

## **Request for Proposal (RFP)**

**Assignment Title:** Appointment of Project Management Unit for Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 2.0.

**Date of issue:** 7<sup>th</sup> March '16

Dear Sir/ Madam,

The National Skill Development Corporation (NSDC) intends to enter into an arrangement for the provision of services outlined in the Terms of Reference (ToR) through a competitive bidding process. In this respect, NSDC – Strategic Projects Team would like to invite your organization to submit a technical and financial proposal as outlined in this RFP.

Any questions regarding the RFP must be received in writing (e-mail) to the undersigned as mentioned in this RFP. Thereafter, no request for information will be considered.

The proposal (technical and financial) should be submitted in a sealed envelope latest by the date and time mentioned in this RFP. Any proposals received after the stipulated date and time shall not be considered.

Yours sincerely,

For National Skill Development Corporation

Bhavna Chopra

Head – Strategic Projects

## Instruction to bidders

This section outlines the format for submission of proposals and criteria for evaluation of proposals

### 1. Format for submission of proposals

The pre-qualification, technical and financial proposals should be submitted in the format attached in Annexure I, II and III respectively. Submission of proposals in the wrong format may result in invalidation of such proposals. Changes to the proposals shall not be permitted once they have been submitted to the NSDC.

### 2. Tenure of the proposal and Appointment

The Project Management Unit that this RFP seeks to appoint will be appointed for 1 year

### 3. Important details for submission of proposals

The proposal should be clearly marked as 'Pre-qualification Proposal', 'Technical Proposal' and 'Financial Proposal' and should be submitted in a single sealed envelope no later than the date and time mentioned in the schedule herein below. The sealed envelope should indicate the name and address of the bidder and should be addressed to:

**Head – Strategic Projects,  
National Skill Development Corporation Block A,  
Clarion Collection (Qutab Hotel) Shaheed Jeet Singh Marg,  
New Delhi - 110016  
Email: pmkvy2rfp@nsdcindia.org**

The schedule for the bidding process is given below:

S.No.	Information	Details/Dates
1	Release of Request for Proposal (RFP)	7 <sup>th</sup> March '16
2	Last date and time for submission of written queries for clarifications	21 <sup>st</sup> March '16 (6:00pm)
3	Pre bid conference	22 <sup>nd</sup> March '16
4	Release of response to bidder queries	28 <sup>th</sup> March '16
5	Last date and time for submission of Technical and Financial bids	8 <sup>th</sup> April '16 (6:00pm)
6	Opening of Technical bid	11 <sup>th</sup> April '16
7	Presentation by bidders(technical) who qualify Pre-qualification criteria	To be Communicated
8	Opening of Financial Bid	To be communicated
9	Award of contract by NSDC	To be communicated

#### **4. Proposal Preparation Cost**

The Proposer shall bear all costs associated with the preparation and submission of its proposal, and NSDC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.

#### **5. Right To Termination/Cancellation/Revision/Amendment**

Notwithstanding anything contained in this RFP, NSDC, reserves the right to cancel/terminate the proposal process without assigning any reason whatsoever, at any time prior to signing the contract and NSDC shall have no liability for above-mentioned actions. NSDC can also decide to not to go ahead with the proposal in case NSDC feels there is any conflict of interest given various project undertaken by NSDC directly or indirectly.

Further, NSDC reserves its right to revise or amend this RFP any time for any reason in which case an addendum will be hosted on the NSDC web-site..

#### **6. Corrupt Or Fraudulent Practice**

In the event of the Proposer engaging in any corrupt or fraudulent practices, as per the judgment of NSDC, the proposal will be rejected by NSDC at anytime. Any decision by NSDC in this regard will be final and binding on the Proposer.

For the purpose of this clause: “Corrupt Practice” includes but not limited to the offering, giving, receiving or soliciting of anything of value to influence the action of NSDC in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome.

“Fraudulent Practice” includes but not limited to a misrepresentation of facts in order to influence selection process to the detriment of NSDC.

#### **7. Indemnity**

The successful bidder upon award of the contract shall be liable for and indemnify, defend, hold harmless and keep indemnified NSDC, its associates, partners or its directors or its employees from and against any claim or loss including without limitation, fines, penalties, fees, damages, costs (including legal fees and expenses), liability (whether criminal or civil) suffered and/or incurred by NSDC, its affiliates or its directors or its employees arising from or in connection with the performance of the services by the successful bidder or due to any breach of the terms and condition of the contract including any covenants, obligations and representations and warranties of the successful bidder, or breach of applicable laws and regulations governing the performance of the services by the successful bidder.

