



Request for Proposal (RFP)

Empanelment of Agency for

Placement Verification of Youth Skilled & Placement

Support Provided

Under PRAYAS : Skill Development Initiatives of

ST & SC Development Department

RFP No. 1277

Date of Issue 19 – March - 2021

Last Date of Submission of Bids 9 – April – 2021

**Schedule Tribe & Scheduled Caste
Development, Minorities & Backward Classes
Welfare Department, Govt. of Odisha**

**Notice Inviting
Request for Proposals**

Empanelment of Agency for Placement Verification of Youth Skilled & Placement Support Provided Under PRAYAS : Skill Development Initiatives of ST & SC Development, Minorities & Backward Classes Welfare Department

RFP No. 1277

Date - 19 – March - 2021

ST & SC Development, Minorities & Backward Classes Welfare Department intends to empanel Agencies for placement verification of youth, those who are skilled and thereby placement support has been provided by the empanelled Skill Development Training Agencies under PRAYAS. The mandate of the Department is to guide, implement, coordinate and oversee all the skill development initiatives undertaken under PRAYAS. The Department under 5T mandate also emphasises to ensure that quality skill training standards are maintained and sustained employability of trained youth, with an objective to provide outstanding skilled workforce. Accordingly the Department invites Agencies to participate in the bidding process and to submit proposals for providing placement verification support for all the skill development training activities being conducted under PRAYAS.

The Department has empanelled Skill Development Agencies for imparting skill trainings in different Sectors on various Trades to the ST, SC, OBC and Minorities youth across the State of Odisha. This skill development training include training on core trade, soft skills followed with on job training to these youth. It is the mandate of these agencies to provide placement support to these skilled youth and thereby place them in some organization / company. There is a requirement by the Department to empanel placement verification agency for providing placement verification support so as to verify that the information provided by these skill training agencies are correct and adequate.



The Bid Document can be downloaded from the official websites, namely - <https://www.otds.in> and <https://stsc.odisha.gov.in> and the responses of this Request for Proposal (RFP) shall be deemed to have done after careful study and examination of this document and full understanding of its modalities, process of execution and items to be delivered.

The bids are to be submitted by Post (Registered / Speed) on or before the closing date in the address mentioned in the document. The two part (Technical & Financial) bids submitted by the Bidder will be opened in the presence of the bidders present in the meeting. Detailed information regarding important dates, address for submission of bid, requisite documents to be submitted and the procedures for applying the bid along with related information is available in the Information Factsheet of this Bid Document.

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Information Fact Sheet

Sl.	Milestone	Details
1	Nature of Work	Empanelment of Agency for Placement Verification of Youth Skilled & Placement Support Provided Under PRAYAS : Skill Development Initiatives
2	Name of the Issuer of this Request of Proposal (RFP)	ST & SC Development, Minorities & Backward Classes Welfare Department
3	Website for downloading documents regarding RFP	https://www.stsc.odisha.gov.in https://www.otds.in
4	Issue of RFP	22nd March 2021
5	Pre Bid Meeting	31st March 2021 11:00 AM – 2:00 PM School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
6	Closing Date of RFP	9th April 2021
7	Last Date & Time of Submission of RFP by Placement Verification Agencies	9th April 2021 – 5:00 PM
8	Address for Correspondence & Submission of Two Part Bids (Technical & Financial)	School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751001 E – Mail : otdsbbsr@gmail.com
9	Bid Acceptance, Opening of Technical Bids in presence of Bidders / Placement Verification Agencies Date, Time & Venue	16th April 2021 11:00 AM – 3:00 PM School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
10	Date of Presentation by bidders selected in Technical Bids Opening of Financial Bids	23rd April 2021 11:00 AM – 3:00 PM School & Hostel Monitoring Cell (SHMC) ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
11	Mode of Selection	Least Cost Based Selection (LCS)
12	Validity of Proposal	The proposal shall be valid for a period of 180 days from the last date of submission of bid / proposal

*** Note :** The Department reserves the right to change any schedule items / dates. Please refer to the website mentioned in the RFP regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time mentioned will not be considered and will be summarily rejected without mentioning any reasons thereof.

Section – I

A. Definitions and Interpretations

- a. **Agreement** means the MoU to be signed between the Department and the successful Bidder including all the important information, guidelines, implementation modalities, requisite attachments, appendices and other documents incorporated by reference thereto together with any subsequent modifications, the RFP, the Bid Offer, the Acceptance and all related correspondences, clarifications and notices.
- b. **First Party or Department** refers to the ST & SC Development, Minorities & Backward Classes Welfare Department
- c. **Second Party** refer to the Bidder / Placement Verification Agency offering the solutions, services and materials regarding Placement Verification of Youth Skilled & Placement Support Provided Under PRAYAS : Skill Development Initiatives
- d. **Bidder** means any Placement Verification Agencies offering the solutions, services and materials related to Placement Verification required in the RFP. The word Bidder when used in the span of contract shall be synonymous with the Placement Verification Agency with whom the Department signs the agreement for providing the services, solutions and materials
- e. **Contract** is used synonymously with the Agreement signed by the Department with the Placement Verification Agencies during the Contract Period within the validity of the MoU.
- f. **Designated Officer** refers to the Officer appointed by the Department to act on its behalf for overall supervision and coordination of the Project along with monitoring at regular intervals.
- g. **Effective Date** means the Date on which the Contract / MoU is signed
- h. **Validity Period or Contract Period** means the period from Effective Date to the Date which the Contract either finishes / ceases to exist / is terminated

