne by the Bidder. The Hired Agency shall enter into a contract agreement with PSCDL within 15 days from the date of issuance of letter of intent. All legal charges and incidental expenses in this respect shall be borne and paid by the Hired bidder.

2.7 Handling Fee

The bidder has to pay a fee of Rs 5000/ + 5 % GST (non –refundable) shall be payable using payment e-gateway of ICICI Bank through internet banking or RGTS/NEFT facility drawn in favour of the chief executive officer, puducherry smart city development limited, puducherry .

2.8 Earnest Money Deposit

The bidders are requested to deposit the EMD of Rs. 1,20,000/-through Credit Card / Debit Card / RTGS / NEFT/ Internet banking. The computer generated receipt of the same shall be attached with the technical proposal.

- a) The EMD shall be denominated in Indian Rupees only.
- b) No interest will be payable to the bidder on the amount of the EMD.
- c) Bids submitted without adequate EMD will be liable for rejection.
- d) Unsuccessful bidder's EMD shall be returned after completion of Bid process
- e) EMD of Successful bidder will be returned after the award of contract within specified time and in accordance with the format given in the bid.
- f) EMD shall be non-transferable.
- g) The EMD may be forfeited:
 - i. If a Bidder withdraws his bid or revises/ increases his quoted prices during the period of bid validity or its extended period, if any.
 - ii. If successful bidder fails to sign the Contract within specified time in accordance with the format given in the RFP.
 - iii. If during the bid process, a bidder indulges in deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalisation. The decision of the PSCDL regarding forfeiture of the Bid Security shall be final and binding upon bidders.

2.9 Transfer of RFP

The bid / RFP Document is not transferable to any other bidder. The bidder who purchases the document and submits shall be the same.

2.10 Completeness of the RFP Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information specified in the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of proposal.

2.11 Bidders Inquiries

1. Bidders requiring any clarification on the RFP may notify PSCDL in writing or by letter and/or e-mail. Queries should be sent in before the last date for submission of Pre- Bid Queries, in specified format. PSCDL shall post queries and responses thereto on its website without identifying the source of queries. All queries and clarifications are to be raised in the format as given in Form VII.

2. PSCDL shall endeavor to respond to the queries within the period specified therein through letter/e-mail. However, PSCDL reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring PSCDL to respond to any question or to provide any clarification.

3. PSCDL may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by PSCDL shall be deemed to be part of the RFP. Verbal clarifications and information given by PSCDL or its employees or representatives shall not in any way or manner be binding on PSCDL.

2.12 **Amendment of RFP**

1. At any time prior to the deadline for submission of Proposals, PSCDL may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addendum.
2. Any addendum issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.
3. Any Addendum thus issued will be uploaded on the website without identifying the source of queries.
4. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, PSCDL may, at its own discretion, extend the timelines mentioned in RFP, having due regard for the time required by the Bidders to address such amendment. Any modification and amendment in the RFP or the timelines as stated in RFP shall be uploaded on website <https://pudutenders.gov.in> Prospective Bidders are requested to remain updated with regard to any addendum/ notices/ amendments/ clarifications etc. at <http://pudutenders.gov.in> PSCDL may not provide separate notifications for such addendum/ notices/ amendments / clarifications, etc. in the print media (press) or individually.

2.13 *Duration of Engagement*

1. The Hiring through this RFP shall remain in force /valid for a period of One Year
2. The tenure of the Hiring shall be for a period of (1) One year from the date of Hiring.

2.14 **Language of Bids**

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English/Tamil, translation of the same in English/Tamil language is to be duly attested by the bidder and submitted.

2.15 **Bid Submission Format**

The entire proposal shall be submitted strictly as per the format specified in this Request For Proposal. Bids with deviation from this format are liable for rejection.

2.16 **Pre-Qualification Criteria**

Pre-qualification criteria will be applied to short-list the bidders for technical and financial evaluation. The criteria are as mentioned in the Data Sheet.

Documentary proof for pre-qualification criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders who have submitted EMD and are satisfying the pre-qualification criteria as detailed in 2.27.

2.17 **Technical Proposal/Bid**

Bidders are required to submit an original Full Technical Proposal (FTP) along with 2 hard copies and a softcopy (in the form of a CD/pen drive). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide

the information indicated in the following Table from S.no (1) to (8) using the attached Standard Forms (Section 8).

SN	Description	Reference	Applicability
1	Cover Letter with the Bid	Form-I	Group-I and Group-II
2	Affidavit on not being blacklisted	Form-II	Group-I and Group-II
3	Mandatory Documents for bidders	Form-III	Group-I and Group-II
4	Technical Capability Statement for bidders	Form-IV	Group-I and Group-II
5	Board Resolution for Proposal Submission	Form-V	Group-I and Group-II
6	Authorization for Signing of Bid	Form-VI	Group-I and Group-II
7	Pre-Bid Queries (if any)	Form-VII	Group-I and Group-II
8	Financial Capacity	Form- VIII	Group-I and Group-II
9	Financial capability	Form- IX	Group-I and Group-II
10	Power of Attorney for Lead Member of Consortium	Form- X	Group-I and Group-II
11	Memorandum of Understanding	Form- XI	Group-I and Group-II

The bidder should ensure that all the required documents, as mentioned in this RFP/ bidding document, are submitted along with the bid and in the prescribed format only.

Non submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid proposal submitted by the bidder.

Financial Proposals

The bidder should submit the financial bid as per the format indicated in FORM IX in section 8 and submitted online at <http://pudutenders.gov.in>

The quote should be in Indian Rupees and should be inclusive of all taxes as applicable. The Financial Proposal shall be prepared using the attached Standard Form (Section 8).

2.18 Only one Proposal

Bidders will submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified

2.19 Disqualification

The Proposal is liable to be disqualified in the following cases or in case the Bidder fails to meet the bidding requirements as indicated in this RFP:

1. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.
2. Proposal is received incomplete.
3. Proposal is not accompanied by all the requisite documents.

4. If the Bidder provides quotation only for a part of the Project.
5. Bidder tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
6. Prior to evaluation of Proposals, PSCDL shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
 - it is received by the Proposal Due Date including any extension thereof;
 - it is accompanied by the Processing Fee;
 - it does not contain any condition for qualification; and
 - It is not non-responsive in terms hereof.
7. PSCDL reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by PSCDL in respect of such Bid.

2.20 **Proposal Validity**

The Data Sheet indicates how long Bidders' proposals must remain valid after the submission date. During this period, Bidders shall ensure the availability of professional staff nominated in the Proposal. Should the need arise; PSCDL may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. Bidders, who do not agree, have the right to refuse to extend the validity of their proposals.

2.21 **Pre-bid meeting**

Pre-bid meeting will be held as specified in the Clause 1.1, in Section -1 for clarifying issues and doubts, if any, concerning the subject matter of study. Inputs from the prospective bidders will also be sought if considered necessary.

2.22 **Preparation of Proposals**

In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal

The numbers of Professional staff-months required for the assignment have to be estimated by the Bidders. PSCDL will not be liable for additional cost compensation in case bid proposal is based on inadequate or under-estimated staff months. Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position. Language: Documents to be issued by the bidders, as part of this assignment must be in English.

The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority. A bid which does not fulfill this criterion will be treated as none-stand will be liable to be rejected.

2.23 **Bid Opening**

Envelope No. 1 containing the Technical Bid /Proposal shall be opened online in the presence of the bidder/ representatives of bidder who choose to attend, at the address, date and time specified in the RFP.

2.24 **Bid Evaluation Committee**

The Bid Evaluation Committee constituted by the Chief Executive Officer of PSCDL will shortlist the institutes and will recommend to the Chief Executive Officer of PSCDL for selection. The Selection Committee constituted by Chief Executive Officer of PSCDL reserves the right to reject any or all tenders without assigning any reason.

The Bid Evaluation Committee shall evaluate the Technical bid (Envelope NO. 1) and submit its recommendation to Competent Authority whose decision shall be final and binding upon the bidders.

2.25 **Evaluation – Technical Bid (Envelope No.1)**

The evaluation of the Technical Bid will be carried out in the following manner:

1. The Bidders' technical bid will be evaluated as per the requirements and evaluation criteria as spelt out in the RFP. The Bidders are required to submit all required documentation in support of the evaluation criteria. (Refer Clause – 2.28)
2. At any time during the Bid evaluation process, the Committee may seek written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
3. The Committee reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the Technical evaluation process.

