

REQUEST FOR PROPOSAL

SELECTION OF TRAINING SERVICE PROVIDERS (TSP) FOR IMPARTING SKILL DEVELOPMENT TRAINING UNDER ADDITIONAL SKILL ACQUISITION PROGRAMME

Tender Ref No: ASAP/PM-PROCUREMENT/1368/2018

Sl No	Event/Details	Date / Details
1	Date of Issue	20.09.2019
2	Pre Bid Meeting	25.09.2019, 10.30AM
3	Last date for Bid submission	04.10.2019, 06.55PM
4	Last date for submission of course materials	10.10.2019, 04.00PM
5	Technical Bid Opening date	11.10.2019, 12.00PM
6	Tender Processing Fee	Rs.3500 + Rs. 630 (18% GST) + Rs.35 (1% Flood Cess) = Rs. 4165/-
7	EMD	30,000/-

Issuing Agency:

Additional Skill Acquisition Programme (ASAP)
(An Initiative of Departments of Higher Education and General Education
Government of Kerala)
3rd Floor, Trans Towers
Vazhuthacadu
Thiruvananthapuram, Kerala -695014
Ph No:- 0471 277 2501/02/09
Email:- procurement@asapkerala.gov.in

SECTION 1. LETTER OF INVITATION

Ref No: ASAP/PM-PROCUREMENT/1368/2018

Project: Additional Skill Acquisition Programme

Name of Assignment: Skill Development Training Programme

Place: Thiruvananthapuram

Dear Madam/Sir,

Sub: Additional Skill Acquisition Programme- Vocational Skill Training Programme - Request for proposal- reg.

1.1 The Additional Skill Acquisition Programme, Department of Higher Education, Government of Kerala, (hereinafter called ASAP) invites proposals to provide Skill Development Training services (hereinafter called “Services”) for training courses based on National Occupation Standards laid down by Sector Skill Councils (hereinafter SSCs) concerned (<http://www.nsdindia.org/nos>), for a period of three years or the remaining period of project, whichever is earlier.

1.2 More details on the Services to be provided are specified in the Terms of Reference (Section 3).

1.3 Purpose of the assignment

- i. National Skill Development Mission has estimated that there is an increased demand for skilled manpower to sustain the industrial growth and thereby the economic growth of the nation. To develop such trained manpower in the required quantity, it is essential to give training that will provide assistance for skill formation to the general populace that will enhance their capacity to undertake gainful self-employment as well as access to better salaried employment in industries through identified skill sectors. In the above background, Government of Kerala has developed a unique strategy to equip students with required skill sets along with their regular academic studies in schools and colleges. The present assignment proposes to impart skill development training to the selected students of Additional Skill Acquisition Programme in the identified selected institutions across the State of Kerala.
- ii. ASAP has the mandate to support the skill training of approximately 3.1 Lakh candidates during project period, covering all the 14 districts of Kerala. Accordingly, the ASAP intends to engage **Training Service Providers (TSPs)** with relevant experience and good track record to undertake skill training programs under various sectors for the candidates enrolled with ASAP. Program quality and implementation will be monitored and evaluated by ASAP, as per its Quality Standards and Procedures (Please see the website www.asapkerala.gov.in) The TSPs shall be expected to detail the Design, Organize, Conduct and Monitor phases of various Training Programs/ Modules and provide counselling and placement support to the trainees. **Refer details of cost items suggested by ASAP in Section 3.**

1.4 Details/documents provided for the submission of Proposal

- (a) Letter of Invitation – Section 1
- (b) Instructions to Bidders– Section 2
- (c) Terms of Reference (ToR) – Section 3
- (d) Selection Process – Section 4
- (e) Bidding formats (Technical and Financial)- Section5
- (f) Annexure 1 – Syllabus
- (g) Annexure 2 – Quality Framework
- (h) Annexure 3 – Trainer Guide
- (i) Annexure 4 – Participant Handbook
- (j) Annexure 5 – Assessment Guide
- (k) Annexure 6 – Practical Workshop Guide (where ever applicable)
- (l) Annexure 7 – Industry Internship Agreement undertaking
- (m) Annexure 8 – List of Courses with Levels and Quality Pack
- (n) Annexure 9 – List of Skill Development Centres of ASAP

1.5 In order to obtain the first hand information on the assignment and the local conditions, it is desirable that a representative of your Institute/Industry/training agency shall contact and visit the office of Chief Executive Officer (CEO), Additional Skill Acquisition Programme and meet the assigned officer. Please ensure that advance intimation regarding your visit is sent to the Chief Executive Officer (ASAP) so as to enable him to make appropriate arrangements.