- i. **Agency or PV Agency** means the **Placement Verification Agency** which has to provide the services including the solutions and materials limited to the scope of the project. The definition shall also include any / or all of the employees of the authorized service providers / Placement Verification Agencies and representatives or other personnel employed or engaged directly or indirectly by the PV Agency for the purposes during the period of the Contract.
- j. **Scope of Work** means all the Goods and Services along with any other deliverables as required to be delivered / works to be done / services to be rendered during the Validity Period or Contract Period. The goods or materials to be delivered / works to be done / services to be rendered are required to be provided by the Placement Verification Agency.
- k. **Committee** means the group of Officers formed under the Chairpersonship of a Department Head constituted for a purpose of work / designated to perform some tasks at any period of time.
- l. **Services** means the work to be performed by the Placement Verification Agency pursuant to the RFP and to the Contract signed by the parties in pursuance of any specific assignment awarded by the designated authority. In addition to this, the definition would also include other related / ancillary services that may be required to execute the Scope of Work under the RFP or Contract.
- m. **Timelines** means the project milestones for performance of the Scope of Work & delivery of the Goods or Services as prescribed in the RFP or Contract
- n. **Deliverables** means all the Goods and Services along with any other deliverables as required to be delivered / works to be done / services to be rendered during the Validity Period or Contract Period. The goods or materials to be delivered / works to be done / services to be rendered are required to be provided by the Agency.

B. Background

ST & ST Development, Minorities & Backward Classes Welfare Department has launched the programme – PRAYAS, which mandates to impart skill development training. This skill trainings will be provided to the ST, SC, OBC and Minority youth across the State of Odisha. The mandate of the Department is to guide, implement, coordinate and oversee all the skill development initiatives undertaken under PRAYAS. The Department under 5T mandate also emphasises to ensure that quality skill training standards are maintained and sustained employability of trained youth, with an objective to provide outstanding skilled workforce. Skill Development Agencies have been empanelled for imparting skill trainings in different Sectors on various Trades to the ST, SC, OBC and Minorities youth across the State of Odisha. This skill development training include training on core trade, soft skills followed with on-job training to these youth. It is the mandate of these agencies to provide placement support to these skilled youth and thereby place them in some organization / company.

ST & SC Development, Minorities & Backward Classes Welfare Department intends to empanel Agencies for placement verification of youth, those who are skilled and thereby placement support has been provided by the empanelled Skill Development Training Agencies under PRAYAS. The empanelled placement verification agency shall provide placement verification support so as to verify that the information provided by these skill training agencies after placement of the youth are correct and adequate. Accordingly the Department invites Agencies to participate in the bidding process and to submit proposals for providing placement verification support for all the skill development training activities being conducted under PRAYAS.

The placement verification agencies will be selected on Least Cost Basis (LCS). The agencies have to submit their proposal in two separate parts – Technical proposal and Financial Proposal. The agencies qualifying in the parameters laid down in the Technical proposal will be called for making a technical presentation for their competencies and subsequently the financial bids of these selected agencies will be opened and evaluated for the least quoted valued agency. Further MoU with the selected agency would be done for initiation of their said assignments and further submission of their deliverables. Late Bids, i.e. bids received after the specified date

in the data sheet will not be entertained, they would be marked as Late Bid and will remain unopened. The bidders are not liable to seek any reason thereof for the late bids which are summarily rejected, marked as late and are kept unopened. Bidders shall bear all costs in connection with the preparation and submission of their proposals, attending pre-bid meetings or any related meetings, etc. No financial claims in this regard will be entertained.

The Department may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add or amend any of the parameters, terms, procedures and protocols set out in the RFP at any moment of time, for bonafide reasons which will be intimated to all the bidders. Further the Department reserves the right to annul the selection process at any time prior to the contract award without incurring any liability towards the bidders.

C. Coverage

The placement verification agencies will be verifying the placement of youths those who are skill trained by the agencies empanelled with the Department. The skill development training agencies will share the list of candidates who have completed the skill trainings in – core trades, soft skill and OJT and thereby have cleared the assessments. These candidates will thereby be placed in different organizations, companies or manufacturing units across the country wherever there is a potential job opportunity for these skilled youth. The list along with the requisite information of these skilled youths who have been placed with by shared by the skill development training agencies to the Department. The Department will thereafter prepare a comprehensive list of the same comprising of all the youths placed based on different parameters whichever is applicable as per requirement. Placement Verifying Agency should collect these information as required from the Department and then initiate the verification of placement of the youth and evaluate according to their evaluation parameters. The evaluation parameters should be prepared in consultation with the Department for better transparency and functionality. If any of the parameters are required by the Department then it should be included in the evaluation parameters by the Agency at any moment of time whenever required.

The final survey sheets used for evaluation should be vetted by both – the Department and the Placement Verification Agency.

D. Monitoring

The Agency should complete the assessment within the time framework assigned by the Department for each of the candidate specified. The evaluation should be done based on the parameters laid down in the survey sheets comprising of subjective and objective evaluation parameters. The Department is free to also independently verify any of the candidate's evaluation parameters and survey sheets by visiting the location where the candidate is placed and also so an independent survey so as to triangulate the results shown by the placement verification agency and the results obtained the sample survey done by the Department. Most important factor while doing the placement verification and evaluation, and thereby compiling the survey sheets and submitting the results is the need of maintaining transparency. The agency should not give any biased, manipulated or tampered results based on any other influencing factors or persons. The evaluation and compilation of survey sheets should be independent of all surrounding factors or any other influences and should reflect all the factual information. Any misleading or wrongly construed facts and figure submitted by the placement verifying agency may lead to disqualification of the contract. Therefore the agency should be careful in undergoing the placement verification and examining the facts and figures during survey and before compilation of the survey sheets.