If at any time during the evaluation process PSCDL requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

2.26 **Public opening and Evaluation of Financial Proposals**

After the technical evaluation is completed, the qualified bidders shall be informed about the time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is optional but it shall be recorded and signed by all present.

Financial Proposals shall be opened publicly in the presence of the technically qualified bidders' representatives who choose to attend. The name of the bidders whose technical proposal is found responsive (i.e. identified bench mark) shall be read out. These Financial Proposals of the bidders who meet the qualifying mark as indicated in the Data Sheet shall be then opened, and the prices read a loud and recorded.

Financial proposals of only those bidders will be evaluated, who secure a minimum of 60% marks in the technical evaluation. The proposal with the lowest total bid value (Part A and Part B) as given in FORM IX shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value

Combined Evaluation

Based on the criteria in clause 2.27 the Technical Scores will be assigned and will have a weightage of 70%. The Financial Proposals will be allotted a weightage of 30%. The total score shall be obtained by weighing the technical and financial scores and adding them up. On the basis of combined weighted technical and financial score, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.

2.27 Mandatory Documents for bidders of Group-I

PSCDL shall verify whether the Bidder meets the specified qualification criteria to decide eligibility.

SN	Qualification Criteria	Supporting document
1	The Bidder must be a legal entity in the form of Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust / Association / Educational Institution	Copy of Certificate of Incorporation / Registration Certificate
2	Registration under Skill India Portal	Registration certificate or In process Registration Document under Skill India Portal
3	The Bidder should have been operational and working exposure of skill development in India from the last 5years from date of issue of RFP	MoU/ Contract Copy and Work order for Skill development training only.
4	The bidder should be affiliated to any state or central recognized skill development training initiative such as PMKVY-3/DDU-GKY/PSDS/ and so on.	Valid Memorandum of Understanding/ Certificate of affiliation
5	An eligible Bidder must not have been blacklisted by any State Government/ Central Government / Donor Agency.	Self-Declaration signed by authorized signatory.
6	Bidder organization should have a Training Center with in 20km radius from the ABD Area of Puducherry	Key map (Google Location) duly marking the approach roads and distance from the main road should be provided
7	The Training center should have the required infrastructure for training 400 candidates at a time	The documents on existing infrastructure details to be provided

8	Bidder organization should have a dedicated manpower size for undertaking the project	List of employees assigned to the project along with designation and qualification should be submitted.
----------	---	---

2.28 Technical Evaluation Criteria for Group-I and Group-II

SN	Evaluation Criteria	Max. Marks	Score	Supporting Document
A.	ORGANIZATIONAL COMPETENCE	5		2.28.1 Document
1	Number of years of operation of the bidder from the date of issue of this RFP	5	<ul style="list-style-type: none"> • Operational between 3-4 years = 3 marks • Operational between 4-5 years = 4 marks • More than 5 years=5 marks 	Certificate of Incorporation
B	PAST EXPERIENCE	15		
2	The Bidder should have past working experience with Central / State clients in the field of skill development	10	<ul style="list-style-type: none"> • Credentials <2 clients = 4marks • Credentials from 3 to 6 clients = 7marks • Credentials > 6 clients =10 marks 	Work orders / Completion certificates from the relevant Program
3	The Bidder should have received repeated work orders for any three Consecutive years from any Government skilling program.	5	<ul style="list-style-type: none"> • Minimum 1 work = 3 marks • 1-2 work=4 mark • More than 2 work =5 mark 	Work orders / Completion certificates from the relevant Program
C	TRAINING CAPABILITIES	15		
4	The Bidder should have experience of having successfully completed the skill development training for the specified number of trainees during the last three (3) years as on issue to this RFP under any Government-sponsored programs, across all sectors	10	<ul style="list-style-type: none"> • 300 to 500 =4 marks • 501 to 1000=7 marks • 1001 and more = 10marks 	Copy of Work Order(s)/Completion Certificate(s) and specifying therein the number of trainees trained by the TP.

5	Experience of Skill development training in Puducherry	5	<ul style="list-style-type: none"> • Minimum 1 work = 3 marks • 1-2 work=4 mark • More than 2 work =5 mark 	Work order mentioned location from Puducherry or certificate of Completion
SN	Evaluation Criteria	Max. Marks	Score	Supporting Document
D	KEY PERSONNEL	20		
6	<p>a). Project Coordinator and Policy Development Agent(1) (Full Time) - CV to be provided MBA/ PGDBM/ MSW/ Master's degree in management, economics, social science, development studies or equivalent discipline . (2 years full time) from reputed institute/ university. Should have more than 5 years of relevant experience developing vision document, mobilization strategy, framing of entrepreneurship development policy, employment generation and placement strategy, apprenticeship development, industry connectivity, framing of policy for utilization of CSR funds and implementation of the above all requisites. Experience of working in externally aided or bilateral/ multilateral projects is desirable.</p> <p>b). Technical Training Expert (10) (Full Time/Part Time) - CV to be provided Bachelor's Degree / Diploma in relevant discipline</p>	5	<ul style="list-style-type: none"> • Up to 3 years of experience – 3 marks. • In-between 3-5 years of experience -4 marks. • More than 5 years - 5 marks. 	Relevant Educational Qualification certificate issued by the recognized University and work Experience Certificate.
		5	<ul style="list-style-type: none"> • Up to 3 years of experience – 3 marks. • In-between 3-5 years of experience -4 marks. 	Relevant Educational Qualification certificate issued by

	<p>Should have more than 5 years of relevant experience in the respective technical sector</p> <p>c). Psychological/Counselling Expert (1) (Full time/Part Time) - CV to be provided Master's Degree/Bachelor's Degree in relevant discipline Should have more than 5+ years of relevant experience in Education sector</p> <p>d). Soft Skill and Life Skill Trainer (3) (Full Time/Part time) - CV to be provided Master's Degree/Bachelor's Degree in relevant discipline Should have more than 5+ years of relevant experience in Education sector</p>	5	<ul style="list-style-type: none"> • More than 5 years - 5 marks. • Up to 3 years of experience – 3 marks. • In-between 3-5 years of experience -4 marks. • More than 5 years - 5 marks. 	<p>the recognized University and work Experience Certificate.</p> <p>Relevant Educational Qualification certificate issued by the recognized University and work Experience Certificate.</p>
		5	<ul style="list-style-type: none"> • Up to 3 years of experience – 3 marks. • In-between 3-5 years of experience -4 marks. • More than 5 years - 5 marks. 	<p>Relevant Educational Qualification certificate issued by the recognized University and work Experience Certificate.</p>
E	PLACEMENT CAPABILITIES	30		
7	The Bidder should have experience of having successfully placed for the specified number of trainees during the last three (3) years as on issue to this RFP across all sectors	15	<p>For Group I Category</p> <ul style="list-style-type: none"> • 200 to 300 = 5marks • 301 to 500= 10marks • Above 500 trainees =15 marks 	<p>Copy of Work Order(s)/Completion Certificate(s) and specifying therein the number of trainees placed by the TP.</p>

			<p>For Group II Category</p> <ul style="list-style-type: none"> • 200 to 300 = 5marks • 301 to 500= 1marks • Above 500 trainees =15 marks 	<p>Completion Certificate(s) and specifying therein the number of trainees placed own payroll, PF / ESIC and other valid Proof under skill development Scheme.</p>
8	The Bidder should have Industry Tie-up, MoUs with the Industry for placement	15	<p>For Group I Category</p> <ul style="list-style-type: none"> • No. of Employer MoUs for placements > 3 = 5marks • No. of Employer MoUs for placements >4 = 10marks • No. of Employer MoUsfor placements > 5= 15 marks 	<p>Valid Memorandum of Understanding specifically addressed to the bidder</p>
			<p>For Group II Category Capacity of Employer</p> <ul style="list-style-type: none"> • Capacity to place > 100 = 5marks • Capacity to place > 150= 10marks • Capacity to place > 200= 15marks 	<p>CA Certificate</p>
F	UNDERSTANDING OF TOR, METHODOLOGY, WORK PLAN, AND PROJECT PROPOSAL PRESENTATION.	15		
	<p><i>Adequacy of the proposed work plan and methodology in responding to the TOR</i></p> <p><i>a. Understanding and adherence of TOR (A)</i></p> <p><i>Demonstrated level of understanding of the project, its purpose, scope, and bidder's plan for performing</i></p>			<p>A=5</p>

Score of the Bidder for the project being considered for evaluation (X).

