

## REQUEST FOR PROPOSAL (RFP)

**Empanelment of Partner for conducting Psychometric Career Assessment and Counselling of the youth of Bihar under Bihar Skill Development Mission (BSDM)**



**RFP No: BSDM/Career Assessment/92/2025-01**

**Date: 03/06/2025.**

**BIHAR SKILL DEVELOPMENT MISSION (BSDM)  
LABOUR RESOURCES DEPARTMENT  
GOVERNMENT OF BIHAR,  
5<sup>TH</sup> FLOOR, 'A'-WING, NIYOJAN BHAWAN NEAR INCOME TAX OFFICE,  
PATNA- 800001  
Email Id: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com)  
Website: [www.skillmissionbihar.org](http://www.skillmissionbihar.org)**

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Phone: 0612-2528455 Fax: 0612-2535004  
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**Notice Inviting Request for Proposal**

RFP No: BSDM/Career Assessment/92/2025-01

Date: 03.06.2025

Secretary, Labour Resources Department, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites proposals (Two Bid System) for **Selection of reputed and experienced partners for empanelment to conduct psychometric career assessment and counselling for the youth of Bihar under the Bihar Skill Development Mission (BSDM), Labour Resources Department, Government of Bihar.**

Kindly note that the empanelment/selection of agencies under this RFP will not guarantee allocation of work and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

**Document Fee and Tender Processing Fee:** All Applicants must pay a non-refundable Document Fee of Rs. 5,000/- (Rupees Five Thousand only) and Tender Processing Fee of Rs. 590.00 (Five Hundred Ninety only) through e-payment mode (i.e., NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.

**[Earnest Money Deposit (EMD):** An EMD of Rs. 50,000/- (Fifty Thousand) only, **through e-payment mode** (i.e., NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, before the last date/time for submission/ uploading of proposal, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected agencies fail to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

**The Proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab “Tender” on home page of above website and then going to Latest Tender by searching Department Name as “Labour Resources Department”.**

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in the RFP document which can be seen or downloaded from the “e-Procurement Portal <https://www.eproc2.bihar.gov.in> and departmental website: <http://www.skillmissionbihar.org>. The RFP will be **available to download** from the above websites **from Date 03.06.2025**. The last date for uploading of proposal will be **Date-25.06.2025 up to 15.00 Hrs.** Proposal will be opened on or after **Date-25.06.2025 post 16:00 Hrs.** **The Evaluation of proposals will be made as per criteria laid down in RFP.** Please refer RFP document for complete details.

Mission Director,  
Bihar Skill Development Mission,  
Labour Resources Department, Govt. of Bihar

## 1. LETTER INVITIG e-TENDER (Letter of Invitation)

### 1.1 Tender Schedule/Timelines and Instructions:

SN	Activity	Date/Time: Duration
1.	Online Sale/Download date of RFP document	From Date <b>Date-03.06.2025</b> ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.	Last Date/Time for submission/ uploading of Proposal	<b>Date -25.06.2025 Days up to 15:00 Hrs.</b> ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
3.	Date & time for opening of Proposal	<b>On Date-25.06.2025 post 16:00 Hrs.</b> ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
4.	Date, Time and Place of Pre- Bid Meeting	Bihar Skill Development Mission # 5th Floor, A-Wing, Niyojan Bhawan, Bailey Road, Patna-800001, <b>on 15:00 Hrs. of Date-09.06.2025. A Virtual Link will be given on the E-mail address provided by interested bidders in the pre-bid format. The pre bid meeting will be held through physical &amp; virtual modes.</b>
5	Publishing of Pre-Bid queries response	Latest by <b>Date-11.06.2025 on best effort basis at e-proc Website / BSDM website</b>
6.	Date and time for Technical Presentation and demonstration.	Date and time for Technical Presentation and demonstration shall be communicated later through email only.
7.	Financial Bid Opening Date and Time	Post Completion of Technical Evaluation, at e-proc portal, as per decision of competent authority.
8.	Method of Selection	As per RFP (Two Bid System)
9.	Proposal Submission in Consortium/ Joint Venture	Not Permitted.
10.	Bid Proposal Validity	180 days from the last date of proposal submission.
11.	Empanelment Period	Two years from the date of signing of contract. This may further be extended for another one year subject to mutually agreed terms and conditions. The extension will be based on satisfactory performance and /project requirement and based on the sole discretion of BSDM.
12.	Contact person/Nodal Officer for queries	Name: Suresh Kumar Singh & Designation: Mission Director Email: <a href="mailto:md.bsdm@gmail.com">md.bsdm@gmail.com</a> & contact no: 7979706411

- Detailed descriptions and instructions for submitting the proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- Return of EMD:** The EMD of unsuccessful applicants will be returned within 60 days after completion of RFP process or completion of Bid validity period whichever is earlier.
- Proposals along with necessary online payments (Tender Processing Fee, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Proposal / Non-Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."