E. Objective

The Department intends to hire agencies for placement verification support including validation and verification of placement of youth skilled under PRAYAS. The objective to facilitate the outcomes defined in the scope of services using the best of its global knowledge base for benchmarking, domain expertise to analyze and evaluate, and skills to concisely undertake placement validation / verification exercise pertaining to placements under PRAYAS.

Scope of Work and Deliverables

The Department proposes to engage agency for imparting their services for a period of two years for evaluation, verification and validation of the placement of youth. The skill development training agencies after having skilled the youth are liable for providing the placement support to the youth. The status of the placed youth along with the credentials are to be verified and the respective reports after due verification and validation are to be submitted to the Department for further course of action. The scope of work will be as proposed:

Scope of Work:

The scope of work will include support to the Department. Placement team to facilitate the outcomes of the scope of services mentioned below using the best of its global knowledge base for benchmarking, domain expertise to analyze and evaluate, and skills to concisely undertake the placement verification exercise. It will also include engagement with Employers to facilitate provision of salary slip and joint salary certificate, periodic visit to worksites in co-operation with PIA staff to have an insight on existing working environment, condition of workers, etc. routine investigation of dropouts or non-performance or excellence etc. and verification of genuineness of Placement intimated by the PIAs. The objective outline of the scope is as follows:

Planning

1. Preparation and approval of time bound “verification plan” including but not limited to geographical coverage for placement verification and scheduling of manpower in consultation with the Department
2. Preparation of check list of information / documents to be verified as per verification framework already prepared by the Department and training / orientation of the staff who will be conducting desk / field verification
3. Finalizing the reporting format as per the requirement of the Department

Data Verification / Validation and field visits

1. Desk assessment of 100% of certified and placed candidates and validated by TC, information / documents submitted by TCs as proof of employment against the mandated list of documents on month to month basis for a period of 3 months.
2. Field visit and physical verification of 30% out of verified candidates based on the information / documents provided on the system and validated in desk assessment.
3. Upload the verification status of desk and field verification and prepare periodic reports.
4. Coordination with multiple stake holders such as TP, TC, Candidate, Employer in case discrepancies are found in verification of the documents

Data analysis

1. Analysis of the verified data / information after the desk and physical verification using data analytic tools to provide relevant insights about process improvement etc.
2. The agency shall recommend its verification for each candidate and periodic reporting. The 3rd party agency is mandated to update the records of each candidate month on month for a period of 3 months of validation / verification.
3. Submission of report to the Department consisting of insights from data analysis, project performance as against defined time lines, etc.

Schedule for completion of tasks

Sl.	Work Assigned	Frequency / Period
(a)	Database of all the placed candidates submitted by the PIAs to be maintained in the prescribed format of the Department.	Ongoing basis within two days of submission by the PIAs.
(b)	Verification of genuineness of all the placed candidates is to be taken up batch wise and PIA wise through e-mail / Telephone / contacting the employers and getting their response.	On an ongoing basis within 10 days for each batch after feeding the data base.
(c)	Any batch having placement above 49% out of the candidates who cleared the assessment test and 30% of these placed candidates to be considered for field verification with visual and documentation evidence.	Within 15 days after three months of the placement of each batch.
(d)	Providing information of all valid placed candidates to be done in PRAYAS (Batch wise).	On an ongoing basis
(e)	Engagement with employers to facilitate provision of salary slip and joint salary certificate of placed candidates of individual batches	On month to month basis.
(f)	Documentation of success stories of Role Models who have been genuinely placed to be submitted to the Department. Minimum One Role Model in each batch.	On monthly basis
(g)	Routine investigation on batch wise dropouts as well as PIA wise performance in retention ratio of placed candidates at their work place (within 3 months, 6 months and one year). Analysis and performance report to be submitted to the Department	On monthly basis
(h)	Visit to worksites in co-operation with the PIAs to have an insight on existing working environment, condition of placed candidates.	All employers once in every two months.

(j)	Ensure proper maintenance of documents and verification records.	On an ongoing basis
(k)	Review and provide suggestions on process improvement for placement and verification of placement.	In each quarter
(l)	Support Audit related queries and ensuring that appropriate and timely follow up action is taken to address the issues identified in audit.	As per requirement
(m)	Any other matter as required to be fulfilled within the broad scope of work related to placement tracking, verification and validation.	

Payment Terms

The payment would be as per the Financial Bid amount quoted in Form Fin 2.

1. 50% of Financial Bid amount, Form Fin 2. At the time of completion of field validation (Batch –wise and Student-wise)
2. 50% of Financial Bid amount, Form Fin 2. On submission of full batch placement verification and other reports.

The payment terms are subject to the satisfactory completion of deliverables specified in the scope of work.

Note : The Monitoring Committee will conduct a monthly review of the project activities and deliverables to gauge output and to approve activities for the forthcoming period. The Bank Guarantee may be discharged at the final payment stage.

F. Fraud / Corrupt practices

The Department requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. No corrupt practices or external influences should be used in any manner, and if found may lead to disqualification of the bidder from the bidding process or execution of the contract. In pursuance of this policy the Department defines the purpose of this paragraph, the terms set forth as applicable to both the parties :

- a. "Corrupt Practice" means to influence the action of any of the process or any of the official involved in this process either directly or indirectly in the selection process or execution of the Contract.
 - b. "Fraudulent Practice" means a misrepresentation or omission of any facts or figures in order to influence a selection process or the execution of the Contract.
 - c. "Collusive Practices" means a scheme or arrangement between two or more bidders with or without the knowledge of the Department, designed to establish prices at artificial, non-competitive levels.
 - d. "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or have any effect during the execution of the Contract. The Department will summarily reject a proposal for award if it comes to the notice that the bidder recommenced for award has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practices in either competing in the selection process or during execution of the Contract.
- The Department will terminate the Contract, if already awarded and will declare the bidder ineligible, either in definitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.
 - Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.