2.31 Financial Score (C)

The proposal with the lowest total bid value (Part A and Part B) as given in FORM IX shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value

['Financial' Score of Bidder for the Project (C)	$= X \times$	$\frac{\text{Lowest Bid Value received (C}_{\text{low}})}{\text{[Bid Value by the respective Bidder] (C)}}$
--	--------------	---

2.32 Composite Score

The following formula will be applied for identifying the eligible bidder who has the highest composite score

$$B = \left(\frac{C_{\text{low}}}{C} * X \right) + \left(\frac{T}{T_{\text{High}}} (100 - X) \right)$$

B- Composite Score;

C - Bid Value by the respective Bidder

C_{low} - Lowest of all Evaluated Bid prices among responsive Bids

T - Total Technical Score awarded to the Bid

T_{high} - The Technical Score achieved by the Bid that was scored best among all responsive Bids

X - Weightage for the Price as specified in the Bid Document.

(Weightage for Financial Bid - 30%, Technical Bid - 70%)

2.33 Award of contract:

1. Based on the evaluation, PSCDL shall award the contract to the eligible bidder who has the highest composite score. PSCDL will notify in writing that the successful bidder's proposal has been accepted. Upon the successful bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful bidder is unable to furnish the Performance Bank Guarantee and execute contract within 21 days, PSCDL shall forfeit the Earnest Money deposit.
2. Prior to sanction of work, there may be further consultations with the Hired TP. The performance of Hired TPs shall be assessed quarterly.
3. Final discretion regarding the Hiring will be taken by PSCDL only.

Schedules

3 Schedule

3.1 Schedule-A

Courses identified by PSCDL as Follows:

Sr. No.	Sector	Name of Course
1.	Apparel	Garment Manufacturing and Fashion Design
2.	Agriculture	Fisheries and Allied Sector
3.	Automotive	Welding Technician level 3
		Automobile Mechanism (2& 4 wheeler)
		CNC operator / Machining Technician 13
4.	Beauty & Wellness	Spa and Wellness Management
		Beauty Culture and Hair Dressing
5.	BFSI	Computerized Accounting & Office Management
		Goods & Services Tax (GST) Accounts Assistant
6.	Capital Goods	CNC Operator - Vertical Machining Centre
		Fitter fabrication
7.	Electronics	Field technician - computing and peripherals
		Field technician - networking and storage
		Security System Installation Technician
		EMS Technician
		Refrigeration and Air- Conditioning Technician
		Computer Hardware Servicing
8.	Food Processing Industries	Sweets and Confectionary Making
		Bread and Bakery Manufacturing
		Fish and Fish Products Making
		Packaging of Food Products
9.	Furniture & Furnishing	Carpentry and Furniture Making
10.	Healthcare	Anesthesia Technician
		General Duty Assistant
		Emergency Medical Technician-Basic
		Geriatric Aide Worker
		Home Health Aide
		X- ray Technician

		Frontline Health Worker
--	--	-------------------------

11.	IT-ITeS	CRM Domestic Voice
		Animation and Web design
		UI Developer
		Application Maintenance Engineer
		Technical Support engineer
12.	Logistic	Inventory clerk
		Warehouse Supervisor
13.	Tourism and Hospitality	Food and beverage service-steward
		COMMIS CHEF
		F&B Service Trainee
		Tour Manager
		Facility Management Executive
14.	Telecom	Optical FIBER TECHNICIAN
15.	Retail	Retail Sales Associate
		Retail Cashier
16.	Infrastructure Equipment	Backhoe Loader Operator
		Tyre Mounted Crane Operator
		Crusher Operator
17.	Security	Security, Fire & Safety Engineering
		CCTV
18.	Plumbing	Plumbing Technology
19.	Power and Energy	Domestic and Industrial Electrician

Note: Firms / Organizations having expertise and past experience in handling courses falling under any 10 of the above sectors will be encouraged.

It has been observed that students from the weaker sections of the society face difficulty in conversing in English and also require substantial grooming on presentation and soft skills. Apart from technical skills, it is pertinent for the students targeting corporate jobs to have a positive outlook along with enhanced confidence during selection drives by corporates.

Indicative outline of Soft skill curriculum:

Module-1	Spoken English
Module-2	Business Communication
Module-3	Personality Development
Module-4	Industry relevant training
Module-5	Detailed Interview Preparation

3.2 Schedule-B

List of finalized sectors as per the cost category prescribed in the Common Norms Notification 5th Amendment issued by the Ministry of Skill Development and Entrepreneurship on 01 January 2021:

<i>Cost for Category I</i>
<i>Rs.49.00 per hour per trainee</i>

<i>Cost for Category II</i>
<i>Rs. 42.00 per hour per trainee</i>

<i>Cost for Category III</i>
<i>Rs. 35.00 per hour per trainee</i>

3.3 Schedule-C

The past performance of Hired TP shall be assessed at the time of Hiring on following parameters (Indicative):

- a) Achievement of targets: In terms of beneficiary numbers; against assigned and completed successful training.
- b) Achievement of outcomes: Proportion of trainees successfully certified; Proportion of trainees facilitated with wage.
- c) Quality of training: Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed & Trainees Enrolled; Trainees Certified & Trainees Assessed; Feedback from Monitoring agency/team.
- d) Quality of placement: Trainee job-retention record; Average salary of placed trainees, International placements.

Service Level Agreement

4 Service Level Agreement with TSPs

The Hired bidders have to follow the following terms and conditions under Service Level Agreements (SLAs):

SN	Parameters	Milestone / Key performance indicator	Target / Timeline	Penalty
1	Pre- Training	Training Center creation in MIS system or /and Submission of required documents	Within 30 days of the issuance of Work Order from PSCDL.	INR 150 for each day from 30 th day onwards till 45 th days. After that show cause letter will be issued to TP.
2	Training	Attendance report through Biometric System	Within 7 days of the subsequent month (for each month)	INR 100 each day from 7 th day onwards till 15 th days. After that show cause letter will be issued to TP.
3	Training	Cancellation of classes not more than once and with prior permission from PSCDL.	At least 48hr prior notice	INR 1000 per incident.
4	Training	Submission of training session plan and class schedule to PSCDL.	Within 5 days from the date of batch start date	INR 200 each day from 5 th day onwards till 15 th day. After that show cause letter will be issued toTP.
5	Post Training	TP to share the placement data of trainee in the requisite format.	Every fortnight after the batch end date.	INR 1000 each fortnightly. After that show cause letter will be issued to TP.

SN	Parameters	Milestone / Key performance indicator	Target / Timeline	Penalty
6	Post Training	Certification to be awarded to trainee	Within 1 month of Batch end date.	INR 1500 each month. After that show cause letter will be issued to TP.
7	Post Training	TP to share the final placement data with PSCDL	Within 3 months of Batch end data	INR 2000 each month after 3 months. After that show cause letter will be issued to TP.

General Conditions of Contracts

5 General Conditions of Contracts for both bidders

5.1 Governing Law

The Hiring Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Puducherry shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Hiring Process.

5.2 Confidentiality

- a) Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising PSCDL in relation to, or matters arising out of, or concerning the Hiring Process.
- b) PSCDL will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. PSCDL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or PSCDL.

5.3 Legal Fees and Duties

The successful bidder shall be entirely responsible for stamp duties, license fees, and other such levies imposed regarding Bid and process before and after bid.

5.4 Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the bid submission deadline date prescribed by PSCDL. A bid valid for a shorter period shall be rejected by PSCDL as non-responsive. In exceptional circumstances, prior to the expiration of the bid validity period, PSCDL may request Bidders to extend the period of validity of their Bids.

5.5 Change in Laws and Regulation

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the successful Bidder has thereby been affected in the performance of any of its obligations under the Contract.

5.6 Fraud and Corruption

PSCDL requires that Bidder must observe the highest standards of ethics during the execution of the contract. In pursuance of this policy, PSCDL defines, for the purpose of this provision, the terms set forth as follows:

- 1 "Corruptpractice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- 2 “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- 3 “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- 4 “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- 5 “Obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a PSCDL investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation,or
 - Acts intended to materially impede the exercise of PSCDL’s inspection and audit rights.
If it is noticed that the Bidder has indulged into Corrupt / Fraudulent / Collusive / Coercive / Obstructive practices,
 - a. It will be a sufficient ground for PSCDL to terminate the contract and initiate black-listing of the bidder.
 - b. It will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract.

