



NCVET

(National Council for Vocational Education and Training)

Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, Near Karol Bagh Metro Station

New Delhi – 110005

File No. 34002/1/2022/NCVET

Request for Proposal (RFP) for Selection of an agency for Designing of IT Systems & setting up Programme Management Unit (PMU) for NCVET

Date of Publishing of RFP:

Request for Proposal (RFP) for Selection of an agency for Design for IT Systems & setting up PMU for NCVET

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1. FACT SHEET

S. No.	Key Information	Details
1	Assignment Title	Request for Proposal (RFP) for Selection of an agencyfor Design of IT systems & setting up Programme Management Unit (PMU) for NCVET
2	Purchaser	National Council for Vocational Education and Training. Kaushal Bhawan B-2, Pusa Road Metro Pillar No. 95 Near Karol Bagh Metro Station New Delhi – 110005
3	Location	New Delhi
Bid Submission and Evaluation		
4	Bid Submissions	Through GeM
5	Technical Bid	Through GeM
6	Financial Bid	Through GeM
Bid Conditions		
7	Method of Selection / Bid Parameter	The Most Advantageous Bid is the Bid of the Bidder thatmeets the qualification criteria and whose Bid has been determined to be: (a) substantially responsive to the bidding document, and (b) the Quality and Cost Based Selection
8	Performance Security	3% of the cost discovered through tender process
9	Earnest Money Deposit	Rs 5,00,000/- (Five Lakhs Only)



Request for Proposal (RFP) for Selection of an agency for Design for IT Systems & setting up PMU for NCVET

10	Bid Availability	RFP can be Downloaded from GeM portal
11	Date of publication of tenderdocument	09.05.2022
12	Last date of submission ofqueries	16.05.2022
13	Pre-bid Meeting	Pre Bid Meeting for Selection of an Agency for Design for IT Systems & Setting up PMU for NCVET Start Time: 17 May 2022 11:30 AM Asia/Calcutta URL: https://bharatvc.nic.in/join/1383660824 Password: 697472
14	Last date and time for Bid submission	23.05.2022 till 18:00 Hours
15	Opening of Technical Bids	24.05.2022
16	Technical Presentation	To be intimated post selection of agencies after Pre-Qualification Evaluation.
17	Opening of Financial Bids	To be intimated post selection of agencies after technical evaluation.
18	Issue of Work Order	As per Applicable Procedures, after requisite approvals.
19	Address for Communication	The Executive Member, NCVET, National Council for Vocational Education and Training. Kaushal Bhawan B-2, Pusa Road Metro Pillar No. 95 Near Karol Bagh Metro Station New Delhi – 110005



TABLE OF CONTENTS

1. **FACT SHEET** 3

1. **INTRODUCTION** 8

2. **OBJECTIVE OF THIS RFP** 8

3. **SCOPE OF WORK** 9

4. **TERMS & CONDITIONS**..... 10

5. **INSTRUCTIONS TO BIDDERS** 11

5.1 Availability of Tender Documents 11

5.2 Compliant Proposals / Completeness of Response 12

5.3 Pre-Bid Meeting 12

5.4 Time Schedule 13

5.5 Bidding Cost..... 13

5.5 Financial Bid 13

5.6 Language of the Bid..... 13

5.7 Rights to the content of the Bid..... 14

5.8 Validity of Bids 14

5.9 Consortium, Outsourcing & Sub-Contracting 14

5.10 Right to Terminate the Process 14

6. **RESOURCE DEPLOYMENT** 15

7. **DELIVERABLES & SERVICE LEVEL AGREEMENTS**..... 16

7.1 The deliverables for this RFP/Assignment will be as follows: 17

7.2 Service Level Requirements & Penalties 17

8. **BID OPENING AND EVALUATION**..... 18

8.1 Bid Opening Sessions..... 18

8.2 Evaluation Process 18

9. **CRITERIA FOR EVALUATION**..... 19

10. **PERIOD OF CONTRACT** 26

11. **PERFORMANCE BANK GUARANTEE**..... 26

12. **EARNEST MONEY DEPOSIT** 26

13. **TERMINATION OF CONTRACT** 27

14. **PRICE VARIATION** 29

15. **LIQUIDATED DAMAGES AND PENALTIES**..... 29

16. **PAYMENT TERMS**..... 30



17. CONFIDENTIALITY AND SECURITY	30
18. FORCE MAJEURE	30
19. INDEMNIFICATION & LIMITATION OF LIABILITY.....	32
20. DISPUTE RESOLUTION	32
21. APPLICABLE LAW.....	33
22. ANNEXURE 1 - COVERING LETTER FOR BID.....	34
23. ANNEXURE 2 – FORMAT FOR BANK GUARANTEE FOR PERFORMANCE GUARANTEE.....	36
24. ANNEXURE 3 - FORMAT FOR SUBMISSION OF PRE-QUALIFICATION BIDS.....	38
25. ANNEXURE 4 - FORMAT FOR SUBMISSION OF TECHNICAL BIDS	40
26. ANNEXURE 6 - FORMAT FOR CITATIONS SUBMISSION.....	42
27. ANNEXURE 7 - CV FORMAT.....	43
28. ANNEXURE 8 – AGREEMENT FORMAT.....	45
29. ANNEXURE 9 – EMD Format	47



Acronyms

Acronym	Definition
Agency	The bidder shortlisted for execution of the project
EMD	Earnest Money Deposit
INR	Indian Rupee
ISO	International Standards Organization
LoI	Letter of Intent
NCVET	The National Council of Vocational Education and Training
RFP	Request for Proposal
TEC	Tender Evaluation Committee
PMU	Programme Management Unit
DPR	Detailed Project Report
SRS	Software Requirement Specification
FRS	Functional Requirement Specification



1. INTRODUCTION

The National Council of Vocational Education and Training (NCVET), notified on December 5, 2018 has been set up as an overarching umbrella regulator establishing regulations and standards to ensure quality in the TVET space, subsuming the responsibilities of National Skill Development Agency (NSDA) and the erstwhile National Council of Vocational Training (NCVT).

1. NCVET regulated ecosystem will ensure strong industry interfacing, layered effective regulations for the varied stakeholders for improving outcomes, set standards for Awarding Bodies and Assessment Agencies.
2. Regulation of Awarding body ecosystem and Assessment Agencies are the focus areas of NCVET considering the existence of multiple regulators and non-standardized norms leading to quality issues and poor outcomes of the training. The NCVET will strive to integrate fragmented regulatory system and infuse quality assurance across the entire vocational training value chain, leading to strengthened outcomes.
3. The major functions of NCVET include:
 - a) Recognition and regulation of Awarding Bodies (ABs), Assessment Agencies (AAs) and Skill related Information Providers
 - b) Approval of qualifications as per the NSQF (National Skills Qualification Framework)
 - c) Monitoring, Evaluation and Supervision of recognized entities
 - d) Grievance Redressal of the varied stakeholders.