## **8. Late Proposals**

Any proposal received by NSDC after the deadline for submission of proposals prescribed in RFP will be summarily rejected.

## **9. Evaluation of proposals**

The proposals will be evaluated by a NSDC committee based on the pre-qualification, technical and financial details submitted by the bidder. Financial and Technical Qualifications will be opened only for bidders who qualify in the pre-qualification stage. Financial and Technical qualifications will have a weightage of 30:70 respectively.

In case the bidder is presently associated or was associated any time in the past with NSDC, bidder's past performance shall be considered while evaluating the proposal.

The success bidder shall submit a copy of a valid Professional Indemnity Insurance Policy with an endorsement in favour of NSDC before the execution of the contract.

Bid should be submitted by an individual entity and not in consortium.

### 9.1. Pre- Qualification Criteria:

NSDC will first open only the **pre-qualification proposals** which shall be evaluated as per the criteria specified below:

S.No.	Parameters	Documents Required
1	The bidder must be a Company incorporated & registered in India, under the Indian Companies Act, 1956 (or any other previous law), or a Society, Trust or LLP registered under relevant Indian Law, and should be in operations in India for minimum of 3 years	Certificate of Incorporation and Service Tax Registration Certificate
2	The bidder is not blacklisted by any Central /State Government or Public Sector or under a declaration of ineligibility for corrupt or fraudulent practices.	A self-certified letter by the Designated official
3	The bidder must have either (a) minimum average total annual consulting revenue of more than Rs. 50 Crores and (b) minimum average annual revenue of more than Rs. 10 Crores from Government Projects, during the last three declared Financial years.	Copy of the audited profit and loss account, balance sheet and annual report of the last three financial years. In the absence of audited statements for the last year, provisional statements may be considered
4	The bidder should have made net profit for the last three (3) financial Years as revealed by audited annual accounts	Same as in point no 3
5	Bidder should have experience of at least three projects involving project management/ monitoring for a Central Government department or State Government or World Bank funded or Asian Development Bank	Copy of contract/ client letter
6	The bidder must have on its rolls consulting staff of at least 200 technically qualified personnel in the area of consulting services for Program / Project Management, Financial Management, Capacity Building, Security and IT procurement etc. and with prior experience in providing the above consultancy services as on 29 <sup>th</sup> February 2016. The bidder should have at-least 400 full time employees in India engaged in consulting & Analytics including data management, Business intelligence and advance	Certificate from Head (HR) or company secretary for number of technically Qualified by professionals employed the bidder and appropriate supporting documents.
7	Bidder should have an office in Delhi or NCR for close coordination with NSDC, and regional presence in at least 4 metro cities.	Self-declaration together with the address

## 9.2. Technical Proposal and Criteria:

The Technical Proposal of only those bidders, who qualify in the Pre-Qualification stage, shall be opened. The Technical Evaluation criteria for selection of Proposer are given in the table below:

Evaluation Criterion – Technical		Max Score
<b>1. Experience of the Firm</b>		<b>35</b>
1.1.	Experience in Programme Management for NSDC/ State Government / state skill missions/ central Government/ SSC of large Projects in the Skill Development Space implementing end-to-end skilling service (education, skilling, labor) (Projects over Rs. 20 lakh will only be considered). No clubbing of individual projects will be allowed. However, extension value can be considered and only top 5 Projects to be provided.  Marking will be relative to No. of Projects and Value of the Projects	25
1.2.	At least 3 projects globally involving Human Capital/ Talent/ Skill development Analytics (Each Project will be given 1 Mark) No clubbing of individual projects will be allowed. However, extension value can be considered and only top 3 Projects to be provided (Projects over Rs. 20 lakh will only be considered)	5
1.3.	Understanding of the Sector Skill Councils and projects undertaken with Sector Skill Councils. 1 Mark for each SSC	5
<b>2. Proposed Methodology and Work-Plan</b>		<b>40</b>
2.1.	Understanding of the objectives of the assignment: The extent to which the consultant's approach and work plan respond to the objectives indicated in this RFP.	10
2.2.	Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference	5
2.3.	Proposed Project Plan detailing out dependencies and assumptions with action plan. proposed Tools and Templates and most cost effective monitoring framework	10
2.4.	Technical Presentation by the bidder on Approach and Methodology	15
<b>3. Profile Proposed of key roles of proposed team members</b>		<b>25</b>
3.1.	The team Profiles will be evaluated on the following parameters: Experience of working on skill domain in India (25%) Qualification of proposed team(10%) Relevant Experience (40%) Seniority of the Team Deployed (Position and Years of Exp) (25%)	15
3.2.	The bidder shall provide CVs of personnel for key roles required to be staffed by the Consultant. At least 75% of the proposed team should join the actual Project Management Team, unless in case of resignation by the team member(s) in which case supporting documents shall be submitted by the bidder for the same. The project manager proposed for the team should mandatorily join the PMU. Any change should be approved by NSDC. Further, no change in number or composition of the team as proposed by the bidder in the proposal shall be made at the time of actual execution of the contract except with the prior written consent of the NSDC. The structure and the number of team members should be proposed by the bidder depending on the understanding of the requirement mentioned in the RFP. The qualification and experience of team members should be in sync with the profile they will handle. As an indication, an average of 9 number of resources are working in the PMU for PMKVY 1.0.	10
<b>Total Points</b>		<b>100</b>

