

**TERMS OF REFERENCE (ToR) FOR "Skill Development Programme on Skill Training of Jail Inmates in Punjab assisted by NABARD".**

**1. Purpose and Scope of work**

Punjab Skill Development Mission (PSDM) proposes to engage agency(ies) out of its empaneled training partners for carrying out Skill Development Trainings as mentioned in scope of work at Annexure-A.

**2. Documents to be submitted and the Eligibility criteria for selection of agencies**

The documents to be submitted with the application and the eligibility criteria for selection of agencies is as per Annexure-B, B1 and B2, C and Annexure D.

**3. Application Submission Guidelines**

The application shall be submitted on e-procurement portal [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) in accordance with the following guidelines:

- a) Application shall be submitted in the format as per Annexure-C.
- b) The application shall be unconditional; otherwise it would be liable for rejection.
- c) All the information/details are to be supported by authentic documents duly certified by the Applicant with signatures on each page.
- d) Applications shall be submitted in on e-procurement portal [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). Any other means of submission will not be accepted and will be summarily rejected.
- e) Tender Fee shall be Rs 1000/-.
- f) Processing Fees shall be Rs 10,000/-.
- g) EMD shall be Rs. 25,000/-.
- h) The EMD of Bidders whose proposal is rejected on account of being Non-Responsive or Non-Reasonable in accordance with the RFP document, shall be returned/refunded as per the timelines of [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) from the date of intimating the rejection of Proposal by PSDM to the Bidder. The EMD shall be forfeited by the Authority, in the following cases.
  1. If the Bidder withdraws his Bid/Proposal after the opening of the Technical Proposal during the Proposal Validity Period.
  2. If the Selected Bidder fails within the specified time limit for Award of Contract (AoC) acceptance.
  3. If the Selected Bidder fails within the specified time limit to furnish the required Performance Bank Guarantee.

**J) Performance Bank Guarantee:**

The successful bidder shall furnish

1. Performance Bank Guarantee to PSDM valuing 10% of the value of the contract within 07 days of release of Lol in the form of NEFT/DD/PBG
2. Performance Bank Guarantee shall remain valid for a period of 180 (one hundred eighty) days



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4. The Service Provider will not be entitled for any interest on the Performance Bank Guarantee submitted.

K) PSDM shall forfeit the Performance Bank Guarantee in full or in part in the following cases

1. When the terms and conditions of work order are breached/ infringed.
2. When the work order is being terminated due to non-performance of the Service Provider
3. PSDM incur any loss due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.

L) One applicant may apply for more than one job/ job role in one application.

M) Bidding Schedule shall be as follows: -

| Sl. No. | Activity  | Date/Time : Duration   |
|---------|---|--|
| 1.      | Online Sale/Download date of Tender documents         | From ...02-01-2025 - 1 PM onwards<br><a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a> |
| 2.      | Last Date of sending Pre-Bid queries by e-mail        | 17/11/25 upto 12.00 PM on Email ID<br>rajesh.psdm@gmail.com  |
| 3.      | Pre-bid meeting                                       | ...08/11/25... - date, time 03.00 PM at PSDM Head Office Chandigarh.   |
| 4.      | Last Date/Time for submission/ uploading of offer/Bid | 15/11/25 up to 16.00 Hrs. ( <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a> )        |
| 5.      | Application/ Proposal Opening Date and Time           | Date to be announced later by PSDM.  |
| 6.      | Presentation by the Applicant                         | The exact date will be intimated later.  |

4. Corrigendum/ further directions, if any

Corrigendum/ Addendum/ further developments regarding this ToR shall only be uploaded on portal [www.pgrkam.com](http://www.pgrkam.com) and [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in), no further separate communication will be made regarding this.

5. Contact Person for Any Clarification:

Name: Mr. Rajesh Kumar, 79860-32539

Email Id: [psdm.sankalp@gmail.com](mailto:psdm.sankalp@gmail.com) with CC to [secy.skill@psdm.gov.in](mailto:secy.skill@psdm.gov.in)

*for info - Mr.*

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## Scope of Work

## Role of Training Partner

1. The training partner will be responsible for execution within the jail premises of setting up of classroom, ToT certified Trainers, Training, Monitoring, Assessment of jail inmates by Sector Skill Council as per table below:

| Sr. No. | District           | Job Role                           | QP Code   | Target |
|---------|--------------------|------------------------------------|-----------|--------|
| 1.      | Bathinda           | Assistant Manual Arc Welder        | CSC/Q0202 | 25     |
| 2.      | Gurdaspur          | Carpenter                          | FFS/Q2201 | 25     |
| 3.      | Hoshiarpur         | Electrician                        | PSS/Q6001 | 25     |
| 4.      | Sri. Goidwal Sahib | Plumber General                    | PSC/Q0104 | 25     |
| 5.      | Nabha              | Handicraft                         | HCS/Q2801 | 25     |
| 6.      | Barnala            | Basic Computer/Data Entry Operator | SSC/Q2212 | 25     |

