

(Tender Notice No. VKY/2009/624/DSAG for 2008-09)

TENDER DOCUMENT

For

**SELECTION OF EXPERIENCED SKILL TRAINING PARTNERS
FOR HIGH QUALITY SKILL TRAINING PROJECTS IN TRIBAL AREAS OF
GUJARAT (TIER-II PROJECT)**

Through online e-tendering process only



**Development Support Agency of Gujarat,
Block No. 8. 2nd floor, Sachivalay, Gandhinagar 382010, Gujarat
Phone : (079) 23257679 ; Fax : (079) 23252081
E-mail: mehta.sanghmitra@gmail.com**

FEBRUARY 2009

Tender Fee: Rs.5,000/- (Rupees Five Thousand Only)

Selection of Experienced Skill Training Partners for High Quality Skill Training Projects in Tribal areas of Gujarat (Tier-II Project)



Notice inviting On-line Tender

Details about Tender: Tender Notice No. VKY/2009/624/DSAG of 2008-2009

Department Name	:	Tribal Development Department
Circle	:	Chief Executive Officer Development Support Agency of Gujarat Block No.8, 2 nd Floor, Sachivalaya Gandhinagar -382010
Division	:	-
IFB No./ Tender Notice No.	:	Tender Notice No VKY/2009/624/DSAG of 2008/09
Name of Project	:	ST Youth Employment-linked Training Project (SETP)
Name of Work	:	Selection of Experienced Skill Training Partners for High Quality Skill Training Projects in Tribal areas of Gujarat (Tier-II Project)
Estimated Contract Value (INR)	:	Varies with service scope
Period of Completion	:	3.5 years after the date of agreement (includes six months mobilization period.)
Bidding Type	:	Open
Bid Call (Nos.)	:	1
Class of Bidder	:	Not Applicable
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture/Consortium	:	Allowed
Rebate	:	Not Applicable
<i>Amount Details</i>		
Bid Document Fee	:	Rs.5,000/- in form of Demand Draft
Bid Document Fee Payable to	:	“Development Support Agency of Gujarat” payable at Gandhinagar
Bid Security /EMD (INR)	:	Rs.2.50 Lakhs (Rupees Two Lakh Fifty Thousand only).
Bid Security/ EMD in favour of	:	“Development Support Agency of Gujarat” payable at Gandhinagar
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	
Bid Document Downloading End Date	:	29/05/2009 by 16.00 hrs
Last Date & Time for Receipt (Submission) of Bids	:	29/05/2009 by 16.00 hrs
Date of Tender opening	:	29/05/2009 by 16.00 hrs
Bid Validity Period	:	180 days from opening of price bid
Submission of certain documents, etc.	:	Submission of EMD, Tender fee and other Documents on upto 16.00 hrs in the office of the Chief Executive Officer, Development

Selection of Experienced Skill Training Partners for High Quality Skill Training Projects in Tribal areas of Gujarat (Tier-II Project)



		Support Agency of Gujarat, Block No.8, 2 nd Floor, Sachivalaya Gandhinagar -382010
Remarks	:	Tenderer shall submit their offer in electronic format on website, after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical form will be accepted and any such offer is received by the Chief Executive Officer, Development Support Agency of Gujarat Block No.8, 2 nd Floor, Sachivalaya Gandhinagar -382010 will be outright rejected.
Phone	:	079-232257679
<i>Other Details</i>		
Officer Inviting Bids	:	The Chief Executive Officer Development Support Agency of Gujarat Block No.8, 2 nd Floor, Sachivalaya Gandhinagar -382010
Bid Opening Authority	:	The Vice Chairman, D-SAG & Secretary Tribal Development Department, Government of Gujarat, Development Support Agency of Gujarat Block No.8, 2 nd Floor, Sachivalaya Gandhinagar -382010
Address	:	A Division of GNFC 301, GNFC Infotower, Bodakdev Ahmedabad –380054 (India).

General Terms and Conditions

- (1) Bidders can download the tender document free of cost from the website.
- (2) Bidders have to submit Price bid in Electronic form only on nprocure website till the Last Date & time for submission.
- (3) Offers in physical form will not be accepted in any case.
- (4) Free vender training camp will be organized every Saturday between 4.00 to 5.00 PM at (n) Code Solutions – A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n)Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.



All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:

(n) Code Solutions
A Division of GNFC
301, GNFC Infotower, Bodakdev
Ahmedabad –380 054 (India)
Tel: +91 26857316/ 17/ 18
Fax: +91 79 26857321
E-mail: nprocure@gnvfc.net
Website: www.nwr.nprocure.com
Toll Free: 1800-233-1010(Ext.321)

Other Terms and Conditions are as per detailed tender documents.

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INVITATION FOR BIDS (IFB)

Development Support Agency of Gujarat (D-SAG), an autonomous society promoted under the ST Development Department (TDD) of Government of Gujarat, has been mandated to assist in implementation of the Chief Minister's Ten Point Programme (Vanbandhu Kalyan Yojana) for development of ST areas. This is a major outcome oriented initiative, which aims to focus at the individual family and the ITDP areas, launching of result oriented initiatives, involvement of local people in planning and monitoring of various interventions launched for the benefit of ST families and forging strong convergence with other implementing departments of the Government. This programme aims to bridge the existing gaps between ITDP areas and rest of the State during the XI Five Year Plan.

The ST areas of Gujarat are experiencing unprecedented level of seasonal and distress migration which has gone up to 30% of the ST population in several pockets of the State. It is believed that the key reasons for this migration are low literacy/ low skill level, large poverty gaps, lack of employment opportunities for continued unemployed youth as well as lack of physical infrastructure. On the other hand, distress migration has led to monetary exploitation of migrants, susceptibility to communicable diseases, as well as low wages due to poor skill levels. In order to combat this situation, the Government has already drawn up certain programs, the experience of which shows that an appropriately designed and executed training program has the potential to impart skills and thereby lead to increase in wages by two to three fold. "Skill Development" has therefore been identified as a major strategic initiative of Government of Gujarat to make the human resources more efficient and more productive. This strategy will help the ST youth to upgrade their skill / acquire fresh skill and thereby find out alternate sources of livelihood. The TDD through D-SAG has several training programs operated by NGOs for enhancing employability of selected ST youth. In order to serve larger number of ST youth, a need has been felt to enhance the number of such agencies as well as increase the variety of sectors in which training is provided. D-SAG desires to provide the said services through a private sector training partner in the form of Experienced Skill Training



Partner (ESTP) under the Public Private Participation (PPP) model. In order to have wider participation of training partners it is proposed to encourage two sets of training partners viz. 1) **Agencies having experience in providing Training** and 2) **Agencies not having experience in providing Training but having funds and required Tie-ups/ Domain Exposure**

Proposal in the form of BIDs in duplicate is requested in complete accordance with the documents/attachments as per following guidelines.



SCHEDULE FOR INVITATION OF TENDER

TENDER NAME: SELECTION OF EXPERIENCED SKILL TRAINING PARTNERS FOR HIGH QUALITY SKILL TRAINING PROJECTS IN TRIBAL AREAS OF GUJARAT (TIER-II PROJECT)

To	
	Issue of Tender From _____ to 29/05/2009 upto 16.00 hrs.
	Pre-Bid Meeting: On 16/05/2009 by 16.00 hrs at the Committee Room, Commissionerate of Tribal Development, 2nd Floor, Birsa Munda Bhavan, Sector-10, Gandhinagar- 382 010.
	Bid Due Date: 29/05/2009 upto 16.00 hrs.
	Bid Submission Address: Chief Executive Officer, Development Support Agency of Gujarat New Sachivalaya Block No.8, 2 nd Floor Gandhinagar.
	Technical Bid Opening Date & Time: 29/05/2009 at 16.00 hrs
	Venue: Secretary's Chamber, Tribal Development Department, Block No.8/6, New Sachivalaya, Gandhinagar.

Note:

- 1 Please address all queries and correspondence to the Chief Executive Officer, Development Support Agency of Gujarat, Block No.8, 2nd Floor, Sachivalaya, Gandhinagar or D-SAG email address: **mehta.sanghmitra@gmail.com**
2. If the Office of the Development Support Agency of Gujarat happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office upto the same time and at the same venue.
3. Please quote Ref. Number in all your correspondence.