### **Score calculations:**

- Only those bids with a technical score of  $\geq 80$  (or the top three scores) shall be considered for financial evaluation or as decided by the NSDC Evaluation committee. Quality and cost based selection (QCBS) method shall be adopted for selection of the Proposer. Bidder with the lowest evaluated Financial Proposal ( $F_m$ ) will be given the maximum financial score ( $S_f$ ) of 100 points. The formula for determining the financial scores is the following:  $S_f = 100 \times F_m/F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.
- The technical score ( $S_t$ ) shall be as per the points scored as per table given in clause 8.2 above
- Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $W_t$  = the weight given to the Technical Proposal;  $W_f$  = the weight given to the Financial Proposal;  $W_t + W_f = 1$ ) indicated below. The combined score ( $S$ ) will be calculated as follows:  $S = (S_t \times W_t) + (S_f \times W_f)$ .
- The weights given to the Technical and Financial Proposals are:  
 $W_t = 70\%$   $W_f = 30\%$
- Evaluation committee reserves the right to tweak and change the process and also to get into a final round of commercial negotiations with the 3 best shortlisted bidders.

## Terms of Reference

### **1. Introduction of NSDC**

National Skill Development Corporation (NSDC) is a Public-Private Partnership (PPP) initiative focused on promoting development and upgrading of skills, especially in the unorganized sector, by fostering private sector participation and investment. NSDC was set up in 2008-09, as part of the National Skill Development Mission, to meet the need for skilled workforce in a growing economy as well as to reduce the existing gap between demand and supply of skilled manpower. NSDC has obtained license under Section 25 of the Companies Act, 1956 and falls under the purview of the Ministry of Skill Development and Entrepreneurship .

NSDC supports skill development by identifying skill gaps in the workforce, funding skill training & development programs, creating vocational institutions and developing accreditation norms. Currently, NSDC provides support to multiple sectors with critical skill gap by:

- Financing and incentivizing select private sector players.
- Facilitating support services to skill development institutes such as training curriculum, faculty, technology platforms, student placement mechanisms and accreditation systems.
- Developing viable models for skill development and encouraging large scale private participation for reducing skill gap.
- Establishing Sector Skills Councils for conducting research, improving delivery mechanism and building quality assurance.

The objective of NSDC is to contribute significantly (about 30 per cent) to the overall target of skilling / up-skilling 500 million people in India by 2022, mainly through “market making” initiatives that foster private sector involvement in skill development programs. For this purpose, it supports initiatives that have a “multiplier” effect on skill development and target sectors/ segments with huge unmet needs.

### **2. Setting the context**

In the above context, NSDC provides funding to the private sector enterprises, training & skill development organizations, industry bodies/ associations, social entrepreneurs and NGOs (hereinafter referred to as “Partners”) for building scalable & for-profit vocational/ skills training initiatives and promoting innovative models in the skill development space. The financing initiatives provide viability gap funding to private players through:

- Loans
- Equity
- Grants

NSDC invites proposals from private organizations/ NGOs for funding their skill development initiatives and training programs in the multiple sectors identified by it. The proposals are evaluated on the following criteria and final selection is subject to clearance from the NSDC Board:

- Sustainability of the business model in the medium to long term
- Partnerships with prospective employers, state governments, ITI/ ITC and financial institutions