2. OBJECTIVE OF THIS RFP

The National Council of Vocational Education and Training (NCVET), now wants to setup its digital backbone in the form of key IT applications and databases to help manage its operations and aid in decision making and regulation. This digital backbone shall help different stakeholders to interact with NCVET and vice versa. This shall also enable NCVET to collect, analyse, review data from stakeholders and shall enable the council to identify redundancies, monitor implementation and aid in better decision making and help govern and improve the impact of skill development programs in India.

The backbone shall also act as a single window platform for all stakeholders to consume different services being offered by the council and shall enable the council to effectively regulate and govern the recognised entities in the Indian skill ecosystem.

The digital backbone thus built shall be enabled by the Primary & Secondary databases at the backend along with a workflow engine which shall utilize these data to present a unified system to various stakeholders at the front end.



The primary databases listed above shall be developed and maintained by NCVET as part of this digital backbone system. The secondary databases shall be owned and maintained by respective recognised entities and shall be integrated with the system through APIs to share required data with NCVET.

3. SCOPE OF WORK

The successful bidder shall provide consultancy services in a project mode to help develop and build this digital backbone system. The consultants shall work closely with the NCVET team to help define the scalable and flexible system architecture which can be evolved over time. The main areas where the consultant shall support is listed as below:-

Phase 1. Help define scalable and flexible system architecture (4 Months).

- i. Conduct an as-Is study to identify the different process and stakeholders.
- ii. Identify gaps and conduct gap analysis and create a To-be architecture
- iii. Prepare a to-be architecture for developing a scalable and flexible system.
- iv. Prepared budgetary estimates and a detailed project report including yearly support costs to implement the said system.
- v. Prepare a comprehensive RFP document to hire a system integrator to develop and implement the said system.

Phase 2 RFP and Bid process management (2 Months).

- i. Help NCVET run the bid process to help shortlist a suitable vendor
- ii. Help prepare the responses pre-bid queries.
- iii. Support and help in evaluation of bids received and submit a bid evaluation report to technical evaluation committee constituted by NCVET.
- iv. Help and support in signing of master service agreement and on-boarding of the selected vendor.

Phase 3 - Project Management for system implementation (6 Months).

- i. Support in reviewing the system requirement document as ensure it is aligned with the design envisaged for the system.
- ii. Monitor the development of the system as per SLA's defined in the contract together with Project Management, Change Management & Communication support for the system implementation.
- iii. Assist in user acceptance testing & go-live of the platform including the required data integration/porting
- iv. Support Process of Data Analytics and 360-degree review of all the accredited bodies and also the qualifications and NOSs
- v. Analysis & Quantification of business benefits of the system both for NCVET & Skilling eco-system
- vi. Support NCVET team for working on the 'short term' and 'long term' strategic vision document and cover both Technology Platform and Master Vision for NCVET.

The Proposed architecture will include:

- Data Architecture:



- Integration Strategy with other partners/databases
- 360 profile views of associated/accredited bodies
- Creation of Qualification/NOSs/Credit Bank
- Security/Privacy/BCP Strategy & Guidelines
- Policies & Standards for data, workflow management & Role Management
- Technology Architecture Requirements:
- In line with NDEAR (National Digital Educational Architecture)/ & NODES (National Open Digital Ecosystem for Skills) architecture
- Usage of Emerging Technologies, as and where required

Note:

The NCVET would provide comments on the deliverables within 15 days of submission. In case of no comments received, the same would be considered to be deemed approved.

4. TERMS & CONDITIONS

- a. The work under this tender is not assignable by the agency. The agency shall not assign its contractual authority to any other third party. The agency should not assign or sublet the whole work or any part of it to any other agency in any other form than defined in this tender.
- b. In case the agency is found in breach of any condition(s) of tender, at any stage, legal actions as per rules/laws, shall be initiated against the agency and EMD/ Security Deposits shall be forfeited, besides being liable to be debarred and blacklisted for at least three years.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until NCVET has executed a formal written contract. Any notification of preferred Bidder status by NCVET shall not give rise to any enforceable rights by the Bidder. NCVET may cancel this tender at any time prior or after the signing of agreement
- d. NCVET, without assigning any reason can reject any tender(s), in which any prescribed condition(s) is/ are found incomplete in any respect and at any processing stage
- e. The decision of NCVET arrived during the various stages of the evaluation of the bids is final & binding on all bidders
- f. Conditional bids are not acceptable and shall be summarily rejected
- g. The onus of providing the correct information/ documents lies on the bidder. The bidder shall ensure that all information/documents submitted by it are correct. Upon verification,



evaluation/ assessment, if in case any information furnished by the bidder is found to be false/ incorrect, their total bid shall be summarily rejected.

- h. NCVET will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this tender.
- i. NCVET may terminate the tender process at any time without assigning any reason. NCVET may, by written notice send to the Agency; terminate the work order, in whole or in part at any time of its convenience. The notice of termination will specify, the extent to which performance of work under the work order is terminated, and the date upon which such termination becomes effective. NCVET reserves the right to cancel the remaining part and pay to the agency the amount for partially completed Services.
- j. All bidders agree with NCVET for honouring all aspects of fair-trade practices in executing the work orders placed by NCVET.
- k. In case if Agency is found in breach of any condition(s) of tender or work order, at any stage during service, appropriate action as per rules / laws, may be initiated against the Agency and Security Deposit shall be forfeited, besides debarring and blacklisting the bidder concerned for at least three years, for further dealings with NCVET.

5. INSTRUCTIONS TO BIDDERS

5.1 Availability of Tender Documents

The tender document is available at GeM Portal <https://gem.gov.in/>

Prospective bidders desirous of participating in this tender may view and download the tender documents free of cost from the above-mentioned website.

At any time prior to the last date for receipt of bids, NCVET may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by an amendment / corrigendum. Any such corrigendum shall be deemed to be incorporated into this RFP.

The amendment / corrigendum will be notified at the above-mentioned websites, which will be binding on the prospective bidders to consider for quoting.

NCVET reserves the right to cancel this tender or modify the requirement at any stage of Tender process cycle without assigning any reasons. NCVET will not be under obligation to give clarifications for doing the aforementioned.