5.7 Force Majeure

The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful bidder. Such events may include, but not be limited to, acts of PSCDL in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful Bidder shall promptly notify PSCDL in writing of such condition and the cause thereof. Unless otherwise directed by PSCDL in writing, the successful Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.8 Change orders and Contract Amendments

PSCDL may at any time order the successful bidder to make changes within the general scope of the Contract, in any one or more of the following:

1. The place of service delivery.

2. The related services to be provided by the successful bidder.

If any such change causes an increase or decrease in the cost of, or the time required for, the successful bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the successful bidder for adjustment under this Clause must be asserted within 45 days from the date of the successful bidder's receipt of PSCDL's change order.

5.9 **Right to accept and to reject any or all Proposals**

- 1 Notwithstanding anything contained in this RFP, PSCDL reserves the right to accept or reject any proposal and to annul the Hiring Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.
- 3 In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by PSCDL to the Bidder, without PSCDL being liable in any manner whatsoever to the Bidder.

5.10 **Termination**

PSCDL, at its discretion, can terminate the Hiring of an TP earlier than the expiry of one (1) year period in the event of failure of TP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the TP.

5.11 **Payment upon Termination**

PSCDL may consider making a payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the PSCDL.

5.12 **Applicable laws**

1. The Contract shall be interpreted in accordance with the laws prevalent in India
2. Compliance with all applicable laws: The Bidder shall undertake to observe, adhere to, abide by, comply with and notify the Department about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their

employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Department and its employees/ officers/ staff/ personnel/representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

3. Compliance in obtaining approvals/ permissions/ licenses: The Bidder shall promptly and timely obtain all such consents, permissions, approvals etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Department and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Department will give notice of any such claim or demand of liability within reasonable time to the bidder.
4. All legal disputes are subject to the jurisdiction of Civil Courts in Puducherry only.

5.13 **General Terms of Proposal Submission**

1. Each Bidder must submit a single proposal.
2. PSCDL shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by PSCDL pursuant to this RFP as amended/clarified from time to time by PSCDL.
3. Bidders shall not have a conflict of interest ("Conflict of Interest") that affects the Hiring Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
4. Any misrepresentation shall lead to disqualification of the Bidder.
5. PSCDL will not return any proposal or any information provided along therewith. PSCDL reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of PSCDL to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of PSCDL there under.

5.14 **Failure to agree with the Terms & Conditions of the RFP**

Failure of the bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of Hiring

6 Statement of Integrity

Statement of Integrity, Eligibility and Social and Environmental Responsibility

Reference name of the bid or proposal: ‘*Providing Livelihood and Skill Development Training in Low Income Settlements in Puducherry*’ under Our Neighborhood is Your Neighborhood Too’. (The "Contract")

To: Puducherry Smart City Development Limited (The "**Contracting Authority**")

1. We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or sub consultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.

2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or sub consultants are in any of the following situations:

2.1) Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

2.2) Having been:

a. convicted within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);

b. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);

c. convicted within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

2.3) Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4) Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5) Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the

legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6) Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7) Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or sub consultants are in any of the following situations of conflict of interest:

3.1) Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2) Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3) Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4) Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5) In the case of procurement of goods, works or plants:

i. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;

ii. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

6. In the context of the procurement process and performance of the corresponding contract:

6.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or

elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6) Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or sub consultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7) We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or sub consultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or sub consultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of:

Duly empowered to sign in the name and on behalf of¹:

Signature: _____ Dated: _____

It is mandatory to submit the above Affidavit online (by scanning) and in hard copy.

***Note: - To be given on the company's letter pad.**

Guidelines for filling Response to RFP

7 Guidelines for filling Response to RFP

7.1 Guidelines for Preparation of Technical Proposal [Envelope A] for bidders:

The Bidder shall submit the proposal in the formats specified in this RFP.

1. Copy of Certificate of Incorporation / Registration Certificate
2. Certificate of affiliation from SSC/NSDC/PSDS/DDU-GKY
3. Covering Letter(Form-I)
4. Self-declaration of not being blacklisted(Form-II)
5. Pre-qualification criteria(Form-III-A)

The following are the appendices attached as a part of this RFP:

The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

SN	Description	Reference	Applicability
1	Cover Letter with the Bid	Form-I	Group-I and Group- II
2	Affidavit on not being blacklisted	Form-II	Group-I and Group- II
3	Mandatory Documents for bidders	Form-III	Group-I and Group- II
4	Technical Capability Statement	Form-IV	Group-I and Group- II
5	Board Resolution for Proposal Submission	Form-V	Group-I and Group- II
6	Authorization for Signing of Bid	Form-VI	Group-I and Group- II
7	Pre-Bid Queries (if any)	Form-VII	Group-I and Group- II
8	Financial capability	Form-VIII	Group-I and Group- II
9	Financial Proposal /Bid	Form -IX	Group-I and Group- II
10	<i>Power of Attorney for Lead Member of Consortium</i>	Form -X	Group-I and Group- II
11	Memorandum of Understanding	Form -XI	Group-I and Group- II

Formats

8 Formats to be shared by bidders

Form – I

Format – Covering Letter

To,
The Chief Executive Officer,
Puducherry Smart City Development Limited,
2, Bussy Street, Old Court Building, Puducherry. 605001.

Dear Sir,

Subject: ‘Providing Livelihood and Skill Development Training in Low Income Settlements in Puducherry’ proposed for development under the CITIIS Project

This is in response to the RFP issued by the PSCDL (Ref. No.) dated for the Hiring of Training Providers to impart livelihood and skill development training youth and women in the low income settlements in Puducherry under the CITIIS Project.

We (*Name of the Bidder*) are keen to get Hired with PSCDL as Training Provider under Group category and hereby express our interest in being considered for the same.

We hereby confirm that:

- a) The RFP is being submitted by
.....
which is the “Bidder” in accordance with the conditions stipulated in the RFP.
- b) We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by PSCDL and in any subsequent communication sent by PSCDL. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from PSCDL.
- c) The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that PSCDL will be relying on the information provided in the RFP and the documents accompanying such RFP for Selection of Bidders for Hiring of Training Providers to impart livelihood and skill development training for youth and women in the low income settlements in Puducherry under CITIIS Project, 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 RFP are true copies of their respective originals.

- d) We acknowledge the right of PSCDL to reject our RFP 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.
- e) We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
- f) This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- g) We understand that any work sanctioned in pursuance to the Hiring process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
- h) 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.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Company Secretary / Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.

Form – II

Affidavit for not being blacklisted

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

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

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Form – III**Format – Group-I Bidder's Details for Pre-qualification**

(To be provided by Company Secretary or Authorized Signatory on Letterhead with his/her dated signature and company seal)

Company Profile of the Bidder:

SN	Information	Details
1	Name of responding bidder:	
2	Address of responding bidder:	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4	Telephone number of contact person:	
5	Mobile number of contact person:	
6	E-mail address of contact person:	
7	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc.)	
8	Company Registration Certificate (Enclosed Certificate) number and issue date	

Form –III A**Eligibility as per Qualification Criteria for group-I bidder:**

SN	Criteria Clause	Supporting Document/s	Page No.	Compliance (Y/N)
1	Bidder must be a legal entity	Certificate of Incorporation / Registration Certificate with PAN, GST/TIN/Service Tax registration no. or any other supporting document.		
2	Bidder should have been operational since last 5 years			
3	Skill India Portal Registration	Skill India Portal Registration certificate or in process proof.		
4	Affiliation to SSC and/or NSDC*/DDU-GKY or state or Centrally recognized skill development initiatives	Affiliation Certificate with date of validity for each sector where Bidder seeks to get Hired		
5	Bidder should not be blacklisted	Self-Declaration signed by authorized signatory		
6	Bidder organization should have a Training Center with in 20km radius from the ABD Area of Puducherry	Key map (Google Location) duly marking the approach roads and distance from the main road should be provided		

7	The training center should have the required infrastructure for training 400 candidates at a time	The documents on existing infrastructure details to be provided		
8	Bidder organization should have a dedicated manpower size for undertaking the project	List of employees assigned to the project along with designation and qualification should be submitted.		