G. Only One Proposal for Submission

The Bidder is permitted for submission of only one proposal which would include both the Technical Proposal and Financial Proposal in separate sealed envelopes. Submission of multiple proposals is not allowed. If multiple proposals are submitted by any agency, then the proposal received on the last date will only be accepted and the remaining other proposals submitted by the agency will be rejected and not opened for evaluation, for which the Agency will not permitted not raise any queries or cannot demand for any inclusions or omissions from the previously submitted proposals or bids.

H. Bid Proposal Validity

The Bid proposal submitted by the bidders shall remain valid for a period of 180 days from the closing date of submission of RFP. During this period, Bidders shall ensure the availability of professional staff nominated in the Proposal. Should the need arise; Department will extend the validity period of their proposals and inform the bidders accordingly. Bidders who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders may submit new staff in replacement, which would be considered in the final evaluation for Contract award. Bidders who do not agree, have the right to refuse to extend the validity of their proposals.

I. Clarification and Amendment of RFP Documents

Bidders may request for clarifications on any of the RFP documents up to the number of days indicated in the Information Fact Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to Department address indicated in the Information Fact Sheet. The Department will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. If the queries raised are pertinent to be incorporated, then the Department may amend the RFP as a result of a clarification or it shall do so by issuing a corrigendum .

At any time before the submission of Proposals, the Department may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the official website and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals and if the amendment is substantial, the Department may extend the deadline for the submission of Proposals.

Pre-bid conference: Pre-bid conference will be held as specified in the Information Fact Sheet for clarifying issues and doubts, if any, concerning the subject matter of study. Inputs from the prospective bidders will also be sought if considered necessary.

J. Preparation of Proposals

- In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal
- The numbers of Professional staff-months required for the assignment have to be estimated by the Bidders. The Department shall not be liable for additional cost compensation in case bid proposal is based on inadequate or under-estimated staff months. Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.

- Language: Documents to be issued by the bidders, as part of this assignment must be in English.
- The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority. A bid which does not fulfil this criterion will be treated as none-stand will be liable to be rejected.

K. Earnest Money Deposit (EMD) / Bank Guarantee (BG)

- The Bidder will not be requested to submit any Earnest Money Deposit (EMD) or any Bank Guarantee (BG) or any form of deposits or sureties during the Bidding process.
- Agency selected in the Bidding process shall have to submit Bank Guarantee (BG) equivalent to 10% of the Contract Value before signing the MoU for award of Contract. The Bank Guarantee from any Nationalized Bank / Schedule Bank in the Performa given should be valid for a period of 1year beyond the duration of Contract as specified in the document.
- The proceeds of the performance guarantee shall be payable to the Department as compensation for any loss / penalties resulting from the placement verification agency on failure to complete its obligations under the Contract.
- This BG will be returned to the Agency after successful completion of the Contract.
- Non submission of the Bank Guarantee would be considered as a factor of non-compliance and will be construed as non-willingness by the Agency for signing of MoU.
- Should the assignment period, for whatever reason be extended, the bidder shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to the Department before the expiry date of the Bank Guarantee originally furnished.

L. Conflict of Interest

a. Conflict of Interest

- The Department policy requires that bidders should provide professional, objective, and impartial advice and at all times hold the Department interests paramount and strictly avoid conflicts with other assignments or their own corporate interests.
- Without limitation on the generality of the foregoing, Companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

b. Conflicting activities

- A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

c. Conflicting assignments

- Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.

d. Ownership Rights

- Ownership of all new artefacts (reports, presentations and other publications) will rest with the Department and it will have the right to / implement the same with any other organization.

e. Conflicting relationships

- The bidder (including its personnel) that has a business or family relationship with a member of the Department staff who is directly or indirectly involved in any part of
 - (i) the preparation of the Terms of Reference of the assignment,
 - (ii) the selection process for such assignment, or
 - (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Department throughout the selection process and execution of the Contract.

- Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Department, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

f. Negotiations

- No negotiations will be allowed. However, after the bidder is finally selected, the detailed work-plan and sequence of activities will be finalized in consultation with the Department.

g. Confidentiality

- Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its future prospects.

M. Submission, Receipt and Opening of Bids

The total proposal should be submitted in a sealed envelope marked as “Bid Documents for Selection of Placement Verification Agency”. This envelope should have 2 different sealed envelopes, namely Technical Bid marked as “Technical Bid for Selection of Placement Verification Agency” and Financial Bid marked as “Financial Bid for Selection of Placement Verification Agency”. The details of both the bids submitted in sealed envelopes are as –

a. Technical Bid

The Technical bid comprises of the technical qualifications, parameters and necessary information of the Bidder. Bidder should submit the Technical Bid in a sealed envelope marked as “Technical Bid for Selection of Placement Verification Agency”. The bidders should submit the required information in the standard forms prescribed in the bid document. The requisite technical formats are as described below –

- i. Format of Letters to be submitted by the Bidder and basic information of the Bidder in Tech – 1 Section
- ii. A brief description of the Bidders’ organization and an outline of recent experience of the Bidder, assignment so a similar nature are required in Tech – 2 Section
- iii. For the assignment, the outline should indicate the names of Professional staff who participated, duration of the assignment, Contract amount, and bidder’s involvement. Information should be provided only for those assignments for which the bidder was earlier awarded Contract as an individual Agency or as a lead partner in a Consortium. Assignments completed by individual Professional staff working privately or through other Companies cannot be claimed as the experience of the bidder, or that of the Agency’s associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience, if so requested by the Department
- iv. Comments and suggestions may be proposed on the Terms of Reference including workable suggestions that could improve the quality / effectiveness of the assignment. The bidder however should not make any

deviation from the Terms of Reference, which reduces the scope of services. The bidder may suggest their own methodology, work plan over and above the ones detailed in the project report in the Tech – 3.