5.2 Compliant Proposals / Completeness of Response

- a) The 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 bidder's risk and may result in rejection of the proposal and forfeiture of the bid security.
- b) Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:
 - i. Include all documentation specified in this RFP
 - ii. Follow the format of this RFP and respond to each element in the order as set out in this RFP
 - iii. Comply with all requirements as set out within this RFP.
- c) Undertaking for subsequent submission of any of the required documents will not be entertained under any circumstances

5.3 Pre-Bid Meeting

- a) **NCVET shall hold a pre bid meeting with the prospective bidders as per the schedule mentioned in "FACT SHEET".**
- b) **All queries should be sent to NCVET in the following format (in an excel file) through email at directorpolicy.ncvet@gmail.com the subject line as "Request for Proposal (RFP) for Selection of an agency for setting up Programme Management Unit (PMU) for NCVET"**

Company name		M/s.			
S. No.	RFP Page No.	Relevant Section / Annexure of RFP	Relevant Content from RFP	Agency's Query / Comment	

- c) NCVET shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests received for clarifications after the indicated date and time may not be entertained by NCVET. All clarifications on the queries received will be uploaded on the NCVET



website and on 'GeM' by one day after the Pre-bid meeting.

- d) NCVET will endeavour to provide a complete, accurate, and timely response to all queries raised by the bidders. However, NCVET makes no representation or warranty as to the completeness or accuracy of any response, nor does NCVET undertake to answer all the queries that have been posed by the bidders and bidders shall not assume that their unanswered queries have been accepted by NCVET.

5.4 Time Schedule

As per "FACT SHEET".

No Bid will be accepted after the expiry of the above-mentioned time schedule. In order to allow bidders a reasonable time to take the amendment/corrigendum(s) into account in preparing their bids, NCVET, at its discretion, may extend the deadline for the submission of bids.

5.5 Bidding Cost

The bidder shall bear all costs associated with the preparation and submission of their bids. NCVET will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process

5.5 Financial Bid

The bidder shall quote Financial Bid in terms of man month required & rates and which would be exclusive of GST.

Sample Financial Bid format is defined below:

Resources Deployed	Total man months including of all phases of deployment (A)	Quoted Rates in INR per man month exclusive of GST (B)	Total in INR (C = A*B)
Project Manager			
Technology Expert (IT Infrastructure)			
Technology Expert (Application)			
Solution Architect			
Business Analyst			
Grand Total (INR)			

5.6 Language of the Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NCVET shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For the purposes of interpretation of the bid, the translation shall govern. Information supplied in another language without proper translation shall be rejected.

5.7 Rights to the content of the Bid

All bids and accompanying documentation of the proposal will become the property of NCVET and will not be returned after bid opening. NCVET is not restricted in its rights to use or disclose any or all of the information contained in the proposal to experts / consultants engaged in the evaluation of bid responses / any law enforcement agency if required and can do so without compensation to the bidders. NCVET shall not be bound by any language used by the bidder in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

5.8 Validity of Bids

- a) The bids shall be valid for a period of not less than **180 days** from the last date of bid submission. A proposal valid for a shorter period shall be rejected as nonresponsive.
- b) On completion of the validity period, NCVET may (if required) request the Bidder(s) for an extension of the period of validity. The validity of the EMD as requested should also be suitably extended if called upon to do so by NCVET. The request and the responses thereto shall be made in writing.

5.9 Consortium, Outsourcing & Sub-Contracting

Consortium, Outsourcing and sub-contracting are not allowed for this engagement. The bidding entity must be a single entity duly registered under the applicable laws of country. All resources deployed must be full time employees of the bidding entity.

5.10 Right to Terminate the Process

NCVET reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of Work Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for actions taken by NCVET.

NCVET makes no commitments, express or implied, that this process will result in a business transaction with anyone



6. RESOURCE DEPLOYMENT

Bidder shall provide details of manpower that will be deployed during the project in the following format:

Phase	Profile	Deployment Full-Time/Part- Time(50%) Part-Time(25%)	No. of Positions
Phase 1 (4 Months)	Project Manager (Management Profile – 10 - 15 Years)		
	Technology Expert Infrastructure (Technology Profile - 6 - 10 Years)		
	Technology Expert Application (Technology Profile - 6 - 10 Years)		
	Solution Architect		
	Business Analyst (Management Profile - 3 - 6 Years)		
Phase 2 (2 Months)	Project Manager (Technology Profile - 10 - 15 Years)		
	Technology Expert Infrastructure (Technology Profile - 6 - 10 Years)		
	Technology Expert Application (Technology Profile - 6 - 10 Years)		
	Business Analyst (Technology Profile - 3 - 6 Years)		
Phase 3 (6 Months)	Project Manager (Technology Profile - 10 - 15 Years)		
	Technology Expert Infrastructure (Technology Profile - 6 - 10 Years)		
	Technology Expert Application (Technology Profile - 6 - 10 Years)		
	Business Analyst (Technology Profile - 3 - 6 Years)		

Note: 1 Tech expert should be available at any point of time

Resource Qualifications

#	Role	Minimum Criteria
1	Project Manager	<ul style="list-style-type: none">• (Management Profile - 10 - 15 Years)• Minimum Graduate/ BE/ B.Tech / MBA / PGDM or equivalent or CA/CS/LLB equivalent from a recognized Institute/ University on Company's Payroll
2	Technology Expert (Infrastructure & Application)	<ul style="list-style-type: none">• (Technology Profile 6 - 10 Years)• Minimum B.E./B.Tech./MCA/M.Tech. or four Years Graduate program in Computers/IT or equivalent from a recognized Institute/ University on Company's Payroll
3	Business Analyst	<ul style="list-style-type: none">• (Management Profile - 3 - 6 Years)• Minimum Graduate/ BE/ B.Tech/MBA/PGDM or equivalent from a recognized Institute/ University on Company's Payroll
4	Solution Architect	<ul style="list-style-type: none">• (Technology Profile 10 - 15 Years)• Minimum B.E./B.Tech./MBA/ MCA/M.Tech. or four Years Graduate program in Computers/IT or equivalent from a recognized Institute/ University on Company's Payroll

Project Location & Travel

Given the nature of the engagement, it may also become necessary for the team members to travel outside Delhi or their base locations. In such event, the bidder team would be required to travel as per the requirements of the project with prior approval of NCVET. TA/DA entitlement applicable for a team member as per Group A Officer Level 10 of NCVET or any other guidelines in force and adopted by NCVET at that time.