2. Entire training for which the work order that will be given to the successful agency (ies) by PSDM under this project including assessment shall have to be completed within 04 months of issuance of work order. No extension for completion of the project will be given.
3. The terms and conditions including penalties as applicable for PMKVY scheme will also be applicable for project under consideration. The placement component shall however not be applicable to the current project. In case the training agency is able to do placement/self-employment of trained candidates, the proportionate payment shall be made by PSDM (calculated on per candidate basis). Centre accreditation shall be under Non A&A.
- Non- A&A approval will be given by PSDM on Skill India portal on request of Training Partner. Further infrastructure w.r.t area required for lab, CCTV cameras, Projectors in classroom, internet at the training center, pantry, AC, biometric attendance shall be relaxed as per jail requirement.
4. Costing shall be as per common cost norms of latest PMKVY guidelines for the applicable components.
5. Eligibility criteria of jail inmates to be trained will be as decided by the jail authorities on approval of PSDM
6. All claims complete in all respects are to be raised with PSDM as per PMKVY scheme within one month of assessment and certification.
7. Assessment fees is to be paid by the training agency which will be reimbursed to the training agency by PSDM. Re-assessment fees shall not be paid / re-imbursed by PSDM.
8. Stipend of Rs 2000/- per candidate shall be paid by PSDM into the jail account of the jail inmates. Training agency to submit the details after taking from the jail authorities.
9. Date wise Physical attendance of the trainees verified by the jail authorities is to be submitted by the training agency.
10. No s
11. Deta
12. Job r
13. The short listed bidder shall have to appoint a fact knowing SPOC for easy coordination.

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Documents to be submitted and the Eligibility Criteria for selection of agencies

Scoring 0 marks in either one of the following three eligibility criteria shall automatically make the applicant ineligible for consideration under this EOI.

| S. No. | Eligibility Criteria   | Documents required (documents must be legible, otherwise the application will be rejected)   | Marks/Remarks   |
|--------|--|--|---|
| 1)     | Training Partners that are empaneled with PSDM as on date of floating of Eoi are eligible to apply   | Self-certified (signed and stamped with name and date) copy of letter of empanelment issued by PSDM.   | No marks but only empaneled Training Partners of PSDM are eligible to apply.  |
| 2)     | Minimum 25 candidates trained and certified as on date of floating of Eoi in course in which the TP is seeking work as per Annexure A. Only trainings and certifications that are done in association with PSDM are eligible to be counted. (In association with PSDM means the trainings for which work order has been given by PSDM.)<br><b>Note:-</b> For Job (a) Assistant Manual Arc Welder CSC/Q0202, (b) Carpenter FFS/Q2201 & (c) Handicraft HCS/Q2801 training and certification's that are done in association with PSDM/any other Dept. of Punjab/any other Skill Development Mission/NSDC/SSCs are eligible to be counted. | Self-certified (signed and stamped with name and date) Annexure B1 and Annexure B2.<br><br>Use separate Annexure B1 and B2 for different job roles.<br><br>Client certificate from concerned State Skill Development Mission/any | Trainings and Certifications equal to or less than 24 – 0 Marks<br><br>Trainings and Certifications of 25 to 50 candidates – 20 Marks<br><br>Trainings and Certifications of 51 to 75 candidates – 30 Marks<br><br>Trainings and Certifications of 76 and above candidates – 40 Marks |
| 3)     | Minimum 10 candidates placed in formal sector as on date of floating of Eoi in course in which the TP is seeking work as per Annexure A. Only placements that are done in association with PSDM are eligible to be counted. (In association with PSDM means the trainings for  | Client certificate from concerned State Skill Development Mission/any Department of Govt. of Punjab/ any other Skill Development Mission/NSDC/SSCs   | Placement/ Employment equal to less than 09 candidates – 0 Marks<br><br>Placement/ Employment of 10 to 20 candidates – 20 Marks<br><br>Placement/ Employment of 21 to 30 candidates – 25 Marks  |

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|  |  |  |  |
|--|--|--|--|
| <p>which work order has been given by PSDM.</p> <p><b>Note:-</b> For Job (a) Assistant Manual Arc Welder CSC/Q0202, (b) Carpenter FFS/Q2201 &amp; (c) Handicraft HCS/Q2801 Placements that are done in association with PSDM/any other Dept. of Punjab/any other Skill Development Mission/NSDC/SSCs are eligible to be counted.</p> |  |  | <p>Placement/ Employment of 31 and above candidates – 30 Marks</p> |
|--|--|--|--|

#### Important Note

1. PSDM empaneled Applicants/ Agencies scoring atleast 40 marks in the above eligibility criteria will be eligible to be called for presentation.
2. Presentation shall be of 30 marks.
3. Presentation shall consist of following: -
  - i. Approach and methodology towards the project;
  - ii. Proposed setup plan;
  - iii. ToT certified trainers in the applied job role (including details of ToT certified trainers (details should include name of the trainer, certificate copy, certificate number, trainer ID, validity of ToT certificate, since when the ToT certified trainer is engaged by the agency);
  - iv. Proposed staffing Plan;
  - v. Proposed training schedule;
  - vi. Proposed quality assurance methodology;
  - vii. Proposed monitoring and follow up with jail authorities;
  - viii. Proposed assessment schedule and tie-ups AND
  - ix. Proposed payment claim schedule
4. Applicants/ Agencies scoring less than 15 marks in presentation will be considered ineligible for further evaluation.
5. Agency scoring highest marks in combined score of the eligibility criteria and the presentation shall be given the work of skill training in that job role/ jail. In case of tie as per marks scored, the agency having higher placement numbers in that trade will be selected. In case of same placement numbers, the agency having highest numbers in training will be selected.