- Employer's view of demand for the specific skills Alignment with the NSDC's mission
- Robustness of overall plan and operating model Ability to leverage partnerships
- Ability to leverage financial requirements
- Ability to leverage management capability

### **3. Introduction to PMKVY and Assignment of work**

The Pradhan Mantri Kaushal Vikas Yojana (PMKVY) is the largest reward based skill development programme in the country. This scheme is being completely implemented by National Skill Development Corporation (NSDC) as the implementing agency, through its network of 7,700 Skill Training Centres, 200+ Training Partners and 29 Sector Skill Councils (SSCs) existing in the private space. SSCs are industry led bodies which look into standards for skill training, skill needs in particular sectors, curriculum, assessment and certification. The scheme currently is being implemented across 29 states and 6 UTs covering 587 districts and 526 parliamentary constituencies. Under the scheme, there is a special focus on Left Wing Extremist areas and North East. PMKVY has enabled and mobilized a large number of Indian youth to take up skill training to become employable and earn their livelihood. It has contributed to increasing the productivity of the country's workforce by enabling them to acquire high quality skill training across a range of sectors. PMKVY was approved by the Union Cabinet on 20th March 2015 to train 24 lakh persons (14 lakh fresh training and 10 lakh through RPL) with an overall budgetary outlay of Rs. 1500 Crore for one year.

The scheme was formally launched on 15th July 2015 by the Prime Minister. The objective of PMKVY is to encourage and promote skill development throughout the country, focusing specifically on the following:

- Enable and mobilize a large number youth to take up skill training and become employable and earn their livelihood.
- Increase productivity of the existing workforce, and align skill training to the actual needs of the country.
- Provide monetary awards for Skill Certification to boost employability and productivity of youth by incentivizing them for skill training.
- Encourage standardization in the certification process and initiate a process for creating a registry of skills.

The PMKVY was a one-year scheme and is schedule to end this year. The PMKVY 2.0 is a revised version of PMKVY and will incorporate the learnings from PMKVY. PMKVY 2.0 needs to be aligned with Common Norms for Skill Development programmes which have already been approved by the Cabinet and notified by the Ministry on 15th July 2015. Further, PMKVY 2.0 will focus on equitable geographical spread of training. There is a need to ensure a more equitable spread of the Scheme so that the youth in all parts of the country can be benefitted. Under PMKVY lack of long term vision and targets under the Scheme had limited the ability of Training Partners (TPs) to invest in training infrastructure impacting both quality and geographical spread of the Scheme. Based on the learnings under ongoing PMKVY, it is proposed to extend PMKVY for the next three years with comprehensive modifications which can address these challenges.

NSDC wants to appoint a PMU for the smooth functioning on PMKVY 2.0. This is subject to approval from the cabinet and budget allocation in FY 16-17.

### **3.1. Scope of Work:**

The scope of work is broadly summarized below:

1. Finalization of Process Manual under the aegis of NSDC and Steering Committee of PMKVY 2.0 and adherence to the processes finalized
2. Stakeholder Management, query resolution, advocacy of the scheme and onboarding of the Sector Skill Councils and Training Partners
3. Stakeholder Management – Banks, UIDAI, National Population Register, Common Service Centers
4. Program Management of the Skill Development Management System (SDMS)
5. Management of Call Center
6. Management of PMKVY 2.0 website
7. Grievance Management
8. Performance Management
9. Placement Tracking under PMKVY 2.0
10. Monitoring of the stakeholders
11. Target allocations and achievements by stakeholders
12. Monitor and manage centre validations of training centers participating in the scheme
13. Monitor and manage Kaushal Melas

### **3.2. Detailing of scope of work is mentioned here under:**

#### **3.2.1. Finalization of Process Manual under the aegis of NSDC & Steering Committee of PMKVY 2.0**

- Review, update processes established for implementation of the PMKVY
- Develop new processes, as required, to be adopted by all PMKVY 2.0 stakeholders
  - Define standardized end-to-end Processes
  - Define primary ownership for Processes
  - Manage updates to the Process Manual with version control
- Review and establish internal processes for Program Management Team
  - Communication process with partners (SSC, Training Partners, Assessment Agencies, Assessors)
  - Reporting structure and process
  - Management of documents related to Scheme
- Develop and update Frequently Asked Questions related to the Scheme
- Conduct “partner center visits” on selective basis to track quality of training, process adherence, quality of assessments, collect feedback on Scheme etc.