7. DELIVERABLES & SERVICE LEVEL AGREEMENTS

- a) This section is agreed to by Purchaser and Bidder as the key performance indicator for this project. This may be reviewed and revised with the approval of the oversight committee during the implementation of the project.
- b) The Service Level parameters defined in section 7.2 shall be monitored on a periodic basis, as per the individual parameter requirements. In case of performance degradation of the services during the contract period, the Bidder will be expected to take immediate corrective action. In case issues are not



rectified to the complete satisfaction of Purchaser within a reasonable period then the Purchaser will have the right to take appropriate penalizing actions, including termination of the contract.

- c) The Selected Bidder shall agree to the following service level agreement (SLA) parameters while providing services to NCVET's. These SLAs shall be tracked on a periodic basis and are envisaged to have penalty and or liquidation damage clauses on non-adherenceto any of them.

7.1 The deliverables for this RFP/Assignment will be as follows:

- a) The PMU team shall be in place within 07 days of the signing of the contract.
- b) A plan of action for the entire project period along with phase wise Plans for achievement of specific milestones to accomplish tasks should be submitted to NCVET
- c) Drafting of Reports and generating data of various forms/kinds as per the requirement highlighted in scope of work (in section 3) and mutually agreed from time to time including
 - i. To -Be, Gap Analysis Report
 - ii. Data & Technical Architecture report
 - iii. DPR
 - iv. RFP
 - v. Draft Pre Bid Query Response Report
 - vi. Draft Bid Evaluation Report
 - vii. SRS Review Report
 - viii. Quarterly Project Monitoring Report
 - ix. Business Benefit Report

7.2 Service Level Requirements & Penalties

7.1.1. One time SLA

S. No.	Deliverable	Definition	Measurement Criteria	Timeline	Penalty
1	Commencement of Services (Go- Live)	Commence the service as per the scope of work of RFP	Within 15 days from the date of signing of contract	Within 15 days from the date of signing of contract	Nil
				Delay of every 5 working days from 15 th day of signing of contract	Rs. 5,000 per day per resource



7.1.2. Exit / replacement of resources

Replacement of resources shall generally not be allowed. The replacement of resource by bidder will be allowed based on equivalent or better profiles only in case of reasons like health, resignation, personal issues etc. Also, one (01) replacement per quarter would be permitted based on project requirements.

8. BID OPENING AND EVALUATION

8.1 Bid Opening Sessions

NCVET reserves the rights at all times to postpone or cancel a scheduled bid opening. The Pre-Qualification section will be opened first by NCVET for Pre-Qualification / Eligibility bid evaluation. The Bid Security section of the bidders will be opened on the sameday and time, on which the PQ/ Eligibility bid is opened, and bids for which the requisite Bid Security has not been received by NCVET or whose Bid Security is not in order shall be rejected.

8.2 Evaluation Process

1. NCVET will constitute Tender Evaluation Committee (TEC) to evaluate the responses of the Bidders. The Committee shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
2. The decision of the Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
3. NCVET may seek clarifications from the Bidder on the Eligibility, Technical & Financial Proposal:-
 - a) NCVET may seek any specific clarifications or missing document(s) to meet the tender requirement during the eligibility/ technical evaluation stage. Irrespective of date of issuance of such document, the document submitted under clarification should be complying with the tender conditions before last date of submission of bid. If there is any lack of clarity in the submitted documents, TEC may ask concerned bidder representative to be present physically to prove their eligibility.
 - b) NCVET may call for clarifications / missing document(s) from the bidders and give them



reasonable time periodic., not exceeding more than 15 days. The bidder has the option to respond or not to respond to these queries.

- c) If the bidder fails to respond, within the stipulated time period or the clarification(s)/ documents submitted is non-conforming to requirement of tender conditions, no further time will be given for submitting the clarification(s)/ document(s) and the bid will be summarily rejected.
- d) The request for clarification/ missing document(s) shall be in writing and no change in quoted prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.
- e) All such clarifications will be sent to the contact person of the bidder indicated in their proposal through GeM. All the bidders shall share the additionally asked documents/ clarifications via GeM on or before the particular date and time as mentioned in the GeM portal seeking additional documents/ clarification. All documents/ clarifications received up to particular date & time shall be considered as a part of the offer and evaluated along with the tender. No document/ clarification shall be accepted after the particular date and time as mentioned in the GeM portal.

9. CRITERIA FOR EVALUATION

9.1 Prequalification/ Eligibility Evaluation Criteria

NCVET shall open the “Pre-Qualification Proposal”. In case the Bidder does not meet any one of the conditions, the bidder will be disqualified. The prequalification criteria are as mentioned below. The bidder needs to provide supporting documents for each criterion. All the bidders need to submit relevant documents.

#	Basic Requirement	Specific Requirements	Documents required
1	Legal Entity	1. Should be a company registered under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnership Act , 2021. 2. Registered with the Income Tax Authorities 3. Registered with GST Network	1. Certificate of certificate of incorporation 2. Copy of PAN Card 3. Copy of GST registration certificate. 4. Letter from Company Secretary/ Authorized Signatory/ Statutory Auditor on bidder’s letter



Request for Proposal (RFP) for Selection of an agency for setting up PMU for NCVET

		Should have been operating for the last three years	head for last three years operation
2	Turnover	Average Annual Turnover of last 3 (three) financial years (FY 2018-19, 2019-20, 2020-21) should be greater than INR 100 Crore in IT Consultancy. To this criterion, turnover of only the bidding entity will be considered. Turnover of any parent, subsidiary, associated or other related entity will not be considered.	1. Certificate from the statutory auditor
3	Blacklisting	Bidder should not be blacklisted by any Central/ State Government/ PSU as of date of submission of this bid.	Self-certified letter by the authorized signatory
4	Technical Capability	Bidder must have successfully completed in last 5 years at least the following numbers of consulting engagement of value specified herein: One project in e-Governance Advisory not less than the amount Rs 4 crore OR Two projects in e-Governance Advisory not less than the amount Rs 2 crore OR Four projects in e-Governance Advisory not less than the amount Rs 1 crore	Work Order + Completion certificate from the client/ Self Certification of completion (Certified by Authorised Signatory). OR Work Order + Completion / extension certificate from the client
5	Manpower Strength	The bidder must have on its rolls consulting staff of at least 100 technically qualified personnel (B.E./ B. Tech/MCA/MBA) in the area of consulting services for IT related projects including e-Governance, Program/ Project Management, IT Infrastructure, IT security and	Certification by the Head (HR) or the Authorised Signatory for the number of technically qualified professionals employed by the company.