- v. A description of the approach, methodology, and work plan for performing the assignment covering the following subjects : technical approach and methodology, work plan, activity scheduling, organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Tech – 4 Section. The work plan should be consistent with the Work Schedule (Tech – 5 Section) which will show in the form of a Gantt-Chart, the timing proposed for each activity.
- vi. The team composition by area of expertise, the position that would be assigned to each staff team member, and their tasks (Tech – 6 Section).
- vii. Comments, if any, on the Standard form of Contract as given in Tech – 7 Section of the RFP. However the Department is not bound to accept any / all suggestions proposed and may reject any such suggestion.
- viii. Information on conflicting activities, if any, should be given as per Tech – 8
- ix. The Technical Proposal shall not include any financial information. The financial information submitted in the Technical Proposal be ignored and will not be considered under any circumstances.

b. Financial Bid

The Financial bid comprises of the financial information and other requisite information submitted by the Bidder. Bidder should submit the Financial Bid in a sealed envelope marked as “Financial Bid for Selection of Placement Verification Agency”. The bidders should submit the required information in the standard forms prescribed in the bid document. The requisite financial formats are as described below –

- i. The bidder should submit the financial bid as per the formats indicated in financial bid section in a separate sealed envelope with a covering letter
Fin – 1
- ii. The quote should be in Indian Rupees and should be inclusive of all taxes as applicable. The Financial Proposal shall be prepared using the attached Standard Form Fin – 2

c. Authorization of Signatory:

The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case he / she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer / authorized representative of the Agency shall sign the proposal and also initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.

The Department shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and / or marked as stipulated. This circumstance may be a case for proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposals must be sent to the address / addresses indicated in the Information Fact Sheet and received not later than the time and the date indicated in the Information Fact Sheet. Any proposal received after the deadline for submission shall be kept unopened against acknowledgement or Registered AD post / courier.

Technical Proposals shall be opened immediately after the deadline for their submission is over on the day of Opening of Bids as mentioned in the Information Fact Sheet. The envelopes with the Financial Proposals shall remain sealed and securely stored, which would be opened in later phase when required.

N. Proposal Evaluation

From the time the Proposals are opened and up to the time the Contract is awarded, the bidders shall not contact the Department on any matter related to its Technical and / or Financial Proposal. Any effort by bidder to influence the Department in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder's Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

a. Evaluation of Technical Proposals

- i. Proposals which are not supported by adequate proof of the Signatory's Authority will be rejected.
- ii. The Evaluation Committee shall evaluate the Technical Proposals only for those bidders who satisfy the pre-qualification criteria. The technical proposals will be evaluated on the basis of their responses to the Terms of Reference, applying the evaluation criteria, sub- criteria, and point system specified in the Data Sheet. Evaluations will be based on documentary evidence submitted by the bidder with respect to pre-qualification / evaluation / selection criteria. Each responsive proposal will be given a technical score (TS). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet. The Technical proposals which are unsigned and incomplete shall not be evaluated.
- iii. The proposal shall be rejected if bidder does not fulfil the eligibility criteria within the validity period of the proposal.
- iv. During the process of evaluation of the technical proposal, the bidder will be required to make presentation on its Proposal covering Experience / Technical Proposal including Implementation Methodology, Team Composition, Work Schedule and Activity Schedule. Agencies selected in the Technical Bid will be called for making their Technical Presentations on the prescribed date.

b. Public Opening and Evaluation of Financial Proposals

- i. After the technical evaluation is completed, the qualified bidders shall be informed about the time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is optional but it shall be recorded and signed by all present.
- ii. Financial Proposals shall be opened publicly in the presence of the technically qualified bidders' representatives who choose to attend. The name of the bidders whose technical proposal is found responsive (i.e. identified benchmark) shall be read out. The Financial Proposal of the bidders who meet the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals of the bidders who meet the qualifying mark as indicated in the Data Sheet shall be then opened, and the prices read a loud and recorded.
- iii. Financial proposals of only those bidders will be evaluated and ranking will be given based on the lowest quoted bidder L1. The L1 bidder with then by awarded the contract and will be called for signing of MoU. Further after having submitted any other requisite documents the Go Ahead certification will be issued. The Date of Go Ahead certification will be counted as the commencement date of the Contract.

c. Information

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidders of confidential information related to the process may result in the rejection of its Proposal and may adversely affect its future prospects.

d. Taxes

- i. The bidder shall include in Bid Price all local taxes and duties as applicable on amounts payable by the Agency under the Contract. All taxes, duties and other impositions as applicable in India shall always be deemed to be included in the Financial Proposal.
- ii. The Financial Proposal shall include all commercial implications and all applicable taxes should also be included in the Financial Proposal.
- iii. Bid / Contract price shall remain fixed for the entire Contract period.

e. Award of Contract

- i. Financial proposals of only those bidders will be evaluated and ranking will be given based on the lowest quoted bidder L1. The L1 bidder will then be awarded the contract and will be called for signing of MoU.
- ii. The Department shall award the Contract to the selected bidder by issue of Letter of Award (LOA) and notify the same to the selected bidder by issuing an official letter which may be shared by electronic means
- iii. If the selected bidder does not sign the Contract within the stipulated period or does not submit the Performance Guarantee within time, the LOA may be cancelled and the bidder securing the next higher combined marks will be considered for award of Contract.
- iv. Further after having submitted any other requisite documents the Go Ahead certification will be issued. The Date of Go Ahead certification will be counted as the commencement date of the Contract.