### **3.2.2. Stakeholder Management, query resolution, advocacy of the scheme and onboarding of the Sector Skill Councils and Training Partners**

#### **Sector Skill Councils:**

- Coordinate with Sector Skill Councils and support them in implementing the scheme to achieve objectives
- Define, review and update processes to be followed by SSCs for PMKVY 2.0
- Dedicatedly manage relationships with SSCs to ensure processes are adhered to and operational issues are addressed
- Onboard the new Sector Skill Councils to participate in the PMKVY 2.0
- Develop and share with SSCs the reporting formats on basis of which fortnightly reports are to be submitted to NSDC
- Collate documents and specific information from SSCs on newly affiliated training partners, assessment agencies, assessors etc.
- Review performance of SSCs based on defined parameters – enrolments, assessments, certifications, targets met etc.
- Support SSCs with dashboards and analytical reports on active/inactive training partners, active/inactive job roles, top training partners, geographical spread of enrolments etc.
- Facilitate workshops/meetings with SSCs to discuss and share lessons across all SSCs to ensure PMKVY 2.0 objectives are met
- Provide reports/information to SSCs on findings from the field during visits to training centers during training or assessments
- Highlight any specific challenges faced by the SSCs and facilitate their resolution

#### **Training Partners:**

- Onboard the newly affiliated Training Partners to participate in the PMKVY 2.0 by providing overview information on Scheme processes, access to SDMS etc.
- Orient training partners on usage of SDMS for enrolments and updating information on bank accounts, Aadhaar numbers etc.
- Track monthly and quarterly enrolment targets across training partners
- Authentication to assess matching of candidate name and Aadhaar number
- Facilitate certificate generation for successful candidates based on Aadhaar validations
- Disbursal of monetary reward/grant to beneficiaries on successful certification
- Handling / attending queries on PMKVY 2.0 at NSDC office
- Handholding and guidance to Training Partners on SSC affiliation

### **3.2.3. Stakeholder Management – Banks, UIDAI, National Population Register, Common Service Centers**

- Manage relationships and drive support from key enabling partners (sponsor banks, UIDAI, National Population Register, Common Service Centers, SDMS vendor, vendor for Certificate generation, Call Center vendor, PMKVY 2.0 website vendor etc.)
  - Provide inputs to NSDC for finalizing arrangements with enabling partners
  - Work with UIDAI and CSC for facilitating Aadhaar enrolments of trainees
  - On-board additional Bank(s), as required, for scaling up PMKVY 2.0
  - Disburse grants to stakeholders as per scheme guidelines
  - Prioritize and address any queries related to the Scheme
  - Prepare reconciliation report based on report received from Bank for grant disbursed

#### **3.2.4. Management of the Skill Development Management System (SDMS)**

- Plan for functional enhancements to the SDMS and monitor its implementation by partner vendor
- Guide the SDMS vendor on functional design requirement modifications for the PMKVY 2.0
- Work through partner vendor to resolve any operational hitches faced by stakeholders
- Facilitate training of stakeholders on the SDMS and drive usage of SDMS

#### **3.2.5. Management of Call Center**

- Periodically review and update script for call center agents
- Train the call center agents on updated PMKVY 2.0
- Provide updated information on Scheme, training centers, job roles etc. to call center vendors to keep agents updated on developments in the Scheme
- Develop and update Frequently Asked Questions related to the Scheme for the call center agents
- Analyze performance of the call center, including calls per day, key trends, common areas of interest for callers in order to make Call Center more effective
- Assess load of call center and suggest any changes in number of agents
- Periodically visit call centers to review performance of call center agents
- Monitor leads generated by call center to assess call center effectiveness

#### **3.2.6. Management of PMKVY 2.0 Scheme website**

- Work with website vendor to ensure regular updates on PMKVY 2.0 are available on the PMKVY 2.0 website, including information on
  - New Sector Skill Councils
  - Newly affiliated Training Partners
  - Newly affiliated Assessment Agencies
  - New Job Roles participating in the Scheme
  - Marketing communication
  - News and Updates
  - Documents related to PMKVY 2.0
- Update counters for enrolments, certifications, reward disbursed on daily basis
- Track website analytics to assess trends, pages of interest etc.
- Plan for new requirements for website and manage implementation through vendor