General Instructions

1.0 Bidders who wish to participate in this selection process will have to register on <https://www.nprocure.com>. Further, participating Bidders will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n) Code Solutions – a division of GNFC Limited, or from any other agency licensed by Controller of Certifying Authority, Government of India. Bidders who already have a Digital Certificate need not procure a new digital certificate.

2.0 **Technical Bid:** Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid).

PART-I: Bid Security and Price of one copy of the Tender Document in a separate sealed envelope superscribed with the Tender Document number. Please enclose EMD of Rs.2.50 lacs and Price of one copy of the Tender Document of Rs 5,000/- in form of two Demand Drafts drawn in favour of “Government of Gujarat” payable at Gandhinagar.

PART-II: Original and one copy of TECHNICAL BID complete with all technical and commercial details except the prices. Original printed document shall be considered as authentic.

Note: Filling up prices in Part II will render the Bidder disqualified.

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

3.0 **Financial Bid:** Bidder shall submit the FINANCIAL BID online only.

4.0 Services offered should be strictly as per specifications mentioned in this Tender Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading “Deviations”.

5.0 Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial



clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

- 6.0 Bidder shall quote the prices of services as mentioned valid for 180 days.
- 7.0 The price of one copy of the Tender Document is Rs.5000/-, which can be paid by crossed Demand Draft. The Demand Draft may be drawn in favour of 'Development Support Agency of Gujarat' payable at Gandhinagar.

Yours faithfully,
For and on behalf of
Chief Executive Officer
Development Support Agency of Gujarat (D-SAG),
Office of the Development Support Agency of Gujarat
(D-SAG)
Gandhinagar



***To be pasted on the outer envelope containing Bid Security,
Tender Fees & Technical bid.***

Important Data

DO NOT OPEN – THIS IS A BID

PROJECT		SELECTION OF EXPERIENCED SKILL TRAINING PARTNERS FOR HIGH QUALITY SKILL TRAINING PROJECTS IN TRIBAL AREAS OF GUJARAT (TIER-II PROJECT)
Due Date	:	
Time	:	
From		To
<Name of Bidder>		Development Support Agency of Gujarat
<Address>		Office of the Development Support Agency of Gujarat Sachivalaya Block No.8, 2 nd Floor Gandhinagar
<Phone no.>	:	(079)23257679
<Fax no.>	:	(079)23252081



***To be pasted on the outer envelope containing Bid Security,
Tender Document Price.***

DO NOT OPEN – THIS IS A BID

Bid Security

PROJECT		SELECTION OF EXPERIENCED SKILL TRAINING PARTNERS FOR HIGH QUALITY SKILL TRAINING PROJECTS IN TRIBAL AREAS OF GUJARAT (TIER-II PROJECT)
Due Date	:	
Time	:	
From		To
<Name of Bidder>		Development Support Agency of Gujarat
<Address>		Office of the Development Support Agency of Gujarat Sachivalaya Block No.8, 2 nd Floor Gandhinagar
<Phone no.>	:	(079)23257679
<Fax no.>	:	(079) 23252081



To be pasted on the outer envelope containing Technical Bid.

DO NOT OPEN – THIS IS A BID

Technical Bid

Original/Copy-1

PROJECT		SELECTION OF EXPERIENCED SKILL TRAINING PARTNERS FOR HIGH QUALITY SKILL TRAINING PROJECTS IN TRIBAL AREAS OF GUJARAT (TIER-II PROJECT)
Due Date	:	
Time	:	
From		To
<Name of Bidder>		Development Support Agency of Gujarat
<Address>		Office of the Development Support Agency of Gujarat Sachivalaya Block No.8, 2 nd Floor Gandhinagar
<phone no.>	:	(079)23257679
<fax no.>	:	(079) 23252081



CHAPTER – I

INSTRUCTIONS TO THE BIDDER

ARTICLE-1: DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- 1) **“Agreement”** means the document signed by the Chief Executive Officer, Development Support Agency of Gujarat, (D-SAG) and the Bidder that incorporates any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract.
- 2) **“Bid”** means the complete bidding document submitted by the Bidder to the Development Support Agency of Gujarat (D-SAG) and shall include any corrections, addenda and modifications made therein.
- 3) **“Bidder”** shall mean a corporate entity or a society or a corporation or a trust or a firm eligible to participate in the Tender in the stages of Pre-qualification, Bidding process and shall include the successful Bidder during the currency of the Contract.
- 4) **“Contract Period”** shall mean entire term of the contract as indicated in the Article 1, Chapter IV.
- 5) **“Contract”** shall include the Terms of Reference as outlined under Chapter III within time limits indicated under Article 1, Chapter IV for which the Bidder shall be paid in accordance with the terms and conditions of the Agreement.
- 6) **“Corrupt Practice”** means the offering, giving, receiving or soliciting of any thing of value, pressurizing to influence the action of a public official in the process of Bidder selection and Contract execution.
- 7) **“Department”** shall mean Tribal Development Department of the Government of Gujarat or any other Department or Agency notified by the State for this purpose.
- 8) **“Financial Capability”** means financial worthiness of Bidders as per the terms of the Tender.
- 9) **“Government”** shall mean the Government of Gujarat.
- 10) **“Local Language”** means the language declared by the concerned State Government as their official language.



- 11) **“Tenderer”** means the organisation/institution, which is floating this tender i.e. Development Support Agency of Gujarat (D-SAG), Office of the Development Support Agency of Gujarat (D-SAG), Gandhinagar.
- 12) **“Total Accepted Tender Value”** means the total value of services and supplies as covered under this Tender and agreed upon by the Tenderer and the Bidder.
- 13) **“Per ST Youth Total Accepted Tender Value”** means the amount derived by dividing the Total Accepted Tender Value by the number of ST youth the Bidder has committed to provide employment in his bid during the contract period.

ARTICLE-2: PROPOSED PROJECT: ST YOUTH EMPLOYMENT-LINKED TRAINING (SETP)

D-SAG is a nodal agency to implement projects for upliftment of scheduled tribes of Gujarat. They are in the process of implementing several PPP projects in the areas like Agriculture, Education, Livestock development, Water conservation, etc. Their one such initiative is to provide employment to ST youth. As a first major step, they are in the process of creating a database of 3.65 lakh ST youth eligible for employment. While there are several agencies providing training, a need was felt to have private sector proposals for provision of training/ skill upgradation of ST youth. This initiative has been launched as the ST Youth Employment-linked Training Project (SETP).

Under the SETP, it is proposed to provide training to the ST youth in various sectors. In each of the sectors, proposals are invited for training 100 to 1000 ST youth per year. The training would be residential with suitable boarding and lodging facilities. Although the training period per working day would be minimum 8 hours, the method to be adopted for training i.e. class room/ practicals/ on-the-job would be devised by the training partner. All physical facilities as well as Trainers/ Knowledge Experts necessary to provide the training will be arranged by the Training partner. The Training partner will also ensure employment of the trained ST youth as per the guidelines of D-SAG. The Training partner shall be paid per ST youth who has been trained and has been employed for a period of one year.



ARTICLE - 3: ELIGIBILITY CRITERIA FOR BIDDERS

The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Bids from consortiums are allowed.

Claims without documentary evidence will not be considered

Category I: Agencies having Experience in Providing Training

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached
1	The Bidder should have minimum two years experience in imparting training in the sector he proposes to work.	Chartered Accountant Certificate indicating the turnover from training business in the last two years ending 31 st March, 2008
2	The Bidder should have trained 250 persons till date of the tender.	Self certified lists of Candidates who completed training. Contact details as per Note-1 are to be provided for each candidate.
3	The Bidder should have at least one franchise or centre existing as on date of the tender.	Name and address of the franchise or centre with contact details as per Note 1 below.
4	The Bidder should have minimum annual average turnover of Rs.50 Lakhs and positive networth in the last three years ending 31 st March, 2008.	Chartered Accountant Certificate indicating the required annual turnover and positive net worth.
Note-1: "Contact details" include the name of the contact person, phone number, address, e-mail address, if any, and any other relevant information.		

In the event a bidder is bidding as consortium, the lead bidder should be a Training Providing Agency.