- The applicants shall submit their eligibility and qualification details, certificates, if any, as mentioned in respective sections etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.
- The applicant is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at applicant's own risk and may be liable for rejection. Applicants are advised to study the RFP document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- The applicants should ensure that all the required documents as mentioned in the RFP document are submitted/ uploaded in the prescribed format only. The applicant shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be applicant's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
  - ❖ BSDM shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system.
  - ❖ BSDM will notify the applicants for submission of original hardcopies of the uploaded documents, if required.
- **The applicant shall sign on the supporting statements, documents, certificates and on being uploaded by him, owning responsibility for their correctness/authenticity.**
- **Conditional Bids/proposals shall be out-rightly rejected.**
- **Validity of Bids:** 180 days from the last date of proposal submission.
- **For support related to e-tendering process, applicants may contact at following address:**  
 "e- Procurement HELP DESK, RJ Complex, 2<sup>nd</sup> Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. "Toll Free Number: 1800 572 6571" Email ID: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)
- **Corrigendum/ Addendum/ amendments if any, will be published on the departmental website [http:// www.skillmissionbihar.org](http://www.skillmissionbihar.org) and e-Procurement, Bihar <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the applicants. The applicants are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.**
- Kindly note that the selection of agency under this RFP will not guarantee allocation of work and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

SD/-  
 Mission Director,  
 Bihar Skill Development Mission  
 Labour Resources Department,  
 Government of Bihar

## 1.2 e-Tendering Process Related Instructions:

### Submission of Proposals Through electronic mode only:

1. The applicant shall submit his bid/tender on e-Procurement platform at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).
2. The applicant must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The applicant may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc2.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The applicants shall submit their eligibility and qualification details, technical bid, etc., in the online standard formats given in e-Procurement web site at the respective stage only. The applicants shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The applicant shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The applicant shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the proposal of the applicant will be rejected.
5. Tender Processing Fee (TPF), Document Fee and EMD to be paid through e-Payment mode (i.e., NEFT / RTGS, Credit / Debit Card & Net Banking) only.  
Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) before the date and time specified in the RFP. The department / Tendering Authority doesn't take any responsibility for the delay / non-submission of proposal / non-reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."
6. The tender opening will be done online only.
7. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.

### 1.3 Disclaimer

- I. The information contained in this Request for Proposal (RFP) document or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of the Tenderer or any of their employees or advisers, on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided, the client would not be subject to be put to any litigation.
- II. This RFP is not an agreement and is neither an offer nor invitation by the BSDM to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Tenderer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Tenderer, its employees, or advisers to consider the objectives, technical expertise and needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- III. Information provided in this RFP to the applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Tenderer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- IV. The Tenderer, its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.
- V. The Tenderer also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any applicant upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- VI. The issue of this RFP does not imply that the Authority/Client is bound to empanel all the applicants or to empanel the selected applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.



- VII. The applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the tenderer, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the applicant and the Tenderer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

### List of Abbreviations

<b>Terms</b>	<b>Description</b>
<b>EMD</b>	Earnest Money Deposit
<b>FY</b>	Financial Year
<b>GPS</b>	Global Positioning System
<b>MIS</b>	Management Information System
<b>NCVT</b>	National Council for Vocational Training
<b>NOS</b>	National Occupational Standards
<b>NSDC</b>	National Skill Development Corporation
<b>P&amp;L</b>	Profit and Loss
<b>TP</b>	Training Partners
<b>QP</b>	Qualifications Pack
<b>RFP</b>	Request for Proposal
<b>SSC</b>	Sector Skills Council
<b>NSQF</b>	National Skill Qualification Framework
<b>BSDM</b>	Bihar Skill Development Mission
<b>LoI</b>	Letter of Intent
<b>SSDM</b>	Sate Skill Development Mission
<b>MD</b>	Mission Director
<b>CEO</b>	Chief Executive Officer



## Section A - Preface

### 1. A Brief background of BSDM:

In Bihar a comprehensive and long-term strategy for skill development is being developed by the Government of Bihar. Accordingly, the Bihar Skill Development Mission (BSDM) has been constituted under the chairmanship of the Development Commissioner with the vision to increase the capacity & capability of the system to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet the burgeoning market demand for skilled manpower.

#### Objectives of the Mission:

- To facilitate generation of adequate employment opportunities through a policy framework.
- To encourage and facilitate skill training for youth of Bihar.
- To monitor generation of employment in different sectors.
- To facilitate launching of training programs for both uneducated and educated unemployed persons for up-gradation of their skills.
- To formulate area and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector.
- To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the most needy sections of the population.

The Mission is the single point of contact and the state's apex body within the Government of Bihar to formulate and steer skill development schemes across all state departments. BSDM acts as an integrated Mission that combines the efforts of different line departments as of now to achieve the state's skill development target in various domain and employability skills.

### 2. A Brief on Career Counselling:

The Bihar Skill Development Mission (BSDM), under the Labour Resources Department, Government of Bihar, aims to empower the youth of the state by providing structured career guidance through scientifically validated psychometric assessments followed by counselling using virtual and physical mode. Recognizing the need for accessible, engaging, and personalized career planning tools, the mission intends to implement a digital psychometric assessment platform targeting the youth between the age group of 15 Years to 25 years.