Important Data Sheet

1.	Name	ST & SC Development, Minorities & Backward Classes Welfare Department, Adivasi Exhibition Ground, Unit – I, Bhubaneswar - 751001
	Method of selection:	Least Cost Based System (LCS)
2.	Documents part of RFP	The RFP consists of the Bidding Terms and Draft reference agreement. It details out all information that may be needed by the potential bidders to understand the financial terms and various bidding processes and explains the contractual terms the Department wishes to specify at this stage.
3.	Pre-Qualification Criteria	<p>(a) The bidder must be an Indian firm and should have been in operations for at least five years till 31st December 2020 (<i>Incorporation/ Registration Certificate required</i>) in the relevant field with average turnover of Rs 1 Crore in last three years.</p> <p>(b) The bidder must have a sizeable head count (minimum 100) and a dedicated manpower size for execution of the Project. Preference will be given to the Agencies having operations in Odisha (<i>Please provide Employee head count details, Brief Resumes of the team assigned to the project and rent agreement of the office buildings</i>).</p> <p>(c) The firm must have at least 2 successful implementation contracts of verification and validation of data relating to Customer / Vendor / Employment etc. during last 3 years. Handling placement tracking, validation and verification is desirable.</p> <p>(d) Documentary proof with respect to the above criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders satisfying the above criteria. Bidders should facilitate the Department if so desired, to have examination of projects having been implemented and provide 3 references from prior customers.</p>

4	Number of days before which clarifications to be sought before the Bid submission date	3 working days. No clarifications will be entertained during the last three working days before the last date of submission of the bid
5	Language(s) of the submitted proposals Reports that are part of the assignment must be written in the following language(s)	English All the correspondences made between the Agency and the Department shall be written in the English language, which shall be the language that shall govern the contractual relations.
6	Without diluting the concept of total responsibility of the Agency awarded the Contract, shortlisted Agency / entity may associate with other shortlisted Agency: Prior approval of the Department is required.	YES
7	Is Training a specific component of this assignment	Need Based Depends on the requirement
8	Bidder to state cost in the national currency:	Cost to be stated in Indian Rupees

Technical Evaluation, Technical Presentation & Financial Evaluation

Number of points to be given under each evaluation criteria for technical evaluation:		
SI	Description of each evaluation criteria:	Maximum Marks with Breakup
1 a	<p>Past Experience in work of similar nature</p> <p>Past experience of similar nature in terms of no of assignments in India, executed over the last 5 years, of similar nature</p> <ul style="list-style-type: none"> • No assignments less than or equal to 3 • No assignments more than 3 but less than or equal to 5 • No of Assignments 5 & above 	<p>30 Marks</p> <p>(10 Marks)</p> <p>(20 Marks)</p> <p>(30 Marks)</p>
1 b	Past experience of working with the Government or its agencies.	10 Marks
2	<p>Manpower, Skill Set, Team Composition & Deployment</p> <p>Composition of the project team and details of specific qualifications, skills / competencies / expertise of the key professional staff to be deployed on the projects; to give details of Education Qualification, implementation of similar assignments, relevant services carried out in the last 5 years.</p> <p>Minimum 20 employees on their regular roles</p> <p>Upto 5 employees = 8 Marks</p> <p>> 5 and upto 10 employees = 16 Marks</p> <p>> 10 and upto 15 employees = 24 Marks</p> <p>> 15 and upto 12 employees = 32 Marks</p> <p>> 20 employees = 40 Marks</p>	40 Marks
3	<p>Understanding of TOR, Methodology and Work Plan : Adequacy of the proposed work plan and methodology in responding to the TOR</p> <p>(a) Understanding and adherence of TOR</p> <ul style="list-style-type: none"> • Demonstrated level of understanding of the project, its purpose, scope, and bidder's plan for performing the required services as • Detailed in scope of work, technical and functional requirements in the bid, during the entire life cycle of the project. <p>(b) Approach and Methodology:</p> <p>Comprehensiveness and robustness of Project Plan. This criterion will be evaluated based on the following parameters:</p> <ul style="list-style-type: none"> • Comprehensiveness of plan with respect to all activities that need to be undertaken to meets the requirements specified in the scope of work • Resource planning and allocation <p>(c).Work Plan and Time Schedule: Appropriateness of prescribed time frames. Based on work order of assignments enclosed along with the Technical proposal, marks will be assigned.</p>	20 Marks
	Total	100 Marks

4	<p>Technical Presentation</p> <p>The bidder will be required to make presentation on its Proposal covering Experience / Technical Proposal including Implementation Methodology, Team Composition, Work Schedule and Activity Schedule, the date and time for which will be intimated individually.</p>	
5	<p>Financial Bid</p> <p>The Financial proposals of only those bidders will be evaluated and ranking will be given based on the lowest quoted bidder L1. The L1 bidder will then be awarded the contract and will be called for signing of MoU. Further after having submitted any other requisite documents the Go Ahead certification will be issued. The Date of Go Ahead certification will be counted as the commencement date of the Contract.</p>	
6	<p>Expected Timelines:</p> <ol style="list-style-type: none"> 1. Desk Verification 2. Field Validation 3. And Other related tasks 	

Pre-Qualification Check List

SI	Pre-Qualification Criteria and Supporting Documents	Submitted (Yes / No)
a.	Is your organization registered and has been in operations for at least five years?	
	Attach Incorporation/Registration Certificate with PAN, GST / TIN / Service Tax Registration No. or any other supporting document.	
b.	Do you have a dedicated manpower size for undertaking the project?	
	Attach list of employees assigned to the project along with designation and qualification.	
c.	Have you implemented similar projects over the last 5 years ?	
	Attach list of projects with year undertaken and supporting documents.	