Category II: Agencies not having Experience in Providing Training but having Funds and required Tie-ups/ Domain Exposure

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached
1	Tie-up with reputed and experienced training provider	Self-certified copy of the Agreement between the Bidder and the reputed and experienced training provider
2	The Bidder should have minimum annual average turnover of Rs.50 Lakhs and positive networth in the last three years ending 31 st March, 2008.	Chartered Accountant Certificate indicating the required annual turnover and positive net worth. for the last three years ending 31 st March, 2008.
3	Tie up with unit operating in sector/activity related to training area or probable employer of trained youth e.g. cement mfr. /mason training, reputed hotel chain /hospitality sector training.	Chartered Accountant Certificate indicating turnover from operations of indicated sector/activity of the unit for the last three years ending 31 st March, 2008 and self certified copy of the agreement between the Bidder and the unit operating in sector/ activity or probable employer of trained youth.

In the event a bidder is bidding as consortium, the lead bidder should be the fund provider in the consortium.

The D-SAG reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the D-SAG's decision shall be final in this regard.



CHAPTER-II
GENERAL TERMS AND CONDITIONS

ARTICLE - 1: CHECKLIST OF DOCUMENTS COMPRISING THE BID

1.1 The bid submitted shall have the following documents:

Part-I

Earnest Money Deposit and Price of one copy of the Tender Document in the form prescribed in the Tender.

Part – II

1. Bid signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duly numbered.
2. A CD containing the softcopy of the Technical Bid and scan copy of the documents submitted.
3. In case bidder is a company- Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations,

Or

In case the Bidder is a Society- Certified copy of registration deed with objects of constitution of society

Or

In case Bidder is a Corporation- Authenticated copy of the parent statute

Or

In case of Trust- Certified copy of the Trust Deed

Or

In case of Firm- Certified copy of the Registration Deed

Certified copies of documents submitted, as above, must be signed and carry the seal of the authorised signatory.

4. List of present Directors/owners/executive council members/trustees/ Board members as applicable.
5. Ministry of Tribal Affairs, Government of India has decided that the computer courses used to train tribal candidates run should be accredited by the Department of Electronics Accreditation of Computer Courses (DOEACC), an autonomous body of Ministry of Information Technology, Electronics, Niketan, 6, CGO Complex, New Delhi-110 003. The Bidders, interested to provide training in IT related areas, are requested to attach their DOEACC accreditation certificate. DOEACC Certificate would have to be obtained before commencement of provision of service. DOEACC certification is must for all the courses for which DOEACC provides certification.
6. Bidders who have applied for accreditation and are confident to receive the same before commencement of services will have to give an undertaking



committing submission of the accreditation certificate before allotment of work vide this tender.

7. The Training partner should enclose his Project Proposal as per the Format provided at Annexure - 7 and as per the Guidance provided at Annexure-8.
8. Current Service Tax Clearance Certificate and certified copy (duly signed) of Service Tax Registration Certificate.
9. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at Annexure-2.
10. Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the years 2005-06, 2006-07, 2007-08.
11. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in Article- 3, Chapter I.
12. Documentary evidence (signed by authorized signatory) proving that bidder has provided all the data and documents required for carrying the evaluation of their Bid as per the parameters given at Article 22: Bid Evaluation, Chapter II.
13. Clause by clause compliance statement for the whole Tender Document including all Annexures.
14. All deviations and/or non-compliance clauses shall be listed separately
15. Details in the formats as given at Annexures. (please check all the Annexures)

Part-III

- a) Financial Bid as per Annexure – 1 to be submitted on-line. No deviations and/or non-compliance clauses shall be allowed in the Financial Bid.

ARTICLE – 2: BIDDING DOCUMENT

- 2.1 Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

ARTICLE – 3: CLARIFICATION ON BIDDING DOCUMENTS

- 3.1 Bidders can seek written clarifications within 5 days from the last date of issue of the tender document, to D-SAG, Gandhinagar. The clarification shall be issued without any delay.

ARTICLE – 4: AMENDMENT OF BIDDING DOCUMENTS

- 4.1 At any time prior to the deadline for submission of bids, D-SAG for any reason, whether at its own initiative or in response to the



clarifications requested by prospective Bidders may modify the bidding documents by amendment.

- 4.2 All prospective Bidders who have received the bidding documents will be notified of the amendment and such modification will be binding on them. The same shall also be placed on the website of D-SAG viz. <http://vanbandhukalyanyojana.gujarat.gov.in>
- 4.3 In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their bids, D-SAG, at its discretion, may extend the deadline for the submission of bids.

ARTICLE – 5: LANGUAGE OF BID

- 5.1 The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and D-SAG shall be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

ARTICLE – 6: COST OF BIDDING

- 6.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid and D-SAG will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

ARTICLE - 7: BID FORMS

- 7.1 Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- 7.2 For all other cases, the Bidder shall design a form to hold the required information.
- 7.3 Tenderer shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

ARTICLE - 8: FRAUDULENT & CORRUPT PRACTICE

- 8.1 Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the D-SAG of the benefits of free and open competition.



- 8.2 Tenderer will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

ARTICLE - 9: LACK OF INFORMATION TO BIDDER

- 9.1 The Bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the Contract.

ARTICLE - 10: CONTRACT OBLIGATIONS

- 10.1 If after the award of the contract the Bidder does not sign the Agreement or fails to furnish the performance guarantee within the prescribed time limit, the D-SAG reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

ARTICLE - 11: BID PRICE

- 11.1 The Financial bid should indicate the prices in the format/price schedule given at Annexure – 1.

Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

- a) Any effort by a Bidder or Bidder's agent/consultant or representative howsoever described to influence the D-SAG in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
 - b) The Bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the Tender.
 - c) Bids should be submitted directly by the Bidder.
- 11.2 D-SAG reserves the right to seek clarification/justification from the Bidder on the bid price in case D-SAG deems it necessary. Based on the justification provided by the Bidder, if D-SAG feels that the price is unrealistic/ unfeasible in order to execute a project of this nature, D-SAG reserves the right to reject the said bid. The Bidders shall be governed by the decision of D-SAG.

ARTICLE - 12: BID CURRENCY

- 12.1 For the services required in the Tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.



ARTICLE - 13: BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)

- 13.1 The Bidder shall furnish, as part of the Bid, a bid security for the amount of Rs.2.50 lacs (Rupees Two Lacs Fifty Thousand only) by DD in favour of “Development Support Agency of Gujarat” payable at Gandhinagar issued by any nationalised bank in India in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.
- 13.2 No interest shall be paid on bid security.
- 13.3 EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders. If the Bidder is short-listed then the security will be refunded within 30 days from the date of signing of the Agreement.
- 13.4 The successful Bidder's Bid security will be discharged upon the Bidder signing the contract/Agreement, and furnishing the Performance Guarantee.
- 13.5 The Bid security may be forfeited either in full or in part, at the discretion of D-SAG, on account of one or more of the following reasons:
- a) The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.
 - b) Bidder does not respond to requests for clarification of their Bid.
 - c) Bidder fails to co-operate in the Bid evaluation process, and
 - d) In case of a successful Bidder, the said Bidder fails:
 1. to sign the Agreement in time; or
 2. to furnish Performance Guarantee

ARTICLE - 14: PERIOD OF VALIDITY OF BIDS

- 14.1 Bids shall remain valid for 180 days after the date of Bid opening prescribed by D-SAG. A Bid valid for a shorter period shall be rejected as non-responsive.
- 14.2 In exceptional circumstances, the D-SAG may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

ARTICLE - 15: FORMAT AND SIGNING OF BID

- 15.1 The Bidder shall prepare required number of copies of the bid, clearly marking each “Original Bid” and “Copy of Bid” as appropriate. In the event of any discrepancy between them, the original shall govern.



- 15.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorised (as per Annexure 2) to bind the Bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 15.3 The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the D-SAG or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

ARTICE - 16: SEALING AND MARKING OF BID

Bidder shall submit their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid (Bid Security, Technical).

Part: I The Bid Security in a separate sealed envelope super scribed with the Tender Document number.

Part: II Original and 1 copy of TECHNICAL BID complete with all technical and commercial details other than price i.e. identical to part-III with prices blanked out.

NOTE: Filling up prices in Part-II will render the Bidder disqualified.

The envelopes containing Part-I and Part-II of bid should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips (Formats given below) shall be filled and pasted on the envelopes. All pages of the offer must be signed.

The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.