** The entity holding SSC/NSDC affiliation must be the same as the entity applying as "Bidder" in response to this RFP who shall be the implementing agency for any work that may be sanctioned.*

Form-IV**Format – Technical Capability Statement for Group-I**

Eligibility Parameter	Value			Supporting Document	Page No.
Number of years of operation	<i>Parameter</i>	<i>Marks</i>	<i>Tick √</i>	Certificate of Incorporation	
	3-4 years	3			
	4-5 years	4			
	> 5 years	5			
Experience of Bidder	Parameter	Marks	Tick √	Check Form IVA for the template	
	>2Projects	4			
	3-6projects	7			
	>6 projects	10			
Bidder has received repeat Work Orders	<i>Parameter</i>	<i>Marks</i>	<i>Tick √</i>	Check Form IVB for the template	
	No	0			
	Yes	5			
Trainees trained in last three years	Parameter	Marks	Tick √	Check Form IVC for the template	
	300- 500	4			
	501 - 1000	7			
	1001 and More	10			
Skill training experience in Puducherry	Parameter	Marks	Tick √		
	No	0			
	Yes	5			
Key Personnel in the team 1.(A) Relevant Qualification + work Experience in similar project up to 3 yrs.(B)Relevant Qualification + work Experience in similar project for 3 to 5yrs.(B) Relevant Qualification + work Experience in similar project for more than 5 yrs.	Parameter	Marks	Tick √	Check Form IVD for the template	
	Project Coordinator and Policy Development Agent A= 3; B=4;C=5	5			
	Psychological/Co unseling Expert A= 3; B=4;C=5	5			
	Soft Skill and Life Skill Trainer A=3; B=4;C=5	5			
	Technical Training Expert A=3; B=4;C=5	5			

Trainees placed in last three years	Parameter	Marks	Tick ✓	Declaration on Bidder's letter head.	
	200 -300	5			
	301 – 500	10			
	>500	15			
Agreement with Industries for placement	Parameters	Marks	Tick ✓	Valid agreements/MoUs specifically addressed to the Bidder	
	>3MoUs	5			
	> 4 MoUs	10			
	> 5 MoUs	15			
Understanding of TOR, Methodology, Work Plan, and project proposal presentation. a. <i>Understanding and adherence of TOR (A)</i> b. <i>Approach and Methodology (B)</i> c. <i>Work Plan and Time Schedule: Appropriateness of prescribed time frames.(C)</i>	Parameters	Marks	Tick ✓	Assessment will be carried out by the bid evaluation committee based on the presentation and submission of the supportive documents in consonance with Form IV-F & Form IV-G.	
	A	5			
	B	5			
	C	5			

Form IVD

Format of Curriculum Vitae (CV) For Proposed Key professional staff

1. **Proposed Position** [i.e., team leader, recruiter, etc...] _____
2. **Name of Firm** [Insert name of firm proposing the staff]: _____
3. **Name of Staff** [Insert full name]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____
6. **Membership of Professional Associations:** _____
7. **Other Training** [Indicate significant training since degrees under 5 – Education were obtained]: _____
8. **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.]:
 9. From [Year]:_To [Year]: _____
Employer:____ Positions held:____
10. **Detailed Tasks Assigned**
[List all tasks to be performed under this assignment]
11. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**
[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 tasks listed under point 11.]
Name of assignment or project:_
Year:____
Location:____
Client:____
Main project features:_
Positions held:____
Activities performed:_____

12. 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 staff member: ____

Full name of authorized representative: _____

Form IV- E***Description of Approach, Methodology and Work Plan for Performing the Assignment/ Job***

[Technical approach, methodology and work plan are key components of the Technical Proposal]. You are suggested to present your Technical Proposal divided into the following three chapters:

- a. Technical Approach and Methodology,*
 - b. Work Plan, and*
 - c. Organization and Staffing*
-
- a. Technical Approach and Methodology: In this you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
 - b. Work Plan: The Bidder should propose and justify the main activities of the Assignment/job, their content and duration, phasing and inter relations, milestones (including interim approvals by PSCDL, if any), and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them in to a feasible working plan. A list of the final deliverables should be included here. The work plan should be consistent with the Work Schedule of Form IV-F.*
 - c. Organization and Staffing: The Bidder should propose and justify the structure and composition of the team. Bidder should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.*

*Form IV – F (Work Schedule)**Implementation Schedule–Indicative (The work schedule proposed should be in consonance with Form IV-E)*

S. No.	Activity ¹	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
..													
..													
..													
..													
..													
n													

**Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.*

***Duration of activities shall be indicated in the form of a bar chart.*

- *Note 1: Data may be provided for financial years 2018-19, 2019-2020 & 2020- 2021*
 - *Note 2: Bidders are requested to furnish information in an organized manner as per the format mentioned above and guidelines mentioned below*
 - *Note 3: The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided, if required.*
1. *Supporting evidence must be provided as below: For “**No. of Trainee Trained**”, the following is required: Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions*

And

Self-attested copies of any of the following:

- *Work Order for each programme accompanied by Certificate of Completion / Proof of Final Payment from Government bodies indicating the number of trainee trained in the sector; or*
- *Printouts of verifiable information from Government MIS systems showing number of trainee trained.*

Form – V

Format – Board Resolution for Proposal Submission

(To be furnished by the Bidder)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF _____ <Name of Organization> AT THEIR MEETING HELD ON _____ <Date> AT _____ <Time> AT _____ <Address>

“Resolved that the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request For Proposal for ‘*Providing livelihood and Skill Development Training in low income settlements in Puducherry under CITIIS Project*’

Signed on behalf of:

(Signature of Authorized Representative(s) of the Board)

Name: _____ Designation: _____

Signature of:

Name: _____

Designation: Company Secretary

Form – VI

Format – Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./Ms. __ Son/daughter/wife of _____ and presently residing at _____, who is presently employed with us and/or holding the position of _____, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for “Providing livelihood and Skill Development Training in the low income settlements in Puducherry” including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to PSCDL or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with PSCDL.

Signed on behalf of _____

(Signature)

(Name, Title and Address)

Form – VII**Format –Pre-Bid Queries**

Name of the Prospective Bidder / Agency:

Contact Person:

Designation:

Address:

Telephone No.:

Email:

SN	Reference Page No. in the RFP	Clause No.	Observation / Clarification sought	Suggestion by the Prospective Bidder / Agency

Note:

Pre-Bid queries from Prospective Bidders will be accepted in this format only.

Form – VIII*(On the letterhead of the Statutory Auditor)***To,**

**The Chief Executive Officer,
Puducherry Smart City Development Limited,
2, Bussy Street, Old Court Building, Puducherry. 605001.**

It is certified that the following information is correct as per the audited financial statements of the

(Mention Applicant Organizations legal entity name and registered office address):

Financial Year	Annual Turnover / Gross Receipts	Date of ITR filing	ITR Acknowledgement Number	Net worth	Donations/Grants from Multilateral Organizations or Listed Companies (in case of Not for Profit Organizations only)

We understand that we are solely responsible for the captive employment of at least 50% candidates trained from the Target Allocated under this RFP.

Signature and Stamp of the Statutory Auditor with

Membership Number Unique Document

Identification Number for the Certificate

Date: DD/MM/YYYY

FORM IX
BID PROPOSAL SHEETS

Name of the work: *'Providing Livelihood and Skill Development Training in Low Income Settlements in Puducherry'*. (The "Contract")

Quotes submitted towards providing complete solutions to Puducherry Smart City Development Limited (PSCDL), in accordance with the scope of work in clause 4.3, Section 4 and terms & conditions mentioned under Scope of Services in clause 5.2, Section 5. (All costs to be indicated in INR only).

Financial proposal

Work assigned	Rate (.Rs)
Fees per candidate: Mobilization , Enrollment ,Training, Assessment and Certification (PART A) (as per schedule for completion of task provided in terms of reference)	
Fees per candidate: OJT, Placement and Post Placement Tracking (as per schedule for completion of task provided in terms of reference) (PART B)	
PART A + PART B = Financial Bid	

Payments will be done on submission of Valid Invoice.

***Taxes Applicable should be extra.**

(The amount should be exclusive of all Taxes and for the entire scope of services)

Note:

- The prices stated in the Contract shall be deemed to include all amounts payable for the use of patents, copy rights, registered charges, trademarks and payments for any other intellectual property rights.
- For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
- Bidder must submit their financial bid for the total scope of work.

Signature of the Authorized Signatory

Place:

Name:

Date:

Designation:

Name & Address of the Bidder:

Form-X**Power of Attorney for Lead Member of Consortium**

Dated this _____ day of _____ 2021

Know all persons by these present that We, _____ and _____ (hereinafter collectively referred to "the consortium / joint venture") hereby appoint and authorize _____ as our attorney.

Whereas the PSCDL has invited applications from interested parties for hiring of agency for providing livelihood and skill development training in low income settlements in puducherry

Whereas the members of the consortium/joint venture are interested in bidding for this project in accordance with the terms and conditions of this tender along with its amendments, addenda and related documents,

And whereas it is necessary for the members of the consortium/joint venture to appoint and authorize one of them to do all acts, deeds and things in connection with the aforesaid Project,

We hereby nominate and authorize _____ as our constituted attorney in our name and on our behalf to do or execute all or any of the acts or things in connection with making an application to PSCDL to follow up with PSCDL and thereafter to do all acts, deeds and things on our behalf until culmination of the process of bidding and thereafter till the license agreement is entered into with the successful bidder.