Documentary proof is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders satisfying the above criteria.

Section – II
Technical Bid

Checklist of Documents Submitted

Tech. Form	Topic	Submitted (Yes / No)	Mention list of supporting documents attached (if any)
A			

A. Form – Tech – 1A : Letter for Submission of Proposal**Bidder Letterhead**

Date : _____

To,

Subject : Letter for Submission of Technical Bid by M/s. _____

Sir / Madam,

Having examined the RFP, the receipt of which is thereby duly acknowledged, we the undersigned, offer to provide our services as required and outlined in the RFP.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered is true, accurate, verifiable and complete in all respects. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this selection response for a period of 180 days from the last date for bid submission as prescribed.

We hereby declare that in case we are chosen as successful bidder, we shall submit the Performance Bank Guarantee (PBG) in the form prescribed. We do hereby undertake that until a contract is prepared and executed, this bid together with our written acceptance thereof, the Bidding Document and placement of Go Ahead Certification, shall constitute a binding contract.

We all agree that this contract at no consequences will be sublet / subcontracted to any other agency. If found to having done any sort of subletting / subcontracting, then the contract is deemed to be cancelled and no payments will be done by the Department thereof. This would lead for the organization to be placed under termination by either being blacklisted / debarred for a period of 5 years.

This is to certify that the information provided in the bid document (Technical & Financial) are true to the best of my knowledge and no information in the document is manipulated or misquoted. Any information that has been provided as a wilful misstatement herein may lead to disqualification of the bid document submitted by the Agency. The Agency will not compete in any lawful course or ask for any queries in any manner or form thereof.

We agree that you are not bound to accept any tender responses you may receive. We also agree that you deserve the right in absolute sense to reject all or any part of the products / services specified in the tender response with or without assigning any reasons whatsoever.

Annexures : List of Documents submitted as per Technical Checklist

Name of Principal Officer

Signature of Principal Officer

Address & Contact Details

Organization / Principal Officer Seal

B. Form – Tech – 1B : Bidder Authorization Certificate**Bidder Letterhead**

Date : _____

To,

Subject : Certificate of Authorization

Sir / Madam,

This is to certify that Sri. / Smt. _____

Designation _____ is hereby authorized to represent on behalf of the organization.

He / She is also authorized to

- Attend the meetings and represent the Agency
- Coordinate on day to day activities with the Department
- Submit and sign the relevant technical and financial documents,
- Provide requisite information on behalf of the organization,
- Single Point of Contact (SPOC) on behalf of the organization

The details of the person authorized to represent our Agency is as detailed below

Name	
Designation	
Address	
Contact Numbers	
Mail ID	
Aadhar Card No.	

Name of Principal Officer

Signature of Principal Officer

Address & Contact Details

Organization / Principal Officer Seal

C. Form – Tech – 1C : Bidder Information

Bidder Letterhead

SI	Topic	Information
1	Agency Name	
2	Address of Head Office	
3	Contact Details of Principal Officer – Chief Executive / Head of Operations	Name
		Designation
		E Mail ID
		Contact Numbers
4	Address of Local Office	
5	Contact Details of Authorized Representative	Name
		Designation
		E Mail ID
		Contact Numbers
6	Year of Incorporation of Organization	
7	Registration Number & Registration Authority	
8	Legal Status (Public / Private / Society / Limited Liability Partnership LLP / One Person Company / etc.)	
9	Agency GSTIN Number (Photocopy annexed)	
10	Agency PAN Number (Photocopy annexed)	
11	Aadhar Card No. of Authorized Representative (Photocopy annexed)	

The information provided here is true to the best of my knowledge and any wilful misstatement described herein may lead to disqualification of the organization from the bidding process.

Name of Representative

Signature of Authorized Representative

Address & Contact Details

Organization / Representative Seal

Tech - 2 : Bidder's Organization and Experience**Bidder's Organization**

[Provide here a brief description of the back ground and organization of your Agency/entity and each associate for this assignment. The brief description should include ownership details, date and place of incorporation/registration of the agency, objectives of the agency etc.

<i>Years</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2016-17</i>	<i>Average</i>
<i>Turnover (INR)</i>				

Attach Incorporation / Registration Certificate with PAN, GST / TIN / Service Tax Registration Certificate, Audited Account Sheets / P&L Sheets.

Bidder's Experience

Using the format below, provide information on each assignment / job for which your agency, had legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment / job similar to the ones requested under this assignment/job (exact assignment / job details may be submitted).

Assignment Name:		Country:
Location within Country:		Key professional staff Provided by Your Firm / entity (profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months ; duration of assignment:
Start Date (Month/Year):	Completion (Month/Year):	Approx. Value of Services (in INR):
Name of Associated Consultants, if any:		No. of Months of Key professional staff, provided by Associated Consultants:
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Note: Please provide documentary evidence i.e. copy of work order, Contract for each of above mentioned assignment. The experience shall not be considered for evaluation, if such requisite support documents are not provided with the Proposal

Form Tech - 3: Comments and Suggestions on the understanding of the Terms of Reference**On the Terms of Reference**

Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment / job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal inter-alia indicating the charges / amounts for proposed additions/deletions. However, the Department is not bound to accept any/all suggestions proposed and may reject any such suggestion.