- 16.1 If the outer envelope is not sealed and marked as required, the D-SAG will assume no responsibility for the bid's misplacement or premature opening.
- 16.2 If these envelopes are not sealed and marked as required, the D-SAG will assume no responsibility for the bid's misplacement or premature opening and rejection.



ARTICLE - 17: BID DUE DATE

- 17.1 Bid must be received by the D-SAG at the address specified in the Tender Document not later than the date specified in the bid.
- 17.2 The D-SAG may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the D-SAG and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

ARTICLE - 18: LATE BID/CONDITIONAL BID

- 18.1 Any bid received by the D-SAG after the bid due date/time prescribed in the Tender Document shall be rejected.
- 18.2 Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.

ARTICLE 19: MODIFICATION AND WITHDRAWAL OF BID

- 19.1 The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification included substitution or withdrawal of the bids, is received by the D-SAG prior to the deadline prescribed for submission of bids.
- 19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.
- 19.3 No Bid may be modified subsequent to the deadline for submission of bids.
- 19.4 No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security.



ARTICLE - 20: OPENING OF BIDS BY THE D-SAG

- 20.1 Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 20.2 The Bidder's names, Bid modifications or withdrawals and the presence or absence of relevant Bid security and such other details as the D-SAG at his/her discretion, may consider appropriate, will be announced at the opening.
- 20.3 At the pre-decided time, the D-SAG contact person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

ARTICLE - 21: CONTACTING THE D-SAG

- 21.1 Bidder shall not approach the D-SAG officers out side of office hours and/or out side the D-SAG premises, from the time of the Bid opening to the time the Contract is awarded.
- 21.2 Any effort by a Bidder to influence the D-SAG officers in the decisions on Bid evaluation bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the D-SAG, it should do so in writing.

ARTICLE - 22: BID EVALUATION

22.1 Parameters and Procedure of Evaluation

The Bids will be evaluated on a quality and cost based selection (QCBS) basis. The proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 80%; P = the weight given to the Financial Proposal = 20%; T + P = 100%) using the formula:

$$S = St \times T\% + Sf \times P\%$$

The D-SAG is not bound in any manner to select any of the bidders submitting proposals or to select the bidder offering the lower price.

The bidder achieving the highest combined technical and financial score (S) will get the highest rank, followed by others. The firm obtaining the highest number of points will be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders submitting the bids should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure.



I) Technical Evaluation

The Bidders with the consortium members, who have fulfilled the eligibility criteria will be evaluated further. The technical evaluation and comparison of the bids shall be done for the following parameters for both the category of Bidders i.e. Category I & II:

Sr No	Criteria	Documents / Details Required	Total Marks CAT-1	Total Marks CAT-II
1	Organisational Profile (30 marks)			
1a	Annual Average Turnover during last 3 years ending 31 st March, 2008	Chartered Accountant Certificate indicating the required annual turnover.	10	10
1b	Details of infrastructure available in India.	Self certification of available infrastructure	5	5
1c	FOR CATEGORY I Details of the past clients (in last 3 yrs)	Self certified list of past clients	15	-
	FOR CATEGORY II Tie up with unit operating in sector/activity related to proposed training area e.g. cement mfr. /mason training, reputed hotel chain /hospitality sector training or training provider giving training in proposed training area.	Self certified copy of the agreement between ❖ the Bidder and the Unit operating in the sector/activity related to proposed training area or ❖ the Bidder and the training provider giving training in proposed training area.	-	15
2	Methodology & Course Curriculum (30 marks)			
2a	Minimum qualification expected of the trainees (Refer Note 1 below)	To provide as part of the Project Proposal	10	10
2b	Methodology specifically including Foundation Course, "Other Inputs", Outcome indicators at various time intervals during training and at the end of training (Refer Note 2 below), Action plan for the next 12 months Including Presentation with consortium partners to be made before the Tender Committee	-do-	10	10
2c	Training Curriculum	-do-	5	5
2d	Details of accreditation agency/ tie up with established training providers or tie up with unit operating in the related sector/ activity.	Formal letter or certificate from accreditation agency or agreement with established training provider or agreement with unit operating in related sector/ activity.(Refer Note 3)	5	5
3	Manpower/Trainers (20 marks)			
	Details of trainers (with names and photographs) including qualifications, experience, etc.	Self Certification of list of trainers	20	20
4	Outcome Indicators (20 marks)			
	FOR CATEGORY I Outcome of the last 3 years training programs in terms of number of	Self Certification of the performance Contact details of all	20	-



	trainees placed after receiving training from the Bidder.	the trainees as per Note-4 is to be provided for each trainee.		
	FOR CATEGORY II Tie up with probable employer of trained youth but not placement agency.	Self attested copy of agreement with employer.	-	20
	TOTAL		100	100

Notes:

1. DSAG desires that the training programs are directed to the ST youth having lower educational qualifications. Bids targeting ST youth with lower educational training will fetch higher marks.
2. Outcome indicators after completion of various phases of the proposed training program need to be indicated. Clarity of targeted outcomes from different phases of training will fetch higher marks.
3. Bidders who have applied for accreditation and are confident to receive the same before commencement of services will have to give an undertaking committing submission of the accreditation certificate before allotment of work vide this tender.
4. "Contact details" include the name of the contact person, phone number, address, e-mail address, if any, and any other relevant information.

Evaluation shall be carried out based on the above parameters and the data and documents provided by the Bidders in support of their claims. The evaluation will be carried out based on the World Bank suggested evaluation methodology for procurement of services as amended by DSAG. The cut-off marks for short-listing based on the Technical Evaluation is 60. The Evaluation Committee shall have the right to verify the claims made by the Bidder, in whichever way it deems fit. Based on the Bid Evaluation, only technically qualified Bidders scoring more than cut-off marks shall be short-listed.

II) Financial Evaluation

The financial bid of only the short-listed Bidders shall be opened. The lowest evaluated financial bid (Fm) will be given the maximum financial score (Sf) of 100 (one hundred) points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula – $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

22.2 Bid Evaluation Committee

The above evaluation shall be done by an Evaluation Committee decided by the Development Support Agency of Gujarat (D-SAG), Govt. of Gujarat. The Committee shall determine the approach and methodologies for the issues, which may arise during the above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.



ARTICLE - 23 : THE D-SAG's RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD

- 23.1** The D-SAG may at any time, by a written order given to the Bidder make changes which include inclusion of more ST youth or exclusion of some ST youth within the general scope of contract.
- 23.2** If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the D-SAG changed order.

ARTICLE - 24 : THE D-SAG'S RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 24.1** The D-SAG reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract. Without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

ARTICLE - 25: NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- 25.1** Prior to expiry of the period of Bid validity, the D-SAG will notify the successful Bidder in writing that its Bid has been accepted and send the successful Bidder the Contract Form.
- 25.2** Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the D-SAG. If the successful Bidder thus selected fails to sign the contract as stipulated, the D-SAG reserves the right to offer the contract to the next lowest Bidder.

ARTICLE - 26: PERFORMANCE GUARANTEE

- 26.1** The contract performance guarantee has to be submitted within TEN days of receipt of contract form. The performance guarantee shall be 2% of the Total Accepted Tender Value. The performance guarantee can be in the form of bank guarantee, which shall be valid for duration of 180 days beyond the expiry of contract period.
- 26.2** If the successful Bidder fails to remit the performance guarantee the EMD remitted by him will be forfeited by the D-SAG and his bid will be held void.
- 26.3** Upon the successful Bidder's furnishing of performance guarantee and signing of contractual documents, the D-SAG will promptly notify all Short-listed Bidders and will refund their Bid Security.



- 26.4** The Performance Guarantee Format is given at Annexure-3.
- 26.5** The Performance Guarantee of the successful Bidder shall be refunded within two months from the expiry of the contract period and on satisfaction of the D-SAG for execution of the work / settlement of disputes, if any.

ARTICLE - 27: PAYMENT TERMS

Payment to the Training partner shall be based on the number of ST youth provided service as follows:

- Payment of 60% of per ST youth total accepted tender value shall be paid in equal quarterly installments during the training of the selected ST youth.
- The remaining payment of 40% of per ST youth total accepted tender value shall become payable after satisfactory hand-holding of the ST youth for a period of one year.