This initiative envisions a multilingual, mobile and browser-compatible platform capable of evaluating key psychological and cognitive attributes such as aptitude, personality, career motivators, adaptive intelligence, interests, mindset, and values. The platform will offer auto-generated, personalized career reports—normalized for the Indian population—and an intuitive student dashboard featuring career repositories, milestone tracking, and analytics.

The project also includes secure cloud-based deployment, data-driven administrative insights, and career recommendations aligned with each student's background, academic status, and aspirations. BSDM seeks to

empanel experienced partners with national-level presence and a proven track record in delivering scalable, technology-driven solutions to implement and manage this initiative effectively.

### 3. Objective of Career Counselling:

- **Self-Exploration:** One of the primary objectives of career guidance is to help individuals explore and understand themselves better. Career counselors facilitate self-assessment by identifying an individual's interests, values, skills, personality traits, and motivations. This self-exploration process enables individuals to gain clarity about their strengths, weaknesses, and areas of passion, which in turn guides their career decisions.
- **Goal Setting and Planning:** Setting realistic and achievable career goals is another crucial objective of career guidance. Career counselors help individuals identify short-term and long-term career objectives based on their self-assessment and career exploration. They guide individuals in creating a roadmap to achieve their goals by breaking them down into actionable steps. Through strategic planning, individuals can navigate their career paths effectively and stay focused on their objectives.
- **Personal and Professional Growth:** Another objective of career guidance is to foster personal and professional growth. Career counselors encourage individuals to continuously develop their knowledge, skills, and competencies. They provide resources, such as workshops, networking events, and mentorship opportunities, to support individuals in their growth journey. By promoting ongoing learning and development, career guidance ensures individuals stay competitive and adaptable in the evolving job market.
- **Other:**
  - ❖ To help student share knowledge about themselves by identifying skills and interests.
  - ❖ To provide information about further courses prerequisites, financial aid, academic planning, entrance examinations etc.
  - ❖ To promote careers guidelines & Counselling through lecture by senior corporate executives and visiting personnel.
  - ❖ Mentoring through an individual counselling.
  - ❖ To organize seminar on interview skill, personality development, communication skills, leadership skills, resume writing, analytical skills, quantitative ability, verbal & reasoning ability essential to all competitive exams.

## Section B – General

### 4. General Provisions

- 4.1 The partnering agency shall not receive any income in connection with the engagement except as provided for in the Agreement. The bidder shall not engage in counselling activities that are in conflict with the interest of the BSDM / Government of Bihar under the Agreement.
- 4.2 The bidder shall not charge any amount or fees from the candidates.
- 4.3 Neither the bidders nor any of their affiliates shall be engaged in any assignment that, by its nature, meaning or implication runs in conflict with the present assignment.

## 5. Unfair Competitive Advantage

- 5.1. The bidder or their Affiliates applying for empanelment should not derive any competitive advantage from having provided similar or related services to the Client earlier.

## 6. Corrupt and Fraudulent Practices

- 6.1 The and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this RFP, the Client shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Empanelment Process. In such an event, the Client shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit as damages payable to the Client for, inter alia, time, cost, and effort of the Client, in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.
- 6.2 Without prejudice to the rights of the Client under Clause 6.1 hereinabove, and the rights and remedies which the Client may have under the LOA or the Agreement, if an Applicant is found by the Client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, or after the issue of the Letter of Empanelment or the execution of the Agreement, such an Applicant shall not be eligible to participate in any tender or RFP issued by the Client during the assignment period from the date such Applicant is found by the Client to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 6.3 For the purposes of Clause 6.1 and 6.2, the following terms shall have the meaning hereinafter respectively assigned to them:
- a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Empanelment Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the election Process; or (ii) engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or Technical Consultant/ Adviser of the Client in relation to any matter concerning the Project;

- b) “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process.
  - c) “Coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process.
  - d) “Undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and
  - e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Empanelment Process
- 6.4 Clause for Blacklisting of Applicant: While the primary objective is to facilitate bidder in achievement of career assessment & counselling, but the bidder can default for Corrupt or Fraudulent Practices. First level of safeguard against such default by the bidder is continuous monitoring and consultative system which is already in place right till the district level. Notices shall be issued to the bidder regarding deficiencies detected at various stages. However, even after notice and reminder(s), if a bidder does not take remedial measure; a major step may be taken which might lead to blacklisting of the bidder.

## **Section C – Preparation and Submission of Proposals**

### **7. General Considerations**

- 7.1 The Proposal must be submitted via online mode through E-Proc.
- 7.2 Applicant shall submit all the required documents as mentioned in the Annexures including Forms. It should be ensured that all formats mentioned in this RFP should be adhered to and no changes in the format should be done.
- 7.3 The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. BSDM shall not be responsible for any delay or non-receipt/ non uploading of the documents. No correspondence will be entertained on this matter. Any proposal received by the BSDM after the stipulated deadline shall not be entertained under any circumstances.
- 7.4 Instructions to the Bidders:

#### **7.4.1 Completeness of Response**

- Bidders are advised to study all instructions, forms, requirement and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.