And we hereby agree that all acts, deeds and things done by our said attorney shall be construed as acts, deeds and things done by us and we undertake to ratify and confirm all and whatsoever that our said attorney shall do or cause to be done for us by virtue of the power hereby given.

All the members of this consortium will be jointly and severally liable for execution of this assignment in all respects.

In witness hereof we have signed this deed on this _____ day of _____ 2021. [Signature]

For and on behalf of

[Company]

[Signature]

For and on behalf of

[Company]

Note: The above **Power of Attorney** should be furnished in Non Judicial Stamp Paper, not less than Rupees One Hundred.

Form-XI
Memorandum of Understanding

Know all men by these present that we, _____ and _____ (herein after collectively referred to "the consortium / joint venture") for execution of tender.

Whereas the PSCDL has invited tenders from the interested parties for hiring of agency for providing livelihood and skill development training in low income settlements in puducherry

Whereas the members of the consortium / joint venture are interested in bidding for the work of _____ in accordance with the terms and conditions of the RFP/tender.

This Consortium / Joint Venture agreement is executed to undertake the work and role and responsibility of the firms as _____.

And whereas it is necessary under the conditions of the RFP/tender for the members of the consortium / joint venture to appoint and authorize one of them as Lead Member to do all acts, deeds and things in connection with the aforesaid tender _____ is the Lead Member of the Consortium.

We hereby nominate and authorize _____ as our constituted attorney in our name and on our behalf to do or executive all or any of the acts or things in connection with the execution of this Tender and thereafter to do all acts, deeds and things on our behalf and thereafter till the satisfactory completion of work.

And we hereby agree that all acts, deeds and things done by our said attorney shall be construed as acts, deeds and things done by us and we undertake to ratify and confirm all and whatsoever that my said attorney shall do or cause to be done for us by virtue of the power hereby given. All the members of this consortium will be jointly and severally liable for execution of this assignment in all respects.

In witness hereof we have signed this deed on this _____ day of _____. [Signature]

By the with named _____ through its duly constituted attorneys in the presence of _____.
 [Signature]

By the with named _____ through its duly constituted attorneys in the presence of _____.

Notes

For the purposes of Memorandum of Understanding and Power of Attorney:

The agreements are to be executed by the all members in case of a Consortium.

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the lead member.

Note: The above **Memorandum of Understanding** should be furnished in Non Judicial Stamp Paper, not less than Rupees One Hundred.

TERMS OF REFERENCE

9 Terms of Reference

Introduction to Puducherry CITIIS Project:

Our Neighbourhood is Your Neighbourhood Too - A Participatory Planning Approach for Improvement of Low-Income Settlements in Puducherry, was selected from Puducherry UT in the CITIIS (City Investments to Innovate, Integrate and Sustain) program launched by Ministry of Housing and Urban Affairs (MoHUA) in July 2018, with supported from Agence Française de Developpement (AFD) and the European Union (EU), and anchored by the Program Management Unit (PMU) at the National Institute of Urban Affairs (NIUA) in New Delhi. The Project envisages making Puducherry a Smart and Sustainable City through a combination of interventions aiming at enhancing the physical, social and financial inclusion of low-income settlements in the city. Puducherry Smart City Development Limited in co-ordination with the line Departments (i.e, Pondicherry Municipality, Oulgaret Municipality, Public Works Departments and Puducherry Slum Clearance Board) implement the CITIIS Project in Puducherry U.T.

9.1 Need for the Skill Development Program

- The Skill Development Program proposed under the ‘Our Neighborhood is Your Neighborhood Too’ Project aims to address the following concerns being faced by the city:
- The evolution of slum communities being a dynamic one invites new challenges for an organisation to analyse and understand the changing needs and demands of the people and thus the involvement of young individuals carrying the potential of offering a fresh insight into the programs gives us the opportunity to reanalyse the magnitude of the desired social impact which we hope to create from our operations.
- To improve the socio-economic condition and bring behavioural changes among the residents in low income settlements, livelihood development initiatives are proposed as a non-area-based component under the Project
- The livelihood initiatives comprise vocational training and life-coping skill development to be provided to the youth and women folk in the families of low-income settlements.
- The training will provide employment and promote self-employment of the youth and women, and give their families financial sustainability and self-reliance. This will also reduce the negative engagement of youth in these slum settlements.
- It is estimated that 400 candidates from low income families will be benefited from the skill training and entrepreneurship development program.
- Puducherry region today presents a wide range of activities in Institutional, Commercial and Tourism sectors. Growth in such activities, possibilities of absorption in various service sectors and scope of employment in trade and business activities, etc. have additionally attracted more rural population to the urban center. It resulted in settlements in and around the main work centers in the city that led to the creation of slums as a consequence of the demand-supply gap in the affordable urban housing market. They occupy vacant/hazardous zones wherever available and live in unhygienic and unsafe living conditions.
- Slum-Dwellers are often forced to live in environmentally unsafe areas-coastal zone, flood plains, polluted sites near solid waste dumps, open drains and sewers. On one hand, the poor environmental conditions increase their vulnerability and leads to poor health that aggravates poverty due to loss of income owing to sickness, disease, and increased spending on health care, resulting in depletion of household savings.
- On the other hand, additionally due to low level of literacy and skills they lack employment

opportunities. Unemployment leads to regular quarrel, clash and fight in these settlements, making these as well as nearby neighborhoods unsafe for women, school children and office workers. Besides, many of the residents are involved in prostitution, drug trafficking, hijacking, smuggling etc. These activities threaten the social and cultural environment of the city. In order to address these issues PSCDL has conducted a study in 29 slum pockets in Puducherry Urban region and identified the need for creating employment / livelihood opportunities for positive engagement of youth and women in the slums, the key insights from the study is as follows:

- Puducherry's slum youth accounts for 25% of the total slum population. Owing to lack of finance, many of the youth remain unskilled. If this potential is tapped into, it can mean great benefit for the youth and their families, and the society as a whole.
- Most of the youth in the slum areas discontinue their high school education and stand excluded from the mainstream. Most of them have strained relation with their parents and lead a wayward way of life. It is therefore of imperative to connect them back with the main stream by imparting a holistic education.
- The training received from ITI's and Polytechnic institutes does not impart a holistic education and they are not accommodating the school dropouts. There are also upper age barriers for seeking admission in ITI's and Polytechnic institutes. Accordingly the future of these youths always remains to be question mark. On the other hand the community colleges address the challenges faced by these youth.
- Lack of education and hence unemployment among the youth has led to increase in crime rates, alcohol addiction and drug abuse in the case of boys and early marriage and early motherhood in the case of girls. Employable education will help the youth channel their energies towards productive activities. A holistic education environment which does not stop with learning a trade and focusing on all-round development of the student and aimed at making the student a responsible individual, a confident achiever is the need. An institution that plan and conduct vocational courses with equal focus on building character and competence are vital and probably the only answer for this need.

On one hand PSCDL is improving the living conditions in these slums by developing housings for slum dwellers, enhancing the social & community infrastructures and developing livelihood infrastructures; on the other hand for sustainable maintenance of the community & the assets; PSCDL is initiating measures to engage the community members in operations & maintenance of the created assets. PSCDL is envisioning that the Youth and women trained under the Skill Development Program will become a transforming force in their communities and they will be collectively partner in achieving the overall objective of the CITIIS project by inducting the other members in their community, take ownership for sustained maintenance of their respective communities and will continued to participate good governance. PSCDL is intended to hire an agency preferably a community college which can ensure a holistic education environment which nurtures the youth & women in the community through a training methodology which is similar that of pedagogy, where the agency will be reliable partner PSCDL in its efforts to transform the youth potential in the slums in Puducherry into the agent of positive change

9.2 Scope of Work for bidders

The agency hired would be required to carry out the following activities within stipulated timelines which shall be decided by Chief Executive Officer, PSCDL.

The following is the broad scope of work for Hired TP if they are sanctioned work under PSCDL livelihood and skill development training initiative under CITIIS Project. Detailed scope of work shall be incorporated into the Agreement signed between PSCDL and the Hired TP prior to execution of work.