Bidders who desire to avail advance from DSAG, DSAG will release 10% of the one year cost of the Total Accepted Tender Value against Bank guarantee of equivalent amount. The same will be adjusted against the payment of 60% of total accepted tender value per annum which is to be made during the training of the selected ST youth.

The costs required to be incurred to provide the services indicated in the Tender Document should be covered in the quote provided. It is one of the mechanisms for sharing risk between the Tenderer and the Bidder.

All the payments shall be released on certification of satisfactory completion of the work from D-SAG.

ARTICLE - 28: PENALTY AND INCENTIVE

The D-SAG will levy penalty in case the Bidder fails to provide the services specified by the D-SAG in the pre-confirmed time schedule as per the Table given in this Article. The quantum of penalty shall be decided by the D-SAG and it shall be binding and final. On the Bidder failing to rectify the faults, the D-SAG may get them attended/rectified by any other agency at the risk and cost of the Bidder and the same will be recovered from the Bidder. The D-SAG shall terminate the contract on evidence of persistent non-performance by the Bidder by giving one month notice.

The Training partner will be offered incentive/penalty as follows:



Incentive	Performance Level (Percentage of total contracted quantum of trainees for the review period)	Penalty
Basic Rate + 45%	More than 93%	-
Basic Rate + 30%	83% to 92%	-
Basic Rate + 15%	72% to 82%	-
Basic Rate	67% to 72%	Basic Rate
-	57% to 66%	Basic Rate -25%
-	47% to 56%	Basic Rate -35%
-	37% to 46%	Basic Rate -50%
-	Less than 37%	Review Contract for cancellation

ARTICLE -29: PATENT RIGHTS

The Bidder shall indemnify the D-SAG against all third-party claims of infringement of patent, trademark/copyright arising from the use of services or any part thereof.

ARTICLE -30: THE D-SAG's RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS

The D-SAG reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.



CHAPTER – III TERMS OF REFERENCE

ARTICLE – 1: INTRODUCTION

D-SAG desires to cover the whole ST dominated areas of Gujarat which falls in 43 talukas for its intervention of improving ST youth employability. The objective is to improve employability with the consensus of ST youth and their families so as to achieve meaningful and tangible results. The objective is to be achieved through training and arrangement of sustainable employment for ST youth matching their aptitude and liking with the market requirement in sectors decided by training providers through PPP model. For each sector, there can be more than one training partner. The sector would be chosen by the Training partner. The ESTP shall set up, operate, manage and maintain the whole set-up of training provision on build, own and operate basis. The terms of reference are same for both the categories of bidders.

ARTICLE – 2: BENEFICIARY DETAILS AND TRAINEE SELECTION

The beneficiary of this Project will be ST youth both boys and girls in age group of 18 to 28 years. The ST youth will be selected by the Training partner from 42 tribal talukas covered in the Integrated Tribal Development Area.

Profile of over 3.60 lakh youth is available on the website specially developed for this purpose by the Department. This website has details of many key parameters of these youths and has an advanced search option.

Trainee will be selected from among poor ST youth based on predetermined criteria, while giving preference to women, Primitive ST Groups and migrants. As per the gender framework of the D-SAG, every training programme must have at least 50% women participants.

The Training partner will have full freedom to select any trainee from the available database of over 3.60 lakh ST youth indicated above. For this purpose, it can follow any selection procedure like short-listing trainees from a long list, organizing road shows, interviews or opting for a short course to assess the aptitude of trainees. However, the selection procedure will have to be mentioned in detail in the technical proposal.



ARTICLE-3: SERVICES TO BE PROVIDED

- a) The Bidder may propose training program in any sector in which he has required intrinsic strength and can ensure fulfillment of the service delivery criteria. Training programs which propose to develop highly focused skills with limited employment opportunities should be avoided.
- b) In addition to the formal training, the Training partner is also expected to impart soft skills like knowledge of spoken & written English language, personality development, motivation, short term apprenticeship with industry or potential employment provider, preparing trainees to face interviews, preparation of project proposals for those trainees who opt for self-employment, tie up bank credit under existing self-employment programmes and follow up of every trainee for 12 months after completion of training course.

Foundation Course should be provided in each sector for overall personality development of ST youth to enable them to work in urban areas like any other urban candidate. The modules may include soft skills like knowledge of spoken & written English language, personality development, motivation, Computer literacy, etc. If required, a special foundation course for women trainees can also be implemented in order to ensure 50% participation of women candidates

- c) All training modules have to be residential (with suitable boarding & lodging facilities) training only with minimum 8 hours of working per day. However, trainees from within 15 km radius can be provided bus fare and they need not avail the residential facilities.
- d) All physical facilities like classroom, hostel for trainee stay, equipment/instrument, etc. will be provided by Training partner. These facilities must be as per or better than the industry standards.
- e) Training curriculum/content, methodology and training plan (both theory and practical) to be as per a recognized syllabus or a syllabus acceptable to the industry. It would have to be got approved by a technical committee constituted by D-SAG before deployment. Standard training modules should be prepared in Gujarati.
- f) The qualifications and experience of trainers/knowledge experts should be mentioned clearly in the technical proposal and cannot be changed without written approval of D-SAG.



- g) The Training partner will evaluate the training imbibed by the trainee and certify the same. A third party agency nominated by D-SAG will check the evaluation process. In addition to it, the SP will be required to submit comprehensive monthly progress report on individual trainees.
- h) The Training partner will ensure employment of trained ST Youths as defined in the following:
- **Frame Work V: Skill Training Frame work, Vanbandhu Kalyan Yojana** It is available at the following link of the D-SAG website:

http://vanbandhukalyanyojana.gujarat.gov.in/Ongoing_project/Frameworks%20Manual.pdf

Highlights of the frame work are as follows:

A minimum of 67% to 72% of the successfully trained candidates from each batch will be provided with placement/ employment/ self employment. The candidates will earn an amount of Rs.30,000/- per annum in rural localities or Rs.40,000/- in urban localities within a year of completion of training. The indicative incentive and penalty framework is given at Chapter II, Article 28.

- **Guidelines for Income and Skill Enhancement Projects in the ST areas of Gujarat.**

http://vanbandhukalyanyojana.gujarat.gov.in/Notes_PDF/4_5N-%20GSFC%20Skill%20Training%20Centre.pdf

ARTICLE –4: LOCATION

The Training partner is free to offer training either in ITDP talukas or Non-ITDP talukas of Gujarat provided they can arrange for the Boarding and Lodging facilities for the eligible trainees in Non-ITDP Talukas over the duration of their training program/ module.

ARTICLE -5: ADDITIONAL AS WELL AS NEW CENTRES AND FACILITY

In the course of the contract period, if requirement is felt for creation of additional centre and/or expansion of the existing facility, the ESTP would be bound to fulfil this requirement and would be paid separately for the same.

ARTICLE -6: D-SAG FRAMEWORK MANUALS

D-SAG, an autonomous society promoted under the ST Development Department of Government of Gujarat, has to follow guiding principles while



implementing every project intervention. These guiding principles have been elucidated in form of “Frameworks Manual of Development Support Agency of Gujarat” They cover various aspects like:

Sr. No.	FRAMEWORK	PURPOSE
I	Gender Framework	Ensure equal participation of women at every level and also reduce drudgery of women.
II	Monitoring Framework	Provide predictability and improve quality of project intervention.
III	Fund Release Framework	Bring better accountability and predictability in the operations and dealings of implementing agency.
IV	Use of Symbols and Ownership of Assets paid for by the projects supported by D-SAG	D-SAG should receive correct credit for the extent of its support to the projects funded and monitored by it.
V	Skill Training Framework	Provide high quality and outcome oriented skill training.

All the above frameworks are applicable to all project partners under Chief Minister’s Ten Points Programme with amendments in the same from time to time. The details of all the Five Frameworks is available at the following link of the D-SAG website:

http://vanbandhukalyanyojana.gujarat.gov.in/Ongoing_project/Frameworks%20Manual.pdf

Bidders are requested to study the same and incorporate the impact in their bids.

ARTICLE -7: SERVICE PERFORMANCE REQUIREMENTS

The ESTP will have to adapt to the following service performance requirement:

- 1) Each participating ST Youth will start earning a net additional income of Rs.30,000/- in rural areas or Rs.40,000/- in urban areas per annum during the first year of employment.
- 2) The ST youth should be able to recover all the investments made on him/ her as part of the skill upgradation training (including cost of travel, boarding, lodging, infrastructure and investment by TDD and other indirect expenses alongwith the actual cost of training) within 6 to 9 months of completion of training.