#### **7.4.2 RFP Proposal Preparation cost & related issues**

- The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by BSDM to facilitate the evaluation process and Awarding of Contract.
- The tendering authority in no case will be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

#### **7.4.3 Miscellaneous**

- This RFP does not prevent or force BSDM/Department to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.
- The selected bidder to whom Letter of Empanelment (LOE) has been issued will have to enter into an Agreement with the department within 30 days of issue of LOE. In absence of a formal agreement/MoU, the RFP and the LOE along with the acceptance of the LOE by the selected bidder, will constitute a binding agreement between the selected bidder and the department.

#### **7.4.4 Right to Terminate the Process and issue of Corrigendum and other Right**

- BSDM may, for any reason, modify the RFP Document by a corrigendum and may, at its discretion, extend the last date for the receipt of Proposals.
- BSDM may terminate the RFP process at any time without assigning any reason. BSDM makes no commitments, express or implied, that this process will result in a business transaction with anyone or between anyone.

7.5 BSDM reserves the right to modify and amend any of the condition/criterion as stipulated in whole of this RFP Document depending upon project priorities vis-à-vis urgent commitments.

7.6 Any attempt by a Bidder to influence the bid evaluation process may result in the outright rejection of its Proposal.

### **8. Prohibition of Subcontracting or Franchising**

Applicant agency cannot subcontract/sublet/franchise any part of the career assessment and counselling in any manner. In case of finding such cases at the time of implementation, the empanelment will immediately be cancelled, and the bidder may be debarred from participating in any bid in future.

### **9. Earnest Money Deposit**

9.1 Every applicant participating in the bidding process must furnish the required earnest money deposit (EMD) as specified in the Notice Inviting Proposals (Rs.50,000/- only).

9.2 EMD of an applicant lying with BSDM in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids.

- 9.3 The EMD of Rs. 50,000/- (Fifty Thousand) only, will be deposited through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, before the last date/time for submission/uploading of proposal, failing which the bid will be rejected.
- 9.4 This EMD will be non-interest bearing and refundable. If the selected agencies fail to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.
- 9.5 Refund of EMD: The EMD of unsuccessful applicants will be returned within 60 days after completion of RFP process or completion of Bid validity period whichever is earlier. However, in case of successful applicants, the latter may request for the refund of EMD, only after submission of Performance Guarantee for all the centers allotted to it by the respective department.
- 9.6 Upon successful award of the work the bidder agency has to submit Performance Bank Guarantee to Bihar Skill Development Mission of 3% of the total value to work order.**
- 9.7 Forfeiture of EMD: The EMD taken from the applicant shall be forfeited in the following cases
- a. When the applicant does not sign the agreement within a period of 30 working days of issue of Letter of Intent (LoI) or within the extended timeline permitted by BSDM or the department.
  - b. When the applicant withdraws or modifies his proposal after opening of proposals.
  - c. When the applicant does not deposit the required Performance Guarantee before the Agreement is signed.
  - d. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in Clause 6.1 and 6.2

## 10. Confidentiality

From the time the Proposals are opened to the time the Empanelment is announced; the Applicant should not contact BSDM on any matter related to its Proposal Evaluation. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Applicants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Empanelment announcement.

## 11. Eligibility Criteria and Proposal Evaluation

SN	Particulars	Proof Required
1	The Applicant Organization (AO) must be registered on or before 31.03.2022. Consortiums / Joint Ventures are not allowed.	Incorporation/ Registration Certificate
2	Applicant Organization may be Proprietorship, Partnership, Trust, Society and Public or Private Limited Company	<b>Proprietorship:</b> Udyog Aadhaar / Registration under GST/ Shop & Establishment Act. <b>Partnership:</b> Registered Partnership Deed <b>Trust:</b> Trust Deed <b>Society:</b> Registration Certificate <b>Public or Private Limited Company:</b> Certificate of Incorporation
3	The Applicant Organization must have a minimum Average Annual Turnover of at least INR 50 Lakh in the three financial years i.e. FY 2021-22, 22-23 & 23-24.	Audited Balance Sheet & Profit & Loss / Income Expenditure Account And also Submit a CA Certificate stating the above figures with UDIN ( <b>Annexure I</b> )
4	The Applicant Organization must have a positive net worth as on 31.03.2024.	Audited Balance Sheet And also Submit a CA Certificate stating the above figures with UDIN ( <b>Annexure I</b> )
5	The Applicant Organization must submit prior experience for of launching at least one project of psychometric assessments or digital career guidance, Counselling validated by experts for Central/State Governments, government- affiliated agency, Educational Boards, or Universities.	Work order/agreement along with completion certificate/any other documentary proof establishing successful completion of this project, must have to be submitted.
6	The Applicant Organization must have to mandatorily submit Notarized Affidavit that it has not been blacklisted / debarred by any department of Central or State Govt. or their undertakings or by any State Skill Development Missions (SSDMs).	<b>Notarized Affidavit as per Annexure IV</b>