		IT Procurement and who possess relevant degrees/credentials with prior experience in providing the above consulting services as on 31st March 2021	
6	Certification	Bidder should have ISO 9001 and ISO 27001 certification	Copy of the valid Certificate as on date of submission

9.2 Technical Evaluation Criteria

1. NCVET shall open the “Technical Proposal” only for the bidders who meet the pre-qualifications / eligibility requirements.
2. NCVET will review the technical bids of the short-listed bidders to determine whether the technical bids are as per the requirements laid down. Bids that are not in accordance with therequirements are liable to be disqualified at NCVET’s discretion.
3. Each Technical Proposal will be assigned a technical score out of a maximum of 100 marks.Only the bidders who get an overall Technical score of 70% or more will qualify for opening of Financial Bids. Failing to secure minimum marks shall lead to rejection of the Bid and Bidder.
4. The technical qualification criteria are as mentioned below. The bidders need to submit supporting documents for Technical Evaluation Criteria.



Request for Proposal (RFP) for Selection of an agency for setting up PMU for NCVET

Sr. No.	Criterion	Evaluation parameter	Documents Required	Max Score
1	Experience of Providing consultancy services for 5 IT Implementation Projects in Government and India.	Bidders will be awarded marks for each Project that meets the following Criteria (Max 20 marks) Projects worth more than 4 Crores – 5 marks for each project Projects worth more than 2 Crores upto 4 Crores- 2 marks for each project Projects worth more than 1 Crore upto 2 Crores – 1 Mark for each project	Work Order + Self Certification of completion (Certified by Authorised Signatory). OR Work Order + Completion / extension certificate from the client	20
2	Experience of Program Management of e-Governance Projects in India in last 5 years.*	Bidders will be awarded marks for each Project that meets the following Criteria (Max 20 marks) Projects worth more than 4 Crores – 5 marks for each project Projects worth more than 2 Crores up to 4 Crores - 2 marks for each project	Work Order + Self Certification of completion (Certified by Authorised Signatory). OR Work Order + Completion / extension certificate from the client	20



Request for Proposal (RFP) for Selection of an agency for setting up PMU for NCVET

		Projects worth more than 1 Crore up to 2 Crores– 1 Mark for each project		
3	Experience in providing consultancy in Skilling or Education Sector in last 5 years in government *	<p>Bidders will be awarded marks for each Project that meets the following Criteria (Max 10 marks)</p> <p>Project worth more than 2 Crores– 5 marks for each project</p> <p>Projects worth more than 1 Crores upto 2 crores - 2 marks for each project</p> <p>Projects worth more than 50 Lakhs up to 1 Crore – 1 Mark for each project</p>	<p>Work Order + Self Certification of completion (Certified by Authorised Signatory).</p> <p>OR</p> <p>Work Order + Completion / extension certificate from the client</p>	10
4	a) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	<p>Understanding the scope, approach and methodology, & work plan. Evaluation will be based on quality of submissions and the presentation, if any, made to NCVET. Which will cover a)</p> <p>Understanding of the objectives of the assignment: The extent to which the consultant's approach and work plan respond to the objectives indicated in the Scope of Work</p>		25



	b) Understanding of the objectives of the assignment: The extent to which the consultant's approach and work plan respond to the objectives indicated in the Statement of Work	b) Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference		
4	Key Personnel Evaluation	Total Marks 25		
4a	Project Manager			5
4b	Solution Architect			5
4c	Technology Expert (IT Infrastructure)			5
4d	Technology Expert (Application Domain)			5
4e	Business Analyst			5
	Total Points			100

* In case one project qualifies for different categories, the same can be included in all such categories.

9.3 Evaluation Criteria

- a) Each Technical Proposal will be assigned a technical score out of a maximum of 100 marks. Only the bidders who get an overall Technical score of 70% or more will qualify for opening of Financial Bids. Failing to secure minimum marks shall lead to rejection of the Bid and Bidder.
- b) The Financial Bids of technically qualified bidders will be opened. The date, time and venue of opening of financial bid will be communicated to the technically qualified bidders separately and/or posted in the GeM Portal.
- c) If a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.
- d) Consulting organization will be selected on the basis of QCBS (Technical: Financial): 70:30
- e) The bid price will include all taxes and levies other than GST and shall be in Indian Rupees.
- f) If there is only one bid, NCVET reserves the right to process the single bid or take recourse to the process of re-tendering.



- g) Any conditional bid would be rejected.
- h) Errors & Rectification: If there is a discrepancy between words and figures, the amount in words will prevail”.
- i) For financial evaluation, the quoted amount indicated in the Financial Bid which will be opened online only shall be considered. On financial evaluation, the shortlisted bidders will be given total score which will be determined as under:

**70% weightage will be given to the Technical Score.
30% weightage will be given to the Financial score.**

- j) NCVET will determine whether the Financial Proposals are complete, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of works/services.

k) Combined and final evaluation

Proposals of the post qualified bidder(s) during the process of evaluation of the technical bid will finally be ranked according to the total score (Technical Score + Financial Score).

The successful bidder shall be the first ranked bidder (whose total score is the highest). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements specified hereinabove.

Formula for determining the financial scores:

$S_f = 100 \times F_m / F$ Where:

S_f is the financial score:

F_m is the lowest price

F is the price quoted by the respective bidders

The weight age given to the technical and financial proposals are:

$T = 0.70$ and $P = 0.30$

$S = (S_t \times 0.7) + (S_f \times 0.3)$

Where:

S is the Combined total score

S_t is the technical score of the bidder

S_f is the financial score of the bidder

10. PERIOD OF CONTRACT

The selected bidder will be required to submit a signed copy of the Contract as an acceptance of the terms and conditions laid down by NCVET, failing which the offer will be treated as withdrawn and EMD forfeited. After signing of the Contract document, no variation or modification in the terms of the agreement shall be made except by written amendment signed by both parties.

The period of contract will be for an initial period of one year and shall be extendable based on project requirement and mutually agreed terms. In case of an extension, an increment of 10% shall be given every year.

11. PERFORMANCE BANK GUARANTEE

All incidental charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee (PBG) shall be borne by the selected bidder. The PBG may be discharged / returned by NCVET upon being satisfied that there has been due performance of the obligations of the bidder under the work orders. However, no interest shall be payable on the security deposit or the performance bank guarantee. The bidder shall submit PBG within 15 days from the issue of Work Order. The PBG should remain **valid for a period of 15 months** from the date of issue of Work Order. The bidder shall submit a PBG of an amount of 3% of the contract value.

The agency shall be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project. In case the agency fails to submit performance guarantee within the time stipulated, NCVET at its discretion may cancel the order placed on the agency without giving any notice. NCVET shall invoke the performance guarantee in case the agency fails to discharge their contractual obligations during the period.