Minimum 70% of the ST youth trainees would have to show the above referred outcome. Details of the Service Performance Requirements are given



at Guidelines for Income and Skill Enhancement Projects in the ST areas of Gujarat.

ARTICLE -8: STANDBY COMPUTERS AND MANPOWER

The ESTP will have to keep 5% of the total number of computers and other equipment and 10% of the total teaching staff as standby for ensuring uninterrupted training to the ST youth.

ARTICLE -9: STIPEND

D-SAG discourages payment of stipend to the trainees.



CHAPTER – IV

SPECIAL TERMS AND CONDITIONS OF CONTRACT

ARTICLE - 1: CONTRACT PERIOD

This service shall commence within 6 months from the date of signing of the Agreement and shall continue thereafter for a period of 3 years.

This service shall be reviewed by the D-SAG at the end of 3 years. The contract may be extended for further period as may be mutually decided. The terms and conditions for extension of the contract may be negotiated.

ARTICLE -2: BIDDER'S OBLIGATION

- i) The Bidder shall appoint, an authorised person not lower than the rank of Deputy General Manager as “Co-ordinator - Bidder” to co-ordinate with the D-SAG in all matters related to Bidder for the successful implementation and operation of the project and to be responsible for all necessary exchange of information.
- ii) The Bidder shall provide all assistance to the D-SAG representative/s as they may reasonably require for the performance of their duties and services.
- iii) The Bidder shall provide to the D-SAG reports on a regular basis during the Implementation Period and the Contract Period as per the “Monitoring Framework” of D-SAG.
- iv) The Bidder shall appoint, supervise, monitor and control the activities of suppliers under their respective agreements as may be necessary.
- v) The Bidder shall be responsible for all statutory obligations/liabilities like Salary, ESI, PF, etc. as per Labour Laws for the manpower employed for TAAMP.

ARTICLE - 3: D-SAG'S OBLIGATION

- i) Grant in a timely manner all such approvals, permissions and authorisations which the Bidder may require or is obliged to seek from in connection with implementation of the project and the performance of the Bidder obligations.
- ii) D_SAG shall release the funds in a timely manner, after satisfying itself of all the project-related, statutory and accounting aspects, so as to enable the ESTP to satisfactorily implement the project and perform its obligations.



- iii) The D-SAG shall appoint, an authorised person as ‘Coordinator – D-SAG’ to coordinate with the Bidder in all matters related to D-SAG for the successful implementation of the project and to be responsible for all necessary exchange of information required.

ARTICLE -4: ACCEPTANCE AND QUALITY CHECK BY THIRD PARTY AGENCY

The Acceptance Tests, which shall involve testing of the entire set up as prescribed by the D-SAG shall be conducted by the Bidder in the presence of a Committee of experts or institution nominated by the D-SAG. The Acceptance Test must be completed by the Bidder to the satisfaction of the Committee of experts or institution within a time frame specified in the Schedule of Implementation. The D-SAG reserves the right to evolve a procedure of quality checking to ensure that the services provided by the Bidder are as per are according to the prescribed norms.

ARTICLE - 5: LIQUIDATED DAMAGES

In the event of failure of the Bidders to secure acceptance by the D-SAG, before the commencement date as prescribed by the D-SAG, the D-SAG reserves the option to recover from the Bidder as liquidated damages and not by way of penalty, 10% of the Total Accepted Tender Value of the Service to be rendered for the period after the said commencement date, until acceptance without prejudice to other remedies under the contract.

ARTICLE - 6: TERMINATION OF THE CONTRACT

- 6.1 The D-SAG will have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:
- a) It is found that the schedule of implementation of the project is not being adhered to.
 - b) The Bidder stops work and such stoppage has not been authorised by the D-SAG.
 - c) The Bidder may become bankrupt or goes into liquidation other than for project or amalgamation.
 - d) The D-SAG gives notice to correct a particular defect/irregularity and the Bidder fails to correct such defects/irregularity within a reasonable period of time determined by the D-SAG.



- 6.2 If the contract is terminated by the Government of Gujarat/ The D-SAG unilaterally, Government will pay to the Vendor remaining amount, if any, for the payment for service charges for the period for which the service has been rendered and all other claims through mutually agreeable settlement

ARTICLE - 7: “NO CLAIM” CERTIFICATE

The Bidder shall not be entitled to make any claim, whatsoever, against the D-SAG, under or by virtue of or arising out of this Contract, nor shall the D-SAG entertain or consider any such claim, if made by the Bidder and the Bidder shall have signed a “No Claim” Certificate in favour of the D-SAG in such forms as shall be required by him after the works are finally accepted.

ARTICLE - 8: SUSPENSION

The D-SAG may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension:

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

ARTICLE - 9: OWNERSHIP OF DATABASE

The ownership of the data base as and when created in the course of the execution of the work under this tender during the contract period without any liability will be automatically vested with the D-SAG. None of the physical facility and manpower created under this tender shall be transferred to D-SAG.

ARTICLE - 10: DETAILS TO BE KEPT CONFIDENTIAL

The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent



in writing of the D-SAG. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the D-SAG whose decision shall be final.

The Bidder or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the D-SAG.

ARTICLE - 11: TRANSFER OF RIGHTS

The Bidder shall not transfer the Contract to anybody except with the prior permission of the D-SAG.

ARTICLE - 12: IMPLEMENTATION SCHEDULE

The ESTP is expected to commence operation for the ST Youth within 6 months from the signing of the agreement.



CHAPTER –V

ANNEXURES



ANNEXURE -1

FINANCIAL BID FORMAT

(To be filled for each Sector of Service to be provided)

Tender Notice No. :

Tender Document No. :

To:

Development Support Agency of Gujarat,
Block No. 8. 2nd floor, Sachivalaya,
Gandhinagar 382010,
Gujarat

Sir:

I/We hereby bid for SELECTION OF EXPERIENCED SKILL TRAINING PARTNERS FOR HIGH QUALITY SKILL TRAINING PROJECTS IN TRIBAL AREAS OF GUJARAT (TIER-II PROJECT) as per the Terms of Reference given in this Tender Document of the D-SAG, Gandhinagar within the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

Name of the Sector of Service:

Duration of the Training Program in the Sector of Service:

Maximum Number of Trainees targeted by Bidder during the Contract Period:

Sr No	Component	Consolidated rate for provision of Services as per the terms indicated in the Tender (in Rs)	
		Per Month per ST youth	Total for the Project over the Contract Period for minimum number of Trainees as indicated at Chapter III, Article - 3
1	Identification and Selection of ST Youth		
2	Sector-specific training		
3	Training for Foundation Course and course content of "Soft Skills"		
4	Boarding and Lodging of ST Youth		
5	Cost of arrangement of employment and follow up/hand-holding of ST youth		
	Total Cost for providing services as per the terms and conditions indicated in this Tender Document inclusive of all taxes (in figures)		
	(in words)		

The rates indicated are all inclusive and are valid for the contract period.

In the event of discrepancy in the financial quote between the words and the figures the financial quote indicated in words will be considered final.

Signature of the Bidder with Seal



ANNEXURE – 2

PROFORMA OF GENERAL POWER OF ATTORNEY
(To be signed and executed in non-judicial stamp paper of Rs. 10/=)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that :

1. Sri/Smt _____ S/O _____
Residing at _____
2. Sri/Smt _____ S/O _____
Residing at _____
3. Sri/Smt _____ S/O _____
Residing at _____

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders of M/S _____ having its registered office at _____ hereby appoint Sri _____ S/O _____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Office of Development Support Agency of Gujarat (D-SAG), Gandhinagar 382021 in connection with its tender No. _____ Dated _____ For the supply of _____ due for opening on _____

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders

- 1.
- 2.
- 3.