***Applicants who will pass the Eligibility Criteria will be called for Technical Presentation and Evaluation before Tender Committee for further evaluation of their proposal.***



**Technical Evaluation Criteria and Score:**

SN	Criteria	Proof
1	<p>Period of Establishment: (completed years as on last date of bid submission) <b>(Maximum Marks: 10)</b></p> <p>More than 10 years old: 10 marks</p> <p>More than or equal to 05 years and less than 10 years old: 07 marks</p> <p>More than or equal to 03 years and less than 05 years old: 05 marks</p>	Incorporation/ Registration Certificate
2	<p>Average Annual Turnover (AATO) of in the three financial years i.e. FY 2021-22, 22-23 and 23-24. <b>(Maximum Marks: 10)</b></p> <p>AATO more than or equals to 100 Lakh: 10 marks</p> <p>AATO more than or equals to 50 Lakh and less than 100 Lakh: 05 marks</p>	Audited Balance Sheet & Profit & Loss / Income Expenditure Account. CA Certificate stating the above figures with UDIN <b>(Annexure I)</b>
4	<p>The Applicant Organization must submit with CV. Scoring will be determined based on the number of Counsellor provide: <b>(Maximum Marks: 10)</b></p> <p><b>Two or more</b> Counsellor for each job role: 10 Marks.</p> <p><b>One</b> Counsellor for each job role: 5 Marks</p>	<p>The candidates must be a Graduate or Postgraduate in Psychology with having minim 5 years of experience in counselling.</p> <p>Submit CV's of the candidates.</p>
5	<p>The Applicant Organization must submit prior experience for of launching at least one project career guidance/assessment/ counselling validated by experts for Central/State Governments, e-governance projects of central/ state governments or a government- affiliated agency, Educational Boards, or Universities. <b>(Maximum Marks: 15)</b></p> <p>No. of Work Order- More than 5: 15 Marks</p> <p>No. of Work Order- More than or equals to 3 and less than 4: 10 Marks</p> <p>No. of Work Order- More than or equals to 1 and less than 2: 5 Marks</p>	<b>Work order/agreement along with completion certificate/any other documentary proof establishing successful completion of this project, must have to be submitted.</b>
6	<p><b>Technical Presentation will be of maximum 55 marks.</b></p> <ul style="list-style-type: none"> <li>i. Organization Profile/ Background- 5 Marks</li> <li>ii. Product feature &amp; functionality -25 Marks</li> <li>iii. Experience with similar Government project, Government- affiliated agency, Educational Boards, or Universities- 10 Marks</li> <li>iv. Implementation Plan &amp; Team-10 Marks</li> <li>v. Data privacy and security – 5 Marks</li> </ul> <p>The selected organizations will be called for Technical Presentation on a scheduled date which will be intimated through email id mentioned in the Form 2 form of the proposal. The organizations will be needed to produce their presentation in a PPT form and with four copies colored print. The presentation of each organization will be maximum for five minutes.</p>	
	<b>Total Marks: 100</b>	

### Technical Evaluation and Target Allocation

- All the Applicant who will meet the eligibility criteria and have submitted all the Forms and Annexures, will be called for a technical presentation. Intimation regarding the date, time and venue of the technical presentation will be sent to the bidder on their given email ID.
- The technical presentation shall be held before the committee consisting of BSDM.
- Only those bidders who will qualify the technical evaluation round will be selected for the empanelment with Bihar Skill Development Mission.
- Minimum 70 marks will be needed to qualify the technical evaluation round. However, securing 70 marks or above will not guarantee empanelment with BSDM.

### Financial Bid Evaluation

- The marks scored in the technical bid which essentially rates the Bidder on technical criteria will be given a weightage of 70%. The financial bids will be given a weightage of 30%. The combined score of technical and financial will determine the ranking of the firms. In case of a tie in the combined score between Bidders, the Bidder with a higher technical score will be given a higher rank. BSDM will appoint the top-ranked consultant based on the ranking derived from the combined score. If technical and financial scores are the same, then the bidder with more years of experience will be considered.
- Bidders secured at least 70 or more in technical evaluation will be eligible to participate in the financial bid opening process. The Financial Bids of the technically qualified bidders will be opened on the prescribed date. Representatives of Bidders may witness the opening of financial bids.
- The Bidders are required to quote their total fee (inclusive of GST as applicable) for the assignment. This amount/quote is to be used for financial evaluation purposes and, award of Work Order (if selected).
- After the opening of financial bids of eligible bidders, the financial scoring will be done.
- The lowest financial quoted rate will receive the highest marks i.e. 100. Scoring to other higher quoted rates will be assigned using the formula below:
- Financial Score = (Lowest Quote among the Bidders/Quote of the Bidder) \*100
- After weighted the scoring of both technical and financial bids, they will be combined together and ranked. The highest scorer will secure Rank 1, then Rank 2 and so on.
- The Bidder with Rank One (most responsive bid) based on the QCBS system will be selected as the most suitable Bidder using a weightage of 70:30 for Technical and Financial respectively.
- The illustration for the calculation of the combined score is as below:

A	B	C	D	E	F	G	H	I
Sr. No.	Name of the bidder	Technical Score secured (Lowest Rate/Quoted Rate) *100	Weighted Technical Score (Col. C*0.70)	Actual Financial Rate/Quote (in %)	Financial Score (Lowest Rate/ Quoted Rate) *100	Financial Score Weighted (Col. F*0.30)	Total score (Col. D+ Col. G)	Rank

- If a Bidder quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. Abnormally Low financial bids will be handled as per the guidelines issued by Government.
- Errors & Rectification: If there is a discrepancy between Words and Figures, the Figure indicated in Words will prevail”.
- The total cost is be quoted by also including all the cost associated as defined in the tender Criteria:
- The Contract will be awarded on QCBS (70:30). BSDM reserves the right to empanel the bidder for organizing events of similar nature for the same bid.

**Note:** Cut-off date for the above to be taken as date of publication of the tender unless otherwise specified. Documentary evidence must be submitted for each Criteria. Self-declaration needs to be signed by Authorized Signatory / as specified.

## **Section D – Submission of Documents**

### **12. Submission of Performance Guarantee and Signing of MoU**

- 12.1 Within 15 days from the date of receipt of Letter of Award the bidder will submit a performance guarantee of 3% of the total value of work order.
- 12.2 The empaneled Agency are then expected to commence the work within 15 days of signing of the MoU.
- 12.3 The said Performance Guarantee shall be released after 6 months of satisfactory expiration of the MoU for which Applicant Organization is empaneled for. The performance guarantee may get forfeited in any of the following case:
  - Any fraudulent practices by the empaneled.
  - Violation of conditions agreed as per the agreement signed between the BSDM and counselled Provider or other applicable norms of BSDM.
  - In case of not achieving the mandate of the successful candidates.
  - Any financial irregularities that have affected the project.

## **Section E – Scope of Work**

### **13. Scope of Work**

#### **13.1. Platform Capabilities (SaaS-Based)**

- Scientifically validated digital game-based psychometric career assessments covering students from middle school stage upwards
- The game-based assessment must be accessible across main internet browsers, and mobile platforms – Android and iOS.
- Should evaluate students on key and supplementary dimensions critical for career assessments such as Aptitude, Personality and Career motivators, Adaptive Intelligence, Interest, Mindset and Values. Auto-generated personalized career report with scoring logic containing analysis of all dimensions assessed and career recommendations
- The report should be easy to understand with a glossary to explain typical terms used in psychological assessments
- The career assessment should have its scoring normalized for Indian population.

- Should support multilingual capabilities, at least in English and Hindi with both the game-based assessments and the auto-generated report for users available in these languages.
- Student Dashboard and Career Repository
  - Access to an interactive student dashboard for access to platform features.
  - Milestone notifications and tracking.
  - Career repository covering a very large number careers, job roles and specializations. Clear, concise and organized information should be available for each career covering academic choices at different stages, corresponding courses and institutions across India, Indian entrance exams, scholarships, skill requirements etc.
  - Information on prospects of a career, career progression and career change possibilities
- Career Guidance Platform must provide career recommendations aligned with the student's current profile including their:
  - Previous qualifications and experience
  - Current academic & professional status
  - Career aspirations
- Comprehensive data analytics available for administrative use covering:
  - Demographic analysis of test takers
  - Career recommendations
  - Milestone report

### **13.2. Deployment & Management**

- Should be hosted on a secure cloud-based infrastructure with scalable architecture.
- Bidder will ensure accessibility via standard browsers without additional installations.
- Bidder should have a national level presence and a proven track record of excellence in handling large technical projects.

### **13.3. Career Counselling Support**

- Shall provide virtual/in person counselling through professional counsellors to the candidates.
- Provide career guidance for opting various prospects and growth options.

### **13.4. Security & Continuity**

- Encryption and access controls across all data layers.
- Business Continuity and Disaster Recovery plans in place.
- Daily backups and transaction recovery mechanisms.
- High uptime and data security.

### **13.5. Helpdesk & Support**

- Centralized helpdesk for student, school, and administrator support
- Email, call, and ticketing support with escalation matrix.

### **13.6. Training & Onboarding**

- Comprehensive training to institution nodal officers and administrators.
- Help videos, onboarding tutorials, and walkthrough guides.
- Online sessions for stakeholder-specific training.

- 13.7. The students will have acquired broad knowledge of various fields and skill necessary for employments
- 13.8. The student will be able to choose career that matches their aptitude and personality leading to professional success and satisfaction.
- 13.9. The students will be aware of various programs for higher studies.

#### **19.1 Payment Term:**

- The applicant organization shall raise monthly invoice for number of career assessment conducted.
- Number of counselor deployed during the month.

#### **19.2 Period of the Agreement:**

Two years from the date of signing of contract. This may further be extended for another one year subject to agreement renewal. The extension will be based on satisfactory performance and /project requirement and based on the sole discretion of BSDM.