Form Tech 4: Description of Approach, Methodology and Work Plan for Performing the Assignment / Job

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

- a). Technical Approach and Methodology,
- b). Work Plan,
- c). Organization and Staffing

a) **Technical Approach and Methodology** : In this you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment / job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan**: The Bidder should propose and justify the main activities of the Assignment / job, their content and duration, phasing and inter relations, milestones (including interim approvals by the Department, if any), and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them in to a feasible working plan. A list of the final deliverables should be included here. The work plan should be consistent with the Work Schedule of Form TECH-5. Insert any Gantt Charts if any.

c) **Organization and Staffing**: The Bidder should propose and justify the structure and composition of the team. Bidder should list the main disciplines of the Assignment / job, the key expert responsible, and proposed technical and support staff.

Form Tech 5: Work Schedule

Implementation Schedule–Indicative (*The work schedule proposed should be in consonance with Form TECH 4.*)

Sl	Activity ¹	Months												
		1	2	3	4	5	6	7	8	9	10	11	12	Con.
1														
2														
3														
4														
5														
..														
..														
..														
..														
..														
n														

¹Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

²Duration of activities shall be indicated in the form of a Gantt chart.



Form Tech 6: Team Composition and Task Assignment / Jobs

(A) -Summary of Project Team / Team Composition

1).Technical / Managerial Staff

SI	Name	Position	Duration of Engagement	Role Description	Nature of Tasks which will be Performed by him/ her

2) Support Staff

SI	Name	Position	Duration of Engagement	Role Description	Nature of Tasks which will be Performed by him/ her

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

Proposed Position [i.e., team leader, recruiter, etc...] _____

Name of Firm [Insert name of firm proposing the staff]: _____

Name of Staff [Insert full name] _____

Date of Birth: Nationality : _____

Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

Membership of Professional Associations:

Other Training [Indicate significant training since degrees – Education were obtained]:

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 [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____



<p>Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[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</p> <p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities performed:</p>

Certification:

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

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

Date : (Day/Month/Year)

Full name of staff member:

Full name of authorized representative:

Form Tech 7: Comments/ Modifications Suggested on Draft Contract

Here the Bidder shall mention any suggestion / views on the draft Contract attached with the RFP document. The Bidder may also mention here any modifications sought by him in the provisions of the draft Contract indicating the changes claimed for such modifications. This information shall be used for evaluation and at the time of the contract signing.

However, the Department is not bound to accept any/all modifications sought and may reject any such request of modification.

Form Tech 8: Information regarding Conflicting Activities and Wrong Declaration thereof

Are there any activities carried out by your Agency which are of conflicting nature. If yes, please furnish details of any such activities. If no, please certify as under:

We hereby declare that our Agency, our associate / group Agency are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / Contract shall be rejected / terminated by the Department without any compensation which decision shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Form Fin – 1 : Financial Bid Format – Format for Financial Bid Cover Letter**Bidder Letterhead**

Date :

To,

Subject : Covering Letter for Financial Bid for referred Bidding Document

Sir / Madam,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we the undersigned offer to be the Placement Verification Agency and carry out the works as outlined in the RFP. We have carefully read and understood the terms and conditions of the RFP applicable to the Bidding Document and we do hereby undertake Services as per these terms and conditions. We declare that our prices are as per the conditions / specifications and bid documents. We do hereby undertake that, in event of acceptance of our Bid, the Services shall be completed as stipulated in the Bidding Document.

We hereby confirm that all the prices mentioned in the Financial Bid are in Indian National Rupees (INR) only and shall remain valid throughout the contract agreement period without any alterations / modifications or enhancements.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this Bidding Document. We hereby declare that in case the contract is awarded to us, we shall submit the contract Performance Security in the form as prescribed in the RFP. We agree that you are not bound to accept any bid you may receive. We also agree that you reserve the right in absolute sense to reject the bid completely with or without assigning any reason whatsoever.

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

Name of Placement Verification Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal

Form Fin 2 : Financial Cost

BID PROPOSAL SHEET

Name of the work : Placement Verification of Youth Skilled & Placement Support Provided Under PRAYAS : Skill Development Initiatives of ST & SC Development, Minorities & Backward Classes Welfare Department

Quotes submitted towards providing complete solutions to ST & SC Development, Minorities & Backward Classes Welfare Department, in accordance with the scope of work and terms & conditions mentioned (All costs to be indicated in INR only).

Financial proposal

Work assigned	Fee (in Rs.)
Fees per candidate: desktop assessment (as per schedule for completion of task provided in terms of reference)	Amount per Candidate : Taxes : Total Amount per Candidate :
Fees per candidate: physical verification (as per schedule for completion of task provided in terms of reference)	Amount per Candidate : Taxes : Total Amount per Candidate :
Total Amount	Total Price Quoted per Candidate is Rs.

Note :

- Payments will be done on submission of Valid Invoice.
- Taxes Applicable should be extra.
- The total amount will be considered to be inclusive of all Taxes and for the entire scope of services
- The prices stated in the Contract shall be deemed to include all amounts payable for the use of patents, copy rights, registered charges, trademarks and payments for any other intellectual property rights.
- For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
- Bidder must submit their financial bid for the total scope of work.

Name of Placement Verification Agency

Signature of Authorized Representative

Address :

Organization / Representative Seal