1.6 Interested bidders may send their queries to ASAP, only by email procurement@asapkerala.gov.in, with the subject “RFP Clarification” on or before **24.09.2019, 04.00PM**. The queries received without the subject line specified will not be considered. Telephone calls related to queries will not be entertained. ASAP will not be responsible for any of the bidder’s email related to the query that has not been delivered to the address mentioned above. The queries from the bidders will be considered in the following format only.

Sl no:	Queries	Ref. Section, Page No: and Clause in the RFP Document
1		
2		

1.7 Submission of Proposals

- i. Proposals must be direct, concise, and complete. ASAP will evaluate bidder’s proposal based on its clarity and the directness of its response to the requirements of the project as outlined in this RFP.

- ii. Interested applicants may download the RFP from the website <http://www.etenders.kerala.gov.in>. Interested applicant need to pay **Rs. 4,165/- (Rupees Four thousand One Hundred and Sixty Five only)** towards tender processing fee through the e-tender portal of Government of Kerala. Detailed information on online payment is available on the home page (bidder manual kit) of Government of Kerala's e-procurement website www.etenders.kerala.gov.in.
- iii. Bidders shall furnish the required information on their technical and financial proposals in the enclosed formats only. Any deviations in format, the tender will be liable for rejection.
- iv. Submission of both Technical and Financial bids shall be online through www.etenders.kerala.gov.in and in accordance to the instructions given in the RFP.
- v. One Hardcopy of the following documents shall be submitted to the undersigned on or **before 10.10.2019, 04.00PM at Basement Floor, Trans Towers, Vazhuthacaud, Trivandrum.**
 - 1. Syllabus
 - 2. Quality Framework
 - 3. Assessment Guide
 - 4. Participant Guide
 - 5. Trainer Guide
 - 6. Practical Workshop Guide
 - 7. Soft copy of the in- house videos
- vi. Each proposal should be submitted in two parts, viz Technical Bid and Financial Bid
- vii. If a bidder intends to submit proposals for more than one programme, only a single bid needs to be submitted but separate forms should be used against each course. This means one submission of Form 1 of Technical Bid and submission of multiple number of Form 2 of Technical Bid, based on the number of course proposed. Depending on the number of courses, corresponding number of Financial Bids shall also be submitted by using the Financial Bid form.
- vii. The financial bid contains the financial bid details offering the rate per student per job role. The offered rate per student should cover all costs that are required for imparting training to students including, but not limited to; all documents necessary for the conduct of training and its freight charges, setting up of lab, field visits/ training, management cost, cost for students orientation, Training of Trainers (ToT) by SSC, Trainer Certification by SSC, assessment of students, evaluation, certification, internship, furniture specific to the course, cost of consumables etc. Any additional expenditure specific to the course may also be included with specific details.

viii. The maximum rate per student is limited to Rs 10,000 /-(Rupees Ten Thousand Only) for job role up to and including NSQF Level 4 and for NSQF level 5 and above the amount shall be quoted by the bidder without any restriction on maximum rate per student. The suggestive items/factors for financial price is indicated in the RFP (Section 3).

ix. Both the bids should be submitted online on or before **04.10.2019, 06.55PM.**

1.8 Opening and evaluation of Proposal

i. Technical proposals will be opened online, by Chief Executive Officer, Additional Skill Acquisition Programme or his authorized representative or by a committee constituted for this purpose, on **11.10.2019, 12.00PM.** Please note that the financial bid will not be opened until technical evaluation has been completed and the result approved and notified to all qualified companies/industries eligible for financial bid opening.

ASAP will follow the **Quality and Cost Based Selection (QCBS)** process. The weights to be given to technical and financial proposals will be in the ratio of 70:30. An agreement will be signed between ASAP and the selected firms, for a period of one year or till the completion of the training and related activities for the batch of students admitted under the course during the year 2018-19, whichever is later and the same may be renewed for next year through signed written instrument on mutual agreement of the parties for the delivery of courses in the specified Skill Development Centers.

1.8 Key Events

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Yours faithfully,

*Chief Executive Officer
Additional Skill Acquisition Programme
Government of Kerala*