### **23. Governing Law:**

23.1 The Agreement shall be governed by and interpreted in accordance with the laws of the Bihar State/ the Country (India) and under the jurisdiction of Patna Courts.

### **24. Force Majeure:**

#### **24.1 Definition**

- a) For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents’ employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

- d) BSDM will decide the eventuality of Force Majeure which will be binding on both the parties.

24.2 No Breach of Agreement: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

#### 24.3 Measures to be Taken

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

24.4 Extension of Time: Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

24.5 Payments: No payment shall be made during the period of Agencies' inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.

24.6 Consultation: Not later than thirty (30) days after the Agencies has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

## 26. Termination of the Agreement

- 26.1. BSDM may terminate this Agreement and Blacklist/Debar the vendor, in case of occurrence of any of the events specified below. In the event of such an occurrence, the First Party may give not less than 30 days' written notice of termination to the Second Party.
- 26.2. If the vendor is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30 days.
- 26.3. If the vendor becomes insolvent or goes into compulsory liquidation. If the vendor, in the judgment of BSDM, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 26.4. If the vendor submits to BSDM a false statement which has a material effect on the rights,

obligations, or interests of BSDM.

26.5.If the vendor places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to BSDM.

26.6.If the vendor fails to provide Quality services as envisaged under this Agreement.

26.7.Serious discrepancies and delays in the delivery of services or the performance levels agreed upon, might have an impact on the functioning.

26.8.Failure of the vendor to mobilize manpower, follow local laws, clumsy execution of work, and total disregard to public safety and its own employees.

26.9.Failure to abide by any lawful directions of BSDM.

**Note:** - Blacklisting/Debarment of the vendor shall be a natural consequence of the termination. The Blacklisting/Debarment shall be for such a period as may be specified by BSDM. Provided that before placing the vendor on the blacklist, with or without the termination of the contract, BSDM shall issue a notice giving 15 days of time to the vendor.

**28. Termination Payments:** - These payments shall mean the amount of payment by either party to the other party upon termination. Upon termination of the contract, BSDM will forfeit performance security/bank guarantee etc. BSDM may clear outstanding dues of the sub-vendors of the second party out of such encashment and/or from the pending bills of the second party. After clearing such liabilities, any valid dues of the second party may be paid thereafter.

## **29. Disputes Resolution**

29.1 Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice, and the issue will be referred to the head of the department for resolution thereof.

29.2 Arbitration:

- a) In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by Client and other appointed by the partnering agency and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in, and the award shall be made in English language. Arbitration proceedings shall be conducted at Patna and following are agreed.
- b) The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on



merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under this Agreement.

### **Bid Submission Forms and Annexures**

The bidders are expected to respond to the RFP using the forms given in this section with all supporting documents.

#### **Annexure I: TECHNICAL BID TEMPLATES**

*Proposal shall comprise of following forms:*

**Form 1:** Covering Letter with Correspondence Details

**Form 2:** Details of the bidder organization and eligibility related information

**Form 3:** Details of Past and Relevant Experience (**Work Orders/Letter of Awards/Agreements**, have been successfully completed. For this work order/agreement **along with completion certificate/any other documentary proof establishing successful completion of this projects.**

**Form 4:** Notarised Affidavit on non-judicial stamp paper of Rs. 100/- by Authorized Representative of the applicant with his / her dated signature and enterprise seal.

**Form 5:** Power of Attorney in favour of Authorized Representative

Annexure I: CA Certificate for Financial Turnover, Net worth.

#### **Annexure II: FINANCIAL PROPOSAL TEMPLATE**

##### **Forms to be used in Commercial Proposal**

Form 1: Financial Proposal

**Note:** One Copy of this RFP document with each page signed and stamped by the authorised representative has to be submitted along with proposal document as an acknowledgement and acceptance of the terms and conditions and scope of work under this RFP.

**Form 1**

**Covering Letter on Letterhead of the Bidder with Correspondence Details**

(On the letter head) {Location, Date}

To:

The CEO

Bihar Skill Development Mission

A-wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-01

Dear Sir,

We, the undersigned, offer to provide the services under \_\_\_\_\_ (RFP Name) Government of Bihar in accordance with your Request for Proposals vide no. \_\_\_\_\_ (RFP No. \_\_\_\_\_) Dated \_\_\_\_\_

We are hereby accordingly submitting our proposal as per term of this RFP.

We hereby declare that: -

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by BSDM
- b) Our Proposal shall be valid and remain binding upon us till the bid validity period.
- c) We meet the eligibility requirements as stated in RFP
- d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery as per RFP
- e) Except as stated in the RFP, we undertake to negotiate a Contract on the basis of the proposed Key Personnel. We accept that the substitution of Key Personnel for reasons other than those stated in RFP may lead to the termination of Contract negotiations
- f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the period mentioned in the RFP. We understand that BSDM is not bound to accept any Proposal that BSDM receives.