12. EARNEST MONEY DEPOSIT

Bidders shall submit, along with their Proposals, an EMD of Rs. 5,00,000 only, in the form of a demand draft OR Bankers Cheque OR bank guarantee. The payment transfer related information is as follows :

- a) EMD Bank Guarantee in the format specified in Appendix- I issued by a commercial bank in favor of . ‘ National Council for Vocational Education and Training (NCVET’ The EMD BG should remain valid for a period of 45 days beyond the final tender validity period.
- b) Demand Draft/Banker cheque : Payable at ‘ New Delhi’.



EMD of all unsuccessful bidders would be refunded by 'NCVET' within two (2) weeks of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee .

The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

The EMD may be forfeited:

- a) If a bidder withdraws its bid during the period of bid validity.
- b) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

13. TERMINATION OF CONTRACT

NCVET may, terminate this Work Order by giving the Agency a 30 (Thirty) days prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- a) NCVET is of the opinion that there has been such event of default on the part of the Agency which would make it proper and necessary to terminate this Contract and may include failure on the part of the Agency to respect any of its commitments with regard to any part of its obligations under this Contract.
- b) NCVET may at any time terminate the contract by giving written notice to the selected agency without compensation to the selected agency, if the selected agency becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to NCVET.

I. Fraud and Corruption

NCVET requires that the applicant (agencies) engaged through this process must observe the highest standards of ethics during the performance and execution of the awarded project(s)/work order(s). NCVET will reject the bid document, if the applicant(agency) recommended for contract, has been determined



by NCVET to having been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of NCVET or any personnel during the tenure of contract.
- b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to NCVET, and includes collusive practice among applicants (prior to or after Proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive NCVET of the benefits of free and open competition.
- c) "Unfair trade practices" means supply of services different from what is ordered on or change in the Scope of Work which was agreed to.
- d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation during the period of contract.
- e) "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the NCVET, designed to establish prices at artificial, non-competitive levels.

NCVET will reject an application for award, if it determines that the applicant recommended forward has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for any work assigned during the period of the contract.

II. Termination for Convenience

Either party may by written notice, to terminate the work order and/or the Contract, in whole or in part at any time by giving a 3 months' notice. The notice of termination will specify that termination is for convenience, the extent to which performance of work under the work-order and/or the contract is terminated and the date upon which such termination becomes effective.

III. Termination Process

- a) Upon occurrence of an event of default as set out in above clauses, NCVET will deliver a default notice in writing to the other party which shall specify the event of default, and give the empanelled agency an opportunity to correct the default.
- b) At the expiry of notice period, unless the party receiving the default notice remedied the default, the party giving the default notice may terminate the agreement.
- c) Payments for all satisfactorily completed services till the time of termination shall be made to the vendor in the event of termination.



14. PRICE VARIATION

In the event of lowering of government levies subsequent to the finalization of the contract, the bidder shall automatically pass on the benefits to NCVET, and in the event of increasing of government levies subsequent to the finalization of agreement; NCVET shall consider the case on merit and the pro-rata benefits to the Agency may be considered if full reference with documentary evidence is submitted.

15. LIQUIDATED DAMAGES AND PENALTIES

- a) The Agency shall perform its obligations in a professional manner. In case of delay in execution of the assigned work by the agency, NCVET may impose penalty as per the details given in Section 7 of this RFP (subject to a maximum of 2.5%). If the delay is beyond stipulated time, then NCVET may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. NCVET may debar and blacklist the agencies for applying in its future contracts also.
- b) If any of the services performed by the agencies fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent (such as inadequate interactions with NCVET), negligent, non-supportive attitude of the agencies and NCVET decides to abort the contract because of such failure, then a sum up to 10% of the value of the contract may be recovered from the agencies. This shall be without prejudice to other remedies available under law and this agreement with NCVET.
- c) This right to claim any liquidated damages shall be without prejudice to other rights and remedies available to NCVET under the terms and conditions of the RFP, contract and as per applicable law including the right of forfeiture of PBG. Once the maximum percentage of liquidated damages/penalties as stated in the said clause reaches/ cross the cap so stated, the Purchaser shall have the right and may at its discretion terminate the Agreement for default and consequences/effects for such termination as stated in Section 12 hereinabove and in the Agreement shall become applicable. Each of the Parties shall ensure that the range of the Services/Deliverables under the Service Levels shall not be varied, reduced or increased except with the prior written agreement between the Purchaser and the Service Provider in accordance with the provisions of Change Control set out in this Agreement.
- d) Notwithstanding NCVET's right to cancel the Order, liquidated damages for late delivery at 1% (One percent) for the undelivered portion of the order value per week will be charged for every week's delay in the specific delivery schedule subject to a maximum of 10% of the value of the Order value.
- e) Liquidated damages for late commissioning at 1% (One percent) of the order value per week will be charged for every week's delay in commissioning to a maximum of 10% of the value of the order value.
- f) Please note that the above Liquidated Damages for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be. iv. NCVET reserves its right to recover



these amounts by any mode such as adjusting from any payments to be made by NCVET to the Bidder.

16. PAYMENT TERMS

- a) The payments would be made deliverable based.
- b) Payments shall be subject to deductions of any amount for which the supplier is liable under the Work Order or tender conditions. Further, all payments to agency will be made subject to deduction of applicable penalty and TDS (Tax deduction at Source) as per the Income Tax Act, 1961, and other taxes, if any, as per Government of India rules.
- c) All payments will be made through RTGS only.

17. CONFIDENTIALITY AND SECURITY

The agency and their personnel will not, either during the term or 1 year after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of NCVET or its clients without the prior written consent of NCVET.

Non-Disclosure Clause

- a) The agency should treat all documents, information, data and communication of and with NCVET as privileged and confidential and would be bound by the terms and conditions of the Non-Disclosure clause in connection with this assignment.
- b) The agency shall abide by the Non-Disclosure clause. The agency shall not, without NCVET's prior written consent, disclose any information to any other party furnished by or on behalf of NCVET to any person other than a person employed by the agency in the performance of the work.
- c) Disclosure to any such person employed by the agency shall be made in utmost confidence and should extend only so far as may be necessary and relevant for the purpose of such performance and shall be subject to the terms and conditions of the Non-Disclosure clause.

18. FORCE MAJEURE

If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons beyond the control of a party such as war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, natural calamities, lockouts, acts of state or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the



appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 60 days, NCVET may at its option, terminate the contract. Neither Party shall be liable for any failure or delay in the performance of its obligations under the contract or Work Orders hereunder to the extent such failure or delay or both is caused, directly, without fault by such Party, by reason of such event. NCVET shall however, be responsible to pay the Agency for the services successfully rendered to the satisfaction of NCVET under the work orders/ purchase orders issued pursuant to the contract.