ATTESTED

ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/ society/ trust/ firm)



FORMAT FOR PERFORMANCE GUARANTEE
(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to
Be in the name of the executing Bank

To
Development Support Agency of Gujarat,
Block No. 8. 2nd floor,
Sachivalay,
Gandhinagar 382010,
Gujarat

In consideration of the D-SAG, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the “D-SAG” which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No _____ dated _____ issued by the D-SAG, Block No. 8. 2nd floor, Sachivalay, Gandhinagar 382010, which has been unequivocally accepted by the Vendor (*refer NOTE below*) work of Selection of Experienced Skill Training Partners for High Quality Skill Training Projects in Tribal areas of Gujarat (Tier-II Project) ST Youth (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for Rs. ____ (Rupees ____ only) from a Nationalised Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor’s bill, for the due fulfillment by the said Vendor of the terms and conditions contained in the same Contract. We _____ the _____ (hereinafter referred to be “the said Bank” and having our registered office at _____ do hereby undertake and agree to indemnify and keep indemnified to the D-SAG from time to time to the extent of Rs. ____ (Rupees ____ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the D-SAG by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the D-SAG on demand and without demand to the extent aforesaid. We, _____ Bank, further agree that the D-SAG shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the D-SAG on account thereof and the decision of the D-SAG that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the D-SAG from time to time shall be final and binding on us.

1. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the D-SAG under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and



accordingly discharges this Guarantee subject, however, that the D-SAG shall have no claim under the Guarantee after 90 (Ninety) days from the date of expiry of the contract period.

2. The D-SAG shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to D-SAG and the said Bank shall not be released from its liability under these presents by any exercise by the D-SAG of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the D-SAG or any indulgence by the D-SAG to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.
3. It shall not be necessary for the D-SAG to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the D-SAG may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealised.
4. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the D-SAG in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from M/s. ____ on whose behalf this guarantee is issued.

In presence of

WITNESS

For and on behalf of (the bank)

1. _____ Signature _____

2. _____ Name & Designation _____

Authorisation No.

Date and Place

Bank Seal

The above guarantee is accepted by the D-SAG, Gandhinagar

NOTES

FOR PROPRIETARY CONCERNS



Shri _____ son of _____ resident of _____ carrying on business under the name and style of _____ at _____ (hereinafter called “The said Vendor” which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

FOR PARTNERSHIP CONCERNS

M/s. _____ a partnership firm with its office _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

- 1) Shri _____ S/o
- 2) Shri _____ S/o

FOR COMPANIES

M/s. _____ a company registered under the Companies Act 1956 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR TRUST

M/s. _____ a company registered under the Bombay Public Trust Act 1850 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR SOCIETIES

M/s. _____ a company registered under the Societies Registration Act, 1860 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).



PROFILE OF THE BIDDER

The Bidder should furnish the following details

1. Name of the Organization :
2. Nature of the Organization :
(Govt./Public/Private/Partnership/
Proprietorship/ Trust/ Society)
3. Address with phone no and fax :
4. Name of the Audhorised Person:
5. Any other details in support of your offer :

Signature of the bidder with seal



ANNEXURE – 5
CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA
(CHAPTER-I, ARTICLE-3)

Category I: Agencies having Experience in Providing Training

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached	Documentary Proof attached (Y/N) (Give Annexure No.)
1	The Bidder should have minimum two years experience in imparting training in the sector he proposes to work.	Chartered Accountant Certificate indicating the turnover from training business in the last two years ending 31 st March, 2008	
2	The Bidder should have trained 250 persons till date of the tender..	Self certified lists of Candidates who completed training. Contact details as per Note-1 are to be provided for each candidate.	
3	The Bidder should have at least one franchise or centre existing as on date of the tender.	Name and address of the franchise or centre with contact details as per Note 1 below.	
4	The Bidder should have minimum annual average turnover of Rs.50 Lakhs and positive networth in the last three years ending 31 st March, 2008.	Chartered Accountant Certificate indicating the required annual turnover and positive net worth.	
Note-1: "Contact details" include the name of the contact person, phone number, address, e-mail address, if any, and any other relevant information.			

In the event a bidder is bidding as consortium, the lead bidder should be a Training Providing Agency.

Category II: Agencies not having Experience in Providing Training but having Funds and required Tie-ups/ Domain Exposure

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached	Documentary Proof attached (Y/N) (Give Annexure No.)
1	Tie-up with reputed and experienced training provider	Self-certified copy of the Agreement between the Bidder and the reputed and experienced training provider	
2	The Bidder should have minimum annual average turnover of Rs.50 Lakhs and positive networth in the last three years ending 31 st March, 2008.	Chartered Accountant Certificate indicating the required annual turnover and positive net worth. for the last three years ending 31 st March, 2008.	
3	Tie up with unit operating in sector/activity related to training area or probable employer of trained youth e.g. cement mfr. /mason training, reputed hotel chain /hospitality sector training.	Chartered Accountant Certificate indicating turnover from operations of indicated sector/activity of the unit for the last three years ending 31 st March, 2008 and self certified copy of the agreement between the Bidder and the unit operating in sector/ activity or probable employer of trained youth.	
"Contact details" include the name of the contact person, his phone and fax number, address, his e-mail address, if any, and any other relevant information.			
In the event a bidder is bidding as consortium, the lead bidder should be the fund provider in the consortium.			

Signature of the Bidder with seal



ANNEXURE – 6
CHECKLIST FOR FULFILLMENT OF EVALUATION CRITERIA
(CHAPTER-II, ARTICLE-22)

Sr. No	Criteria	Documents / Details Required	Documentary Proof attached (Y/N) (Give Annexure No.)
1	Organisational Profile (30 marks)		
1a	Annual Average Turnover during last 3 years ending 31 st March, 2008	Chartered Accountant Certificate indicating the required annual turnover.	
1b	Details of infrastructure available in India.	Self certification of available infrastructure	
1c	FOR CATEGORY I Details of the past clients (in last 3 yrs)	Self certified list of past clients	
	FOR CATEGORY II Tie up with unit operating in sector/activity related to proposed training area e.g. cement mfr. /mason training, reputed hotel chain /hospitality sector training or training provider giving training in proposed training area.	Self certified copy of the agreement between ❖ the Bidder and the Unit operating in the sector/activity related to proposed training area or ❖ the Bidder and the training provider giving training in proposed training area.	
2	Methodology & Course Curriculum (30 marks)		
2a	Minimum qualification expected of the trainees (Refer Note 1 below)	To provide as part of the Project Proposal	
2b	Methodology specifically including Foundation Course, “Other Inputs”, Outcome indicators at various time intervals during training and at the end of training (Refer Note 2 below), Action plan for the next 12 months Including Presentation with consortium partners to be made before the Tender Committee	-do-	
2c	Training Curriculum	-do-	
2d	Details of accreditation agency/ tie up with established training providers or tie up with unit operating in the related sector/ activity.	Formal letter or certificate from accreditation agency or agreement with established training provider or agreement with unit operating in related sector/ activity.(Refer Note 3)	
3	Manpower/Trainers (20 marks)		
	Details of trainers (with names and photographs) including qualifications, experience, etc.	Self Certification of list of trainers	
4	Outcome Indicators (20 marks)		
	FOR CATEGORY I Outcome of the last 3 years training programs in terms of number of trainees placed after receiving training from the Bidder.	Self Certification of the performance Contact details of all the trainees as per Note-4 is to be provided for each trainee.	
	FOR CATEGORY II Tie up with probable employer of trained youth but not placement agency.	Self attested copy of agreement with employer.	



Notes:

1. DSAG desires that the training programs are directed to the ST youth having lower educational qualifications. Bids targeting ST youth with lower educational training will fetch higher marks.
2. Outcome indicators after completion of various phases of the proposed training program need to be indicated. Clarity of targeted outcomes from different phases of training will fetch higher marks.
3. Bidders who have applied for accreditation and are confident to receive the same before commencement of services will have to give an undertaking committing submission of the accreditation certificate before allotment of work vide this tender.
4. "Contact details" include the name of the contact person, phone number, address, e-mail address, if any, and any other relevant information.