We remain,

Yours sincerely,

Authorized Signature

{In full and initials}

Name and Title of Signatory: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone): \_\_\_\_\_

Contact information (e-mail): \_\_\_\_\_

**Form 2****Important Information and Details**

S. N.	Particulars	Details
1	Name of the Organization:	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust, Industry Association/Body etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of the Agency	Submit Incorporation Certificate Page No. at which enclosed: __
8	Date of Incorporation/ Registration	
9	PAN Number	Page No. at which enclosed: __
10	GSTIN Number	Page No. at which enclosed: __
11	Turnover in the last 3 Years:  Net worth as on 31.03.2024:	FY 2021-22: _____/- FY 2022-23: _____/- FY 2023-24: _____/- Net worth as on 31.03.2024: _____-/- <b>CA Certificate and Audited Balance Sheet &amp; Profit &amp; Loss / Income Expenditure Account</b>
12	Form 1: Covering Letter with Correspondence Details	Page No. at which enclosed: __
13	Form 2: Important Information and Details	Page No. at which enclosed: __
14	Form 3: Details of Past and Relevant Experience ( <b>Work Orders/Letter of Awards/Agreements</b> <b>Proof of Govt. work orders/letter of awards</b> have been successfully completed. For this work order/agreement <b>along with completion certificate/any other documentary proof establishing successful completion of this project</b> , must have to be submitted.	Page No. at which enclosed: __
16	Annexure I: CA Certificate for Financial Turnover, Net worth.	Page No. at which enclosed: __
19	Form 4: Notarised Affidavit for Non-Blacklisting	Page No. at which enclosed: __
20	Form 5: Power of Attorney in favour of Authorized Representative	Page No. at which enclosed: __
23	One Copy of the whole of the RFP document with each page signed and stamped.	Page No. at which enclosed: __

**Form 3**  
**(Past relevant experience)**

Prior experience Career Assessment and Counselling issued by any state skill development mission or central or state Govt Department or Govt. agencies or Government Universities/ Educational Institutions through letter of awards **issued on or after 01.04.2021.**

<b><u>SN</u></b>	<b><u>Details of Govt. work order</u></b>	<b><u>Funding Department (Name the state/central govt or their institution)</u></b>	<b><u>Year of work order</u></b>	<b><u>Sanctioned Target in the work order</u></b>

**# Please add rows wherever required.**

**Annexure I****CA Certificate**

This is to certify the below details for the \_\_\_\_\_ (Company Name):

**Turnover Details**

SN	Financial Year	Turnover (Rs. In Lakhs)
		Total
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover of above 03 FYs		

**Net worth as on 31.03.2024 (in Rs. Lakhs):**

**Important Note:** The CA is expected to write all the above details in the <https://udin.icai.org/search-udin> to verify the UDIN certificate, otherwise the CA certificate and accordingly the proposal of applicant organization will be outrightly rejected and no further evaluation of the proposal will be made.

If all the above details cannot be verifiable and cross checked through the <https://udin.icai.org/search-udin> , the proposal will not be evaluated further and rejected.

(Signature & Seal)

Certified by CA

Name of CA:

Membership Number:

Firm Name:

UDIN:

**Forn-4**

**(Affidavit on non-judicial stamp paper of Rs. 100/- by Authorized Representative of the applicant with his / her dated signature and enterprise seal)**

**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated..... and in the required attachments are true, correct and complete. I / we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of ..... (Name of the Organization), with its registered office at ..... do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies or any State Skill Development Missions (SSDMs).
3. I/We on behalf of ..... (Name of the Organization) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above-mentioned RFP.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Organization Seal)

**Form-5****(Power of Attorney in favors of Authorized Representative)**

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We.....  
 ..... (name of the enterprise and address of the registered office do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name) .....son / daughter / wife of .....and presently residing at .....who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the RFP Reference No..... Dated.....

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....  
 THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS  
 ..... DAY OF .....

For .....

{Signature, name, designation and address}

Accepted

.....  
 (Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.  
 2.

Note: In case of a company, a specific Board Resolution in this respect may be submitted.



## **FINANCIAL BID**

### **Annexure-II:**

#### **Form-I:**

#### **Financial Proposal**

#### **PRICE DETAILS TO CONDUCT CAREER ASSESSMENT & COUNSELLING**

Rate per Candidate	INR
Deployment of one Career Counsellor (Monthly)	INR
Other Expenses against Travelling/ Food & Lodging of Counsellors	INR
<b>Total Cost</b>	
<b>GST as per Government Norms</b>	
<b>Gross Total</b>	

#### **Note:1**

1. A minimum of Assessment shall be done for 50,000 candidates in any financial year.
2. There will be 2 full time trained and experienced counsellors shall be deployed in this engagement and it is expected that, the counsellors shall travel at least 10days in any month.
3. BSDM reserves the right to finalize the mode of counselling and take into consideration the financial proposal for the same.
4. The bidder shall specify the GST separately in the price details.
5. This form is illustrative, bidders shall submit the BOQ Excel file given along with the tender documents.
6. The financial proposal shall include all costs associated with the scope of work. BSDM shall not bear any cost other than the total cost mentioned in the financial proposal.
7. The agency shall ensure the timely provision of personnel with the requisite qualifications and experience in accordance with the terms and conditions outlined in the RFP.