9.2.1 Mobilization of Trainees

- a) Prior to initiation of training, ground-level mobilization must be done by Hired TP at their own cost.
- b) Mobilization should be accompanied by counseling wherein Hired TSP is expected to provide trainee with all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping trainee and their families make informed choices.
- c) Registration of trainees must be linked to their Aadhaar identity, which the Hired TP is expected to facilitate before trainee registration.
- d) TP has to upload the information of registered trainee' information on PSCDL CITIIS Portal / submit to PSCDL offline

9.2.2 Training

- a) TP has to create a batch of maximum 30 trainees for Non Technical Courses and Maximum 20 trainees for Technical Courses for conduction of skill development training.
- b) TP has to develop the course curriculum as per the NSQF guidelines or industry standard and submit the class schedule to PSCDL and take PSCDL approval for the same and accordingly conduct the classes, deviation to which leads to lower grading to the TSP.
- c) TP should submit the progress report to PSCDL during the training session fortnightly.
- d) Attendance must be collected only through Aadhar linked biometric attendance system (Precision/PB ABAS 300/ESSL-X990/Visiontek-G11/Bio enable or equivalent as per Govt. guidelines) and submit the same to PSCDL on monthly basis.
- e) TP should not only concentrate on class room based training but also arrange for practical oriented training as well.

9.2.3 Assessments & Certification

- a) TP must conduct the independent assessment of trainee after completion of training by a recognized third-party agency after taking approval from PSCDL.
- b) TP should also conduct regular internal assessment in the form of quizzes, assignments and tests to develop the learning habit among trainee.

9.2.4 Placement

- a) At least 3 placement opportunities to all the eligible trainees and ensure placement of all candidates.

9.2.5 Post Placement Tracking

- a) Maintain the record of all placed trainee who successfully placed after completion of training for a period of not less than 3 months and provide relevant information to PSCDL in the prescribed format like salary details (As per minimum wages act) career plan, employer's feedback etc.

9.2.6 Others

- a) Submission of all the requisite documents as decided by PSCDL unflinching (online MIS platform of PSCDL CITIIS Portal/offline).
- b) The Hired TP shall be responsible for all aspects of the training including center readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- c) Adequate practical and on the job training/internship must be incorporated into the training module where necessary.
- d) Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils established under the National Skill Development Corporation (NSDC) available on Skill India Portal or must be approved by the industry where trainees supposed to get employment.
- e) Persons deployed as trainers by the Hired TP must be competent instructors in possession of requisite Qualification, Certifications, knowledge, skills and experience in their domain.

Payments Terms

9.3 Payments Terms for Hired bidders

In case of sanction of work post-Hiring, payment shall be guided by the training costs approved at the time of Hiring. The funds shall be released as per the following schedule:

Installment	Payment Schedule	Criteria	Amount to be released
First	Within 7 days from start of the batch.	Submission of candidate's application, selection and joining data and successful validation of candidate	10% amount of the total eligible project cost per batch
Second	On completion of 3 months of the training	Submission of quarterly feedback forms, candidate dropout details etc.	10% amount of the total eligible project cost per batch
Third	On completion of 6 months of the training	Submission of half yearly feedback forms	15% amount of the total eligible project cost per batch
Fourth	On completion of 9 months of training	Submission of records for completion of class room training and feedback forms for 3 rd quarter	15% amount of the total eligible project cost per batch
Fifth	On completion of industrial Training	Submission of the copies of the certificate and final result of the trainees	10% amount of the total eligible project cost per batch
Sixth	After successful 75% placement	Submission of placement data in PSCDL's prescribed format, along with copy of offer letter and acceptance letter from the employer	20% amount of the total eligible project cost per batch
Seventh	Post placement tracking for 6 months	Submission of post placement tracking reports	20% amount of the total eligible project cost per batch

ANNEXURE

10 ANNEXURE

ANNEXURE – A

List of Slum Pockets covered under the study carried out by PSCDL to analyze the need for Livelihood promotion and skill Development among the youth and women.

Sl. no	Name of the site
1	Attupatti
2	Thideer Nagar
3	Dubrayapet
4	Mottaithoppu
5	Kann Doctor Thottam
6	Bhoomiyanpet
7	Kuruchikuppam (Vazhaikulam)
8	Kuthiraikulam
9	Chinnayapuram
10	Solai Nagar (North)
11	Solai Nagar (South)
12	Ambedkhar Nagar (Solai Nagar)
13	Ramalinga Nagar
14	T.V. Nagar
15	FransuaThottam
16	RasuUdayarThottam
17	UdayarThottam
18	Nethaji Nagar 2
19	Salavaiyalar Nagar
20	Nesavalar Nagar
21	Jeevanandhapuram
22	Padiminithottam
23	Vaithikuppam
24	Lambert Saravanan Nagar
25	Karuvadikuppam
26	MarapalamDhobikhana
27	MS Agraharam
28	Mettupalayam / Sanarapet
29	Shanmugapuram

ANNEXURE – B**Accreditation Standards as per National Skill Development Corporation (NSDC)**

Accreditation Standards have been classified into two parts:	
S. No.	Accreditation Standard
Part-A	
(A1) Common Standards	
1	Classroom area/ Capacity of Classroom (For each Classroom): (Total carpet area of the Classroom) / Capacity of the Classroom in terms of number of trainees
a	Minimum space requirement for each Classroom is 200 square feet. Minimum space requirement per trainee in each Classroom is 10 Square Feet
2	Laboratory area/ Capacity of Laboratory (For each Laboratory): (Total carpet area of the Laboratory) / Capacity of the Laboratory in terms of number of trainees
a	Laboratory has to meet NSDC specifications. Minimum space requirement for each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square Feet Hybrid arrangement is also allowed subject to NSDC's approval for the concerned Job Role. Such arrangement to be allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab). (example: if Classroom is 200 sq ft., and Lab is 400 sq. ft., then Hybrid room should be 480 sq ft at least).
3	Placement / Entrepreneurship Counselling Cell
a	Availability of a demarcated Placement/ Entrepreneurship Counselling Cell with availability of a dedicated/shared full time Placement Coordinator
b	No separate demarcated Placement/ Entrepreneurship Counselling Cell OR No Placement Coordinator deployed by the Training Centre
4	Type of Construction of the Building of the Training Centre
a	All walls of the Training Centre including Classrooms, Laboratories, Library, Reception etc should be well plastered, colored / distempered/ whitewashed . The walls and roof made of Tin / Bamboo sheets are not allowed. It is as per the discretion of NSDC to approve/ reject the Centre basis on the justification provided/ facts observed during the Centre visit. The floor of the Training Centre including Classrooms, Laboratories etc should be cemented and preferably tiled . (Training Centre which have pre- fabricated structures and containers are exempted from the above) All the Classrooms and Laboratories should be properly ventilated. All the wires and switchboards in the Training Centre should properly covered and secured.
5	Separate Washroom facility for male and female trainees
a	Availability of separate washroom facility for male and female trainees
6	Safe/Clean Drinking Water
a	Availability of safe/clean drinking water facility in the form of Reverse Osmosis(RO) /Water purifier/Packaged drinking water dispenser
7	Cleanliness and Hygiene
a	Availability of a dedicated housekeeping staff at the Training Centre. Availability of a daily checklist / inspection card as maintained by the Housekeeping Staff Dustbin should be placed in all Classrooms, Laboratories and Reception area .
8	Health and Safety Facilities : First- Aid Kit and Fire Fighting Equipment
a	Availability of the First-Aid kit AND Fire Fighting equipment as per below mentioned norms Training Centre MUST COMPLY TO THE BELOW NORMS TO GET ACCREDITED. First-Aid kit should contain below mentioned items, and the First aid box should be wall mounted at the Training Centre 1. Emergency telephone numbers for emergency medical services 2. Sterile gauze pads (dressings) in small and large squares to place over wounds 3. Disinfectants like Dettol or Savlon 4. Medicines like pain killers 5. Roller bandages to hold dressings in place 6. Adhesive tape / Adhesive bandages in assorted sizes 7. Scissors and Tweezers 8. Antiseptic wipes or soap 9. Thermometer Fire-Fighting Equipment - Atleast one of the following equipments to be available at the Centre : 1. Water based Fire Extinguisher 2. Foam based Fire Extinguisher 3. Dry Powder based Fire Extinguisher 4. Carbon dioxide based Fire extinguisher 5. Wet Chemical based Fire Extinguisher Contact number for fire brigade, hospital, ambulance and other emergency numbers should be well displayed in Classroom, Laboratories and the Reception area.