19. INDEMNIFICATION & LIMITATION OF LIABILITY

- a) The successful Agency shall indemnify defend and hold harmless the NCVET during the term of this contract from and against all liabilities, damages, loses, expenses, demands, actions, proceedings, costs and claims of any nature whatsoever arising out of the acts, omissions, negligence and breach of this contract by the Successful Agency.
- b) The liability of either Party (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this Agreement, including the work, deliverables or Services covered by this Agreement, shall be the payment of direct damages only which shall in no event exceed the total amount paid under this Agreement.
- c) In no event shall either party be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) nor for any third-party claims (other than those set- forth in above) even if it has been advised of their possible existence.
- d) The allocations of liability in this Section represent the agreed and bargained-for understanding of the parties and compensation for the Services reflects such allocations. Each Party has a duty to mitigate the damages and any amounts payable under an indemnity that would otherwise be recoverable from the other Party pursuant to this Agreement by taking appropriate and commercially reasonable actions to reduce or limit the amount of such damages or amounts.

20. DISPUTE RESOLUTION

The Bidder and NCVET shall endeavour their best to amicably settle, by direct negotiation, all disputes arising out of or in connection with the contract.

In case any dispute between the Parties, does not settle by negotiation, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration. Arbitration shall be held in New Delhi and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.

Each Party to the dispute shall appoint one arbitrator each and the third to be appointed by the NCVET.

The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.

Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including



fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract / Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

21. APPLICABLE LAW

The work-order will be governed by the laws and procedures established by the Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All disputes in this connection shall be settled in Delhi jurisdiction only.



22. ANNEXURE 1 - COVERING LETTER FOR BID

(To be submitted on the letterhead of the bidder) To
The Executive Member, NCVET,
Kaushal Bhawan
B-2, Pusa Road
Metro Pillar No. 95
Near Karol Bagh Metro Station
New Delhi – 110005

Subject: Submission of Bid for Tender No. <<>> Dear Sir,

This is to notify that our company is submitting bid in response to Tender No NCVET/... for Request for Proposal (RFP) for Selection of an agency for setting up Programme Management Unit (PMU) for NCVET. Primary & Secondary contact for our company are as follows:

	Primary Contact	Secondary Contact
Company Name		
Name		
Title		
Address		
Phone		
Mobile		
Fax		
E-mail		

For the purpose of supplying items / delivering services under this tender we are appointing <Name of Authorized Partner> (if applicable) as our Authorized Partner.

We are responsible for communicating to the NCVET in case of any change in the Primary or/and Secondary contact information mentioned above. We shall not hold NCVET responsible for any non-receipt of bid process communication in case such change of information is not communicated and confirmed with NCVET on time.

By submitting the proposal, we acknowledge that we have carefully read all the sections of this tender document including all forms, schedules and appendices hereto, and are fully informed to all existing conditions and limitations. We also acknowledge that the company is in agreement with terms and conditions of the tender and the procedure for bidding, evaluation and selection.



We have enclosed the earnest money deposit as per the tender conditions and we understand that it is liable to be forfeited in accordance with the provisions of tender documents.

We confirm that information contained in this response or any part thereof, including documents and instruments delivered or to be delivered to NCVET are true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead NCVET in its evaluation process.

We fully understand and agree that on verification, if any of the information provided here is found to be misleading the evaluation process or result in unduly favours to our company in evaluation process, we are liable to be dismissed from the selection process or termination of the contract with NCVET.

We understand that you are not bound to accept the lowest or any bid you may receive.

It is hereby confirmed that I / We are entitled to act on behalf of our corporation / company / firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

On behalf of [bidder's name]

Authorized Signature [In full and initials]: Name & Title of signatory:

Name of Firm: Address:

Seal/Stamp of bidder: Place:

Date:



23. ANNEXURE 2 – FORMAT FOR BANK GUARANTEE FOR PERFORMANCE GUARANTEE

To,
The Executive Member, NCVET,
Kaushal Bhawan,
B-2, Pusa Road,
Metro Pillar No. 95,
Near Karol Bagh Metro Station,
New Delhi – 110005

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for submission of RFP # <<RFP Number>> for "Request for Proposal (RFP) for Selection of an agency for setting up Programme Management Unit (PMU) for NCVET" (hereinafter called "the Bid") to NCVET (hereinafter called 'the Purchaser').

Know all Men by these presents that we <<>> having our office at <<Address>> (hereinafter called "The Bank") are bound unto the Purchaser in the sum of INR <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this <<Date>>. The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Purchaser in the RFP; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - o Withdraws his participation from the bid during the period of validity of bid document; or
 - o Fails or refuses to participate in the subsequent Tender process after having been shortlisted

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

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

1. Our liability under this Bank Guarantee shall not exceed INR <<Amount in figures>>(Rupees <<Amount in words>> only)



2. This Bank Guarantee shall be valid up to <<insert date>>)
3. It is condition of our liability for payment `of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:



24. ANNEXURE 3 - FORMAT FOR SUBMISSION OF PRE-QUALIFICATION BIDS

Pre-Qualification Bid Covering Letter

<Location, Date>

To,
The Executive Member, NCVET,
Kaushal Bhawan,
B-2, Pusa Road,
Metro Pillar No. 95,
Near Karol Bagh Metro Station,
New Delhi – 110005

Subject: Submission of the pre-qualification bid for Selection of agency for setting up Programme Management Unit (PMU) for NCVET

Dear Sir,

The undersigned, on behalf of [give the name of firm], offer to provide the services for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our pre-qualification proposal.

We hereby declare that all the information and statements made in this pre-qualification bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

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

Yours sincerely, (Authorized Signatory)
(Name, Designation, Address, Contact Details, Seal, Date)

Pre-Qualification checklist for common criteria

S. No.	Description	Supporting Documents	Compliance (Yes / No)	Reference in Proposal
1	Legal Entity			



Request for Proposal (RFP) for Selection of an agency for setting up PMU for NCVET

2	Turnover			
3	Technical Capability			
4	Blacklisting			
5	Manpower Strength			
6	Certification			



25. ANNEXURE 4 - FORMAT FOR SUBMISSION OF TECHNICAL BIDS

Technical Bid Covering Letter

<Location, Date>

To,
The Executive Member, NCVET,
Kaushal Bhawan,
B-2, Pusa Road,
Metro Pillar No. 95,
Near Karol Bagh Metro Station,
New Delhi – 110005

Subject: Submission of the technical bid for Selection of agency for setting up Programme Management Unit (PMU) for NCVET

Dear Sir,

The undersigned, on behalf of [give the name of firm], offer to provide the services for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our technical proposal.