### **3.2.7. Grievance Management**

- Address issues/queries of stakeholders with relation to PMKVY 2.0 that can be handled by the PMKVY 2.0 Program Management Team, including maintaining a record of the same
- Review and update process for Grievance Redress of the PMKVY 2.0 to be adopted at the SSC level at the first level and for any escalations at the NSDC level
- Maintain a Grievance System to record and track grievances until their redressal.
- Identify common areas of grievances and plan for addressing them
- Provide a periodic dashboard of concern areas to NSDC

### **3.2.8. Performance Management of PMKVY 2.0**

- Resolve operational issues and provide inputs to the NSDC Executive Committee to take strategic decisions regarding the PMKVY 2.0
- Provide weekly Dashboards to NSDC highlighting performance of the various partners and major operational areas of concern
- Provide summary dashboard to give a snapshot of the fortnightly/monthly/quarterly performance of the PMKVY 2.0 to be shared with Ministry of Skill Development and Entrepreneurship, NSDC Board etc.
- Analysis of the overall performance of PMKVY 2.0 and highlighting any major trends noticed during the process.
- Highlight issues that require intervention at the strategic level, and ensure timely intervention to address them

### **3.2.9. Placement Tracking under PMKVY 2.0 Scheme**

- Devise mechanism to track placements of certified candidates under the PMKVY 2.0
- Develop reports across SSCs to track effectiveness of PMKVY 2.0 certificates
- Placements will be monitored and incentivized as per common norms

### **3.2.10. Monitoring of the stakeholders**

- Develop monitoring guidelines/framework to monitor various stakeholder and the processes under the scheme
- Develop a process to monitor Training Partners, Training Centers, Communication & Branding guidelines, Training, Sector Skill Councils, Placement, Assessment Agencies and Assessors
- Provide weekly/monthly monitoring reports basis monitoring guidelines and recommend corrective action
- Ensuring that the monitoring related issues are resolved/closed within the acceptable time frame

#### **Monitoring of Center Validation through:**

- Monitoring if the 3<sup>rd</sup> party agency has completed the validation of the desired number of Centers
- Center Inspection by PMKVY Monitoring team
- Center Validation through Student Call Validation
- Center Validation through Assessor and Assessment agency

### **Monitoring of Marketing and Branding Guidelines, Trainings and through:**

- Monitoring through Centre visits by PMU
- Monitoring and validations through third party inspection
- Monitoring and validations through call validations to students and other relevant stakeholders
- Monitoring the Enrolments, attendance and Trainee feedback forms

### **Monitoring of Assessments:**

- Monitoring that assessor reaches the right center at the right place at the right time. Call validations through Training Partner, and students
- Monitoring unusually high pass percentages for a center/ training partner

### **Monitoring of Placements**

- Monitoring the authenticity of the candidates reported as placed on SDMS , as per the approved placement monitoring framework that may include :
- Surprise visit to the employers
- checking of the placement proofs

### **Monitoring of the Complaints/issues raised by various stakeholders**

Carrying out the detailed investigation to resolve complaints/grievances

#### **3.2.11. Target allocations and achievements by stakeholders**

- Define a framework to allocate targets to training partners and assessment agencies
- Allocate targets to stakeholders as per guidelines
- Monitor the progress of targets on a weekly basis
- Monitor the capacity in each sector to achieve targets in terms of training centers, assessment agencies and assessors

#### **3.2.12. Monitor and Manage the center validations of training centers participating in the scheme**

- Monitor and manage the progress of center validations under PMKVY 2.0
- Maintain a repository of pictures, capacity etc. of training centers

#### **3.2.13. Monitor and manage Kaushal Melas**

- Coordinate with training partners and Sector skill councils to conduct Kaushal Melas across India
- Monitor the progress of Kaushal Melas

## Annexure I

### Format for Pre-Qualification Proposal

1. Organization profile
  - Company/ firm information
  - Certificate of incorporation
  - Financial health (turnover/ profits) of the Agency in the last 3 financial years
  
2. Experience of project involving project management/monitoring for a Central/State Government  
(Please attach supporting documents in the form of contract copy, client letter etc.)

Assignment name:

S.No.	Item Head	Details
1	Approx. value of the contract (in Indian Rupees):	
2	Approx. value of the project outlay (in Indian Rupees)	
3	Country:  Location within country:	
4	Duration of assignment (months):	
5	Name of Client:	
6	Address:	
7	Start date(month/year):  Completion date(month/year):	
8	Total No of staff-months of the assignment:	
9	Name of senior professional staff proposed:	
10	Narrative description of Project (200 words):	
11	Description of factual services provided by your staff within the assignment (200 words):	

3. Self-declaration on the number of advisors in the area of project management/ monitoring



## Annexure II

### Format for Technical Proposal

The technical proposal should contain the following information. Bidders can provide additional information to support their bid.