Signature of the Bidder with Seal



FORMAT FOR SETP PROJECT PROPOSAL

A)	General	
i	Name	
ii	Office Address with phone/ fax Nos. and email address	
iii	Name of Contact Person /s with Designation	
B)	Details of Present Activities in Brief	
i	Activity level and turnover for last three years	
ii	Brief details of each activity	
C)	Project Proposal (to be submitted separately for each training program proposed)	
i	Proposed sector to be served	
ii	Proposed Geographical location of the training centre	
iii	Relevance of the project proposal to present day skill demand	
D)	Batch Details	
-	Training period per batch	
-	Batch size(in terms of number of students per batch)	
-	Total No. of youth to be trained per annum	
-	Individual components of training – classroom, practical/ on the job, etc.	
E)	Physical facilities required	
-	Land area (only in case open land is required for provision of training)	
-	Built up area required	
-	Mode of provision of building :	Rented/ own existing/ own to be constructed/ any other
-	List of equipment and tools with broad specifications, make and value	Mode of provision of equipment; rented/ own existing/ own to be purchased.
-	List of consumables and consumption per batch	
-	Boarding and lodging facilities for the proposed number of students	
F)	Training Curriculum and Trainers	
-	Training curriculum	
-	Training methodology specifically including - Foundation Course and “Other Inputs”.	



-	Accreditation of Training, if any	
-	Recognition of Syllabus by industry	
-	Details of trainers (with names and photographs) including qualifications, experience, etc.	
G)	Trainee Selection	
-	Minimum qualification of beneficiaries/trainees	
-	Selection Procedure to be followed for trainee selection	
-	Name and number of talukas / villages to source the trainees	
H)	Outcome and Risk Factors	
-	Outcome indicators at various time intervals <ul style="list-style-type: none"> ➤ Annually ➤ End of Contract Period 	
-	Risk factors affecting the final outcome of the proposal need to be specified and adequately covered so that participating ST families are not forced to bear any hidden costs.	
I)	Post Training Arrangements	
-	Forward and backward linkages : <ul style="list-style-type: none"> ➤ tie-ups with established training providers ➤ tie-ups with employers of trainees. 	
-	Arrangements for post-training hand-holding, monitoring and follow up.	
-	Sustainability of proposed project after the contract period	
J)	Action Plan for Contract Period	

Notes:

1. DSAG desires that the training programs are directed to the ST youth having lower educational qualifications. Bids targeting ST youth with lower educational training will fetch higher marks.



GUIDANCE FOR PROJECT PROPOSAL PREPARATION

1. The Project Proposals should be professionally prepared with clarity on the activities to be taken up, description of individual components, and the clear outcome indicators at various time intervals which can be measured by any third party.
2. Project Proposals expecting lower educational qualifications of trainees preferred.
3. Project Proposals focusing on limited number of villages so as to saturate them will be administratively easier to implement.
4. Project Proposals having forward and backward linkages would be preferred.
5. It is mandatory that the Project Proposals clearly indicate Project Outcome both annual as-well-as at the end of the contract period.
6. The Foundation Course should be provided in each sector for overall personality development of ST youth to enable them to work in urban areas like any other urban candidate. The aim of the foundation course is to enable ST youth, with the intention that they can work in urban areas as normal as urban candidates, as they do not have enough exposure of urban areas. Every training programme will also include in form 'Other Inputs' modules on functional literacy, legal awareness and protection from occupational hazards as well as communicable diseases.
7. The modules may include soft skills like knowledge of spoken & written English language, personality development, motivation, Computer literacy, etc. If required, a special foundation course for women trainees can also be implemented in order to ensure 50% participation of women candidates
8. The TDD has defined sustainability as the involvement of ST youth in such economic activities, either wage or self-employment, which can help them earn minimum of Rs. 40,000 per annum (in urban areas) over next 25 years. This means that the training imparted to the ST youth must be useful till the year 2033 in Gujarat. It is also acknowledged that as many sectors in the urban areas are expanding very fast and the available resource base in the rural areas will not be able to provide sustainable employment to all the willing ST youths, the trainees will also have to be prepared and assisted to migrate. However, in this process they should not suffer from the disadvantages of forced migration. It is expected that while designing the individual training programme, adequate efforts and provisions will have to be made to take care of this aspect.
9. The approach for Project Proposal should be to cover limited number of villages and saturate them adequately rather than to spread the project activities thinly over a vast area without showing any significant impact quality of life of the participating area.
10. The Project Proposal must identify all the risks and see that these are adequately covered and the participating families are not forced to bear any hidden costs.



11. The Project Proposal should clearly mention and take into consideration the sustainability component in the proposed project. For the same purpose, NGOs/Institutions already working in the project localities and having expertise in similar activities may be engaged. The private partners may involve NGOs/ Institutions in these projects to assist them in terms of following activities:

- Arrange infrastructure for conducting training programmes;
- Assist in identification of technical manpower for the agency involved in providing training;
- Act as a bridge between the beneficiary and the training provider by identification of right beneficiaries for the proposed project;
- Continuous follow-up and monitor the progress of the project at local level;
- Handing over the responsible for overall project management;
- Handing over the responsible for documenting the qualitative and quantitative aspects of the project;
- Keeping a track on outcome guarantee/employment of trainees; and
- Assist the main agency for the placement of trainees.



**EXPLANATORY ANNEXURE TO THE TERMS OF REFERENCE
(CHAPTER III)**

- 1) D-SAG is expected to follow the “Framework Manual of Development Support Agency of Gujarat” as decided by the Government of Gujarat. “Gender Framework” has been made to ensure equal participation of Women at very level of project being taken up by D-SAG and also reduce drudgery of payment. As per this manual, women participation of 50% of the total number of trainees for any training course provided under S-SAG is mandatory. Women participation of 50% is expected to be achieved at the end of each year of operation. The Training partner can change the trainees – both men and women – within two weeks of commencement of each training programme. D-SAG will evaluate the result achieved by the training partner on completion of half of the contract period for the purpose of the training partner on gender balance. A suitable penalty would be worked out in the agreement for the training provider not taking adequate initiative to achieve the desired results.
- 2) The Training partner is expected to handhold the ST Youth/ Trainee during the one-year post-training employment. The training partner is expected to remain in close contact with the trainee during his employment for one year. The training partner is expected to provide necessary support to the trainee so as to ensure his continued employment.
- 3) The Training partner is expected to issue the trainee a formal training certificate on successful completion of the training i.e. after evaluating the extent of skill/ knowledge gained by the trainee during the course period.
- 4) The bidder is expected to identify land/ building or place from where he desired to provide training. Obtaining necessary approvals of the local authorities as applicable will be the responsibility of the bidder. The bidder will not be paid any advance for the capital expenditure. The bidder has to provide in the project proposal “Proposed geographical location of the Training Centre”. The bidder need not provide the specific venue address. The venue may be an existing one or taken on rent or purchased as the bidder may deem fit. The list of Talukas covered under the Vanbandhu Kalyan Yojana is given at the following link: http://guj_tribaldevelopment.gov.in/location/tablea.htm

D-SAG desires to give more importance to the training centres located in tribal areas. Specific marks have been allocated for such proposals.
- 5) The use of pre-fabricated equipment or existing facility will be considered at the time of evaluating the Technical Bid wherein the details of the same are provided.
- 6) The Bidders would be receiving part of their payment on completion of one year of employment by the ST Youth/ Trainee. For the bidders desiring to avail advance the same can be released as per the payment terms indicated at Article-27, Chapter-II.
- 7) There can be more than one Training partner per any type of service at any given location. D-SAG will not intervene in the operation of the training partner. It would be the responsibility of the training partner to select, train and provide employment. The database of 3.65 lakh ST youth will be available at the following link: <http://tribal.guj.nic.in/QuerryEntryForm.aspx>.



The training partner will ensure presence of the trainees during the training program. The trainees will be provided minimum 8 hours of training excluding recess time per day. D-SAG will have no role to play to ensure presence of the trainees.

- 8) The bidder may bid for more than one training program in one tender. For each training program it will have to provide separate financial bid in the format given at Annexure-I and the training program project proposal in the format given at Annexure-7 – “Format of SETP Project Proposal”. EMD of Rs.2.50 Lakhs would be applicable to all the bids for one or more number of training program.
- 9) Foundation Course should be provided in each sector for overall personality development of ST youth to enable them to work in urban areas like any other urban candidate. The modules may include soft skills like knowledge of spoken & written English language, personality development, motivation, Computer literacy, etc. If required, a special foundation course for women trainees can also be implemented in order to ensure 50% participation of women candidates.
- 10) Every training program will also include “Other Inputs” in form of Other Inputs Module on functional literacy, legal awareness and protection from occupational hazards as well as communicable diseases.