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

We agree to abide by all the terms and conditions of all the volumes of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

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

Yours sincerely, (Authorized Signatory)
(Name, Designation, Address, Contact Details, Seal, Date)

Technical Qualification Checklist (For Detail Explanation See Clause 9.2)

#	Description	Supporting Documents along with page no	Self- Evaluation	Score
1.	Experience of providing 5 IT implementation			



	projects in Government and India.			
2.	Experience of Program Management of 5 e-Governance Projects in India.			
3.	Experience of providing consultancy services in Skilling or Education Sector in the last 5 years in Government			
4.	Key Personnel			
5.	Approach & Methodology			



26. ANNEXURE 6 - FORMAT FOR CITATIONS SUBMISSION

Assignment name:	Approx. value of the contract:
Country: Location within country:	Duration of assignment months:
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract:
Start date month/year: Completion date month/year:	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed indicate most significant profiles such as Project Director/Coordinator, Team Leader:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

27. ANNEXURE 7 - CV FORMAT

Form 7: Curriculum Vitae (CV) of Key Personnel

1. **Proposed Position** [only one candidate shall be nominated for each position]:
2. **Name of Firm** [Insert name of firm proposing the staff]:_____
3. Full Name of Staff:_____
4. Date of Birth: __Nationality: ____
5. **Education** [Indicate college/university and other specialized education of staffmember, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Total No. of years of experience:
7. Total No. of years with the firm:
8. Areas of expertise and no. of years of experience in this area (asrequired for the Profile - mandatory):
9. Certifications and Trainings attended:
10. Details of Involvement in Projects (only if involved in the same):
11. **Languages** [For each language indicate proficiency: good, fair, or poor inspeaking, reading, and writing]:
12. Membership of Professional Associations:
13. **Employment Record** [Starting with present position and last 2 firms, listin reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:
14. From (Year): To (Year): Employer/Purchaser:
15. Positions held:
16. **Detailed Task Assigned** [List of all tasks to be performed under this assignment]
17. **Relevant Work Undertaken that Best illustrates the experience as required for the Role** (provide maximum of 6 citations of 10 lines each)(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 14 and as required for the role as listed in 'List of the key professional positions whose CV and experience would be evaluated')

Name of Assignment or Project:

Year: Location:

Purchaser:

Main Project features:

Positions held:

Value of Project (approximate value or range):

Activities performed:

1. 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 wilful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date:

(Signature of staff member or authorized representative of the staff)(Day/Month/Year)

Full name of Authorized Representative:



28. ANNEXURE 8 – AGREEMENT FORMAT

This Agreement (the "Agreement") is entered into this _____ day of _____ 2022 at New Delhi.

BY AND BETWEEN

National Council for Vocational Education and Training (NCVET), having its registered office located at National Council for Vocational Education and Training premises, Kaushal Bhawan, B-2, Pusa Road, Metro Pillar No. 95, Near Karol Bagh Metro Station, New Delhi – 110005 (herein after referred to as "NCVET", which expression shall unless excluded by or repugnant to the context deemed to include its successor/s in office or permitted assigns) of the First Part;

AND

_____ <Name and address of Selected Bidder> _____ (hereinafter called the "Service Provider (SP)", which expression shall unless excluded by or repugnant to the context or meaning thereof mean and be deemed to include its successors and permitted assigns) of the Second Part;

AND WHEREAS

- a) NCVET had invited a Request for Proposal for "**Selection of an agency for setting up PMU**" for NCVET, dated _____, and subsequent corrigendum thereto (hereinafter together referred to as 'RFP');
- b) In response to the RFP, the bidder amongst others, had submitted its technical and commercial bid for proposed PMU team to NCVET, for which bid was opened on _____ (technical bid) and on _____ (Financial bid) and subsequently the bidder had submitted on _____ (hereinafter referred to as 'Proposal or Bid');
- c) NCVET has accepted the aforesaid Proposal of the Service Provider, vide its letter dated _____ thereby awarding the contract to the Service Provider.
- d) The Service Provider furnished the requisite Performance Guarantee on _____
- e) The Contract having come into force w.e.f. _____, the parties now wish to sign this formal agreement in terms of the contract already awarded vide letter dated _____ 2022 which is already under execution.

NOW, THEREFORE, IT IS HEREBY AGREED/ ACKNOWLEDGED BY THE PARTIES AS FOLLOWS:

1. The following documents attached hereto to form an integral part of this agreement

- a) RFP dated _____ along with Corrigendum (Entire Tender Document) duly signed by the Service Provider;
- b) Financial Bid as Annexure: 13.
- c) NCVET's letter dated _____ for acceptance of conditions, and acceptance letter from M/s _____ dated _____ and
- d) NCVET's letter dated _____ award of the contract

2. The mutual rights and obligations of NCVET and Service Provider, Scope of work, Payment terms etc. shall be as set forth in the aforesaid documents.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their Authorized Signatories and Representatives in their respective names as of the day and year first above written.



Request for Proposal (RFP) for Selection of an agency for setting up PMU for NCVET

SIGNED, for and on behalf of National Council for Vocational Education and Training (NCVET)

By: Ms. /Mr. _____

Signature: _____

Designation: _____

Address: _____

SIGNED, for and on behalf of M/s.

By: Ms. / Mr. _____

Signature: _____

Designation: _____

Address: _____

Witnesses:

1. **Name:** _____
2. **Place:** _____
3. **Date :** _____

1. **Name:** _____
2. **Place:** _____

Date : _____



29. ANNEXURE 9 – EMD Format

To,
The Executive Member, NCVET,
Kaushal Bhawan,
B-2, Pusa Road,
Metro Pillar No. 95,
Near Karol Bagh Metro Station,
New Delhi – 110005

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for submission of RFP # <<RFP Number>> for "Request for Proposal (RFP) for Selection of an agency for setting up Programme Management Unit (PMU) for NCVET" (hereinafter called "the Bid") to NCVET (hereinafter called 'the Purchaser').

Know all Men by these presents that we <<>> having our office at <<Address>> (hereinafter called "The Bank") are bound unto the Purchaser in the sum of INR <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>. The conditions of this obligation are:

- 1) If the Bidder having its bid withdrawn during the period of bid validity specified by the Purchaser in the RFP; or
- 2) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - o Withdraws his participation from the bid during the period of validity of bid document; or
 - o Fails or refuses to participate in the subsequent Tender process after having been shortlisted

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

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- 1) Our liability under this Bank Guarantee shall not exceed INR <<Amount in figures>>(Rupees <<Amount in words>> only)
- 2) This Bank Guarantee shall be valid up to <<insert date>>)



- 3) It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