#### 1. Summary Table of the Citations

S.No	Client Name	Project Name	Project Value (in crores)	Project Duration (in months)	Relevance to the current project

#### 2. Experience (Please attach supporting documents in the form of contract copy, client letter for their top clients in last 5 years etc.) for each of the citations in the below format

Assignment name:

S.No.	Item Head	Details
1	Approx. value of the contract (in Indian Rupees):	
2	Approx. value of the project outlay (in Indian Rupees)	
3	Country:  Location within country:	
4	Duration of assignment (months):	
5	Name of Client:	
6	Address:	
7	Start date(month/year):  Completion date(month/year):	
8	Total No of staff-months of the assignment:	
9	Name of senior professional staff proposed:	
10	Narrative description of Project (200 words):	
11	Description of factual services provided by your staff within the assignment (200 words):	

**3. Approach and methodology for the engagement**

- Understanding of NSDC requirements, objectives and scope
- Planned activities and output
- Methodology of carrying out the activities
- Tools to be used
- Data Capture Mechanism / Formats / Manuals
- Work plan

**4. Resources proposed for the engagement**

- Team structure
- Team roles and responsibilities
  - CVs for Team Members
  - Team size
  - Network of offices / associates across India
- Tools / software

**5. Format for providing CVs for Team Members**

- Proposed Position:
- Name of Firm:
- Name of Staff:
- Date of Birth:
- Nationality:

**a. Education:**

*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained:*

Degree	University/Institution	Year in which obtained

**b. Membership of Professional Associations:**

**c. Other Training:**

**d. Countries of Work Experience: List countries where staff has worked in the last ten years**

- e. Languages: For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing

Language	Speaking	Reading	Writing

- f. 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

	From	To
Employer Name		

- g. **Detailed Tasks Assigned:** *List all tasks to be performed under this Assignment/job*

- h. Work undertaken that best illustrates the experience as required for the Role

Among the Assignment/jobs in which the staffs have been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.

Name of assignment/job or project	
Name of the client	
Year	
Location	
Main Project Features	
Position Held	
Activities performed	

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

6. The Proposer represents that the submission of responses to the RFP execution, delivery and performance under an Agreement entered in case the Proposer is selected:
- Will not violate or contravene any provision of its documents of incorporation; Will not violate or contravene any law, statute, rule, regulation, licensing requirement, order, writ, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority by which it is bound or by which any of

- its properties or assets are bound;
- b. Except to the extent that the same have been duly and properly completed or obtained, will not require any filing with, or permit, consent or approval of or license from, or the giving of any notice to, any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority, joint venture party, or any other entity or person whatsoever;
  - c. To the best of its knowledge, after reasonable investigation, no representation or warranty by Proposer, and no document furnished or to be furnished to NSDC under RFP or in connection herewith or with the transactions contemplated hereby, contains or will contain any untrue or misleading statement or omits or will omit any fact necessary to make the statements contained herein or therein, in light of the circumstances under which made, not misleading. There have been no events or transactions, or facts or information which has come to, or upon reasonable diligence, should have come to the attention of Proposer and which have not been disclosed herein or in a schedule hereto, having a direct impact on the transactions contemplated hereunder.

Date:

Place:

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

Full name of authorized representative:

**Annexure III**

**Format for Financial Proposal**

1. Service Fees:

S.No.	Description	Cost Per Month	Total Cost for 3 years
1	Consultancy fees for Supporting NSDC in Programme Management of PMKVY 2.0 Scheme		

- Also please provide man-month rate of the following roles, whom if NSDC wants to engage further for any other scheme/project. The below cost will not be considered for financial evaluation for this current bid. However, these rate will be considered for any further project by NSDC in the next 1 Year

S.No.	Positions	Cost Per Month	Cost Per Year
1	Project Manager		
2	Team Lead		
3	Senior consultant		
4	Consultant		
5	IT/MIS Expert		
6	Finance Expert		
7	Analytics Expert		
8	SSC/Aadhaar and UIDAI Expert		
9	Others		
<b>Total</b>			

- Total cost after Taxes per Month (for the project)
- Total Cost after taxes per year (for the project)