(A.2) Job Role Specific Standards	
1	Student / Trainer Ratio (Total number of trainees who can be simultaneously trained in a Training Centre in a month for the job role) / (Total number of qualified
b	Ratio of more than 30:1
2	Laboratory has to meet NSDC specifications. Minimum space requirement for each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square Feet Hybrid arrangement is also allowed subject to NSDC's approval for the concerned Job Role. Such arrangement to be allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab).
3	Trainers certified by SSC (For each Job Role)
	All trainers certified by NSDC
a	Note : In case the Training Centre doesn't have all trainers certified by NSDC, Conditional Accreditation may be awarded. However, the Training Centre needs to comply with this indicator <u>within Six months of Conditional Accreditation award date</u> , else, Conditional Accreditation may be withdrawn
4	Availability of Equipment/ Tools/ Machinery in Laboratory For each Job Role
	Laboratory has to meet NSDC specifications. Minimum space requirement for each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square Feet Hybrid arrangement is also allowed subject to NSDC's approval for the concerned Job Role. Such arrangement to be allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab).
1	Centre Area
a	Centers with area of 5000 sq ft or Above dedicated to skill development training program
2	Type of Building of the Training Centre
a	Industrial/Commercial Complex (Training Centre is inside a factory/ industrial/commercial complex and not a standalone building)
b	Laboratory has to meet NSDC specifications. Minimum space requirement for each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square Feet Hybrid arrangement is also allowed subject to NSDC's approval for the concerned Job Role. Such arrangement to be allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab).
4	CCTV cameras (with CCTV recording facility)
a	Availability of CCTV cameras (with CCTV recording facility) in all the Classrooms and Laboratories, but not in other areas
5	Differently-abled friendly Training Centre
a	Availability of Ramps, Lifts and Washroom for differently-abled people If the Training Center is at Ground Floor, availability of lift is exempted .
6	Projectors in Classrooms
a	Availability of any type of projector in all Classrooms
b	Availability of any type of projector in atleast 50% of the Classrooms but not all Classrooms
7	Internet Connectivity
a	Availability of the Internet connectivity at the Training Centre, necessarily at the IT/ Computer Laboratory , with speed of less than 512kbps
8	Additional Infrastructural Facilities
a	Availability of Pantry and Parking facility. Parking facility should be available in the premises of Training Center.
9	IT/ Computer Laboratory facility
a	Availability of IT/Computer Laboratory (a clearly demarcated area with atleast 10 computers/laptops) for life skills/ soft skills training, along
10	Power Backup facility
a	Availability of the Power backup facility in the form of UPS/ Inverter/ Genset etc to continue the operations at the Training Centre
11	Library facility
a	Availability of Library (as per above mentioned criteria)

ANNEXURE – 3

SPECIFICATION FOR THE INSTITUTIONS TO BE IDENTIFIED FOR CONDUCTING / ORGANIZING TRAINING– as per Environmental and Social Management Plan.

Sl. No.	Attribute	Parameter	Conditionality	Remarks
1	Size of centre	Category A – Minimum. 8000 Sq.ft	Mandatory	-
2	Ownership	Yes/No	Desired	
3	Lease/Rental	Minimum 3 years	Mandatory	Applicable to all leased or rented centres
4	Open Area (Area other than built area within boundary wall)	Category A – Minimum. 800 Sq.ft Category B – Minimum. 500 Sq.ft Category C – Minimum. 300 Sq.ft	Desired	
5	Parking	10 two-wheelers, Cycle stand	Desired	
6	Approach	Located near (at walking distance) from a major approach road (highway/main market road) Conveniently close to public transport facility (Bus stand/Railway station/Metro station) Having adequate road lights and public movement	Desired	
6.a	Approach Road	The approach road should preferably be a pucca main road with a minimum width of 12 ft., If the centre is on an arterial road then the distance should not be more than 500 meters from main road and that arterial road should be at least 8 ft. wide	Desired	
6.b	Distance to nearest public transport	Distance to nearest public transport: "Access to nearest public transport facility, which could be a bus stand, auto stand or railway station should not be more than 5 km away from the centre location.	Mandatory	
7	Number of Classrooms	Category A – Minimum 5 Category B – Minimum 3 Category C – Minimum 2	Mandatory	
8	Class Room	10 Sq.ft per trainee	Mandatory	Classroom size for a

	<i>Area</i>			<i>particular job area to be as per defined SSC specification</i>
<i>Sl. No.</i>	<i>Attribute</i>	<i>Parameter</i>	<i>Conditionality</i>	<i>Remarks</i>
9	<i>Number of Training Labs</i>	<i>Category A – Minimum 2 Category B – Minimum 2 Category C – Minimum 1</i>	<i>Mandatory</i>	<i>Labs as per machinery setup & SSC/MES standards</i>
10	<i>Lab Area</i>	<i>As per SSC Guideline</i>	<i>Mandatory</i>	<i>Actual area will be a factor of sector, type of machinery and no. of trainees to be trained (would be updated/modified/changed given the scope of the scheme implemented in PMKK)</i>
11	<i>Computer Lab</i>	<i>20- 30 computers</i>	<i>Mandatory</i>	
12	<i>Number of washrooms/Urinals</i>	<i>Category A – Minimum 3 For Males and 3 for Females Category B – Minimum 3 For Males and 3 for Females Category C – Minimum 2 For Males and 2 for Females</i>	<i>Mandatory</i>	
13	<i>Number of Washbasins</i>	<i>One per Urinal/Toilet + 3 common basins at eating area</i>	<i>Desired</i>	
14	<i>14 Eating Area/Canteen</i>	<i>200 Sq.ft</i>	<i>Desired</i>	
15	<i>Reception Area</i>	<i>200 Sq.ft</i>	<i>Mandatory</i>	
16	<i>Counselling Room</i>	<i>75 Sq.ft</i>	<i>Mandatory</i>	
17	<i>17 Common Area (Area except lab area and classrooms)</i>	<i>Category A – Minimum. 1600 Sq.ft Category B – Minimum. 1000 Sq.ft Category C – Minimum. 600 Sq.ft</i>	<i>Desired</i>	
18	<i>Flooring</i>	<i>Exact Flooring Specifications - Glazed Vitrified Tiles; Colour Grey/White; Size 60cm × 60cm</i>	<i>Mandatory Flooring should be consistent and bring out uniformity throughout the centre.</i>	<i>The flooring specifications for the labs shall be as per SSC guidelines.</i>

19	Power	Connection 3 Phase Connection	Mandatory	
Sl. No.	Attribute	Parameter	Conditionality	Remarks
20	Power Backup	Adequate Power back-up should be available	Mandatory Desired	Specifications: Either 7.5 KW online UPS and 10*150 (Ah), (ampere hour) SMF (Self Maintenance Free)battery or Genset to back up lab utilization, minimum
21	Water Proofing	As per Building standards	Desired	
22	Electrical Wiring	Fully covered, secured and tapped	Desired	
23	Switch Boards and Panel Boards	Fully covered, secured and tapped	Mandatory	
24	Seating – waiting area	Seating – waiting area Seating minimum for 10 people	Mandatory	
25	Fire Safety Norms	Instructions to be displayed at key areas along with fire		
26	White Board/ Smart Board Mandatory		White Board/ Smart Board Mandatory	White Board/ Smart Board Mandatory
27	Classroom Projector withadequate AV facilities		Mandatory	
28	Smart Classroom	Having technology-enabled audio-visual and web-enabled access capability	Mandatory	At least one such classroom in the centre
29	CCTV	with recording facility In every classroom/lab	Mandatory	
30	Internet Connection	Minimum speed of 256 kbps	Mandatory	30 Internet Connection Minimum speed of 256 kbps Mandatory
31	Classroom Chairs	All Chairs to have attached writing desk	Mandatory	Colour of the chairs to be as per branding

				<i>guidelinesp</i>
32	<i>Classroom/lab s walls</i>	<i>Concrete, brick or prefabricated sheets of minimum</i>		

<i>Sl. No.</i>	<i>Attribute</i>	<i>Parameter</i>	<i>Conditionality</i>	<i>Remarks</i>
33	<i>Student History File Individual file:</i>	<i>Individual file for each individual having the following: i. Trainee Registration form ii. Parent Consent form iii. Address Proof iv. Aadhar Copy v. Proof of last academic qualification vi. Assessment Results vii. Placement Proof</i>	<i>Mandatory</i>	
34	<i>General Safety Instructions</i>	<i>Will be as per the trade requirements</i>	<i>Mandatory</i>	<i>All Relevant safety</i>

- *The institutions/ agencies which were certified/ recognized by government and eminent personalities and visitors will be given preference.*

-----END of Document-----