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# Annexure B1

Detail of the work done in the job role under which application is made  
(Use separate annexure B 1 for different job roles)

| S.No | Number and date of work order given by PSDM/any Department of Govt. of Punjab/any other Skill Development Mission/NSDC/SSC | Name of the scheme | Name of the job role | QP Code | Batch ID | Date of Commencement of batch | Date of certification | Number of candidates trained and certified | Number of candidates placed in formal sector as per scheme guidelines |
|------|--|--------------------|----------------------|---------|----------|-------------------------------|-----------------------|--|---|
| A    | B  | C                  | D                    |         | E        | F                             | G                     | H  | I   |
|      |  |                    |                      |         |          |                               |                       |  |   |
|      |  |                    |                      |         |          |                               |                       |  |   |
|      |  |                    |                      |         |          |                               |                       |  |   |
|      |  |                    |                      |         |          |                               |                       |  |   |
|      |  |                    |                      |         |          |                               |                       |  |   |

\*Self-attested legible copy of work order to be attached.

Sign/Stamp

Date:







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## Annexure B2

Detail of the placements in the job role under which application is made

(Use separate annexure B 2 for different job roles)

| S.No | Number and date of work order given by PSDM/any Department of Govt. of Punjab/any other Skill Development Mission/NSDC/SSC | Name of the scheme | Name of the job role | Batch ID | Number of candidates placed in formal sector as per scheme guidelines | Placement details     |                                    |
|------|--|--------------------|----------------------|----------|---|-----------------------|------------------------------------|
|      |  |                    |                      |          |   | Name of the candidate | Candidate I'd on the scheme portal |
| A    | B  | C                  | D                    | E        | F   | G                     | H                                  |
|      |  |                    |                      |          |   |                       |                                    |
|      |  |                    |                      |          |   |                       |                                    |
|      |  |                    |                      |          |   |                       |                                    |
|      |  |                    |                      |          |   |                       |                                    |

\*Self-attested legible copy of work order to be attached.

Sign/Stamp

Date:

*for sign - Dr*

*(Signature)*



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## Application Format

| Sr.No. | Particulars  | Details / tick yes or no whichever is applicable  |
|--------|--|---|
| 1      | State the jail and the job role under which application is made (refer Annexure A) | 1. Jail ....., Job Role .....<br>2. Jail ....., Job Role .....<br>3. Jail ....., Job Role .....<br>.....  |
| 2      | Name of the Applicant agency   |   |
| 3      | Certificate of empanelment with PSDM   | Letter Number of PSDM:<br>Date:<br>Validity till (Date):  |
| 4      | Office Address of applicant agency   |   |
| 5      | Authorized contact person details (Name, designation, Telecom no., email)          |   |
| 6      | PAN details and GST No of the Training Provider                                    |   |
| 7      | Eligibility (As per Annexure-B, B1, B2 and Annexure D)                             | Whether eligible: (Yes/ No)<br><br>Whether documents as per Annexure-B, attached (Yes/No)<br>Whether documents as per Annexure-B1, attached (Yes/No)<br>Whether documents as per Annexure-B2, attached (Yes/No)<br>Whether documents as per Annexure-D, attached (Yes/No) |

Date:

*for Mr. K. V. - Dr.*

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Sign/Stamp

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I/we hereby give our application/ proposal for Skill Development Programme on Skill Training of Jail Inmates in Punjab assisted by NABARD and declare that:

1. I/We declare that the particulars furnished in the application/ proposal are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application.
2. I/We understand and accept that work to be given shall be at the discretion of PSDM as per requirement and PSDM has a right to reject our application/ proposal after assigning reasons thereof.
3. If my/our application is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by PSDM from time-to-time.
4. I/We understand that consideration and finalization of our application/ proposal as such does not guarantee award of assignment by PSDM.
5. I/We understand that entrustment of assignment is subject to periodical review by PSDM.
6. I/We understand that PSDM reserves the right to stop awarding future assignments without prior notice or assigning any reasons whatsoever.
7. The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by PSDM from time-to-time.
8. I/We shall maintain secrecy of the business allotted by PSDM.
9. Under no circumstances, I/we shall use the name or logo of PSDM in my/ our correspondence with other institutions.
10. If any wrong practice is detected, I/We hereby consent that PSDM may take steps as deemed fit.
11. I/We undertake to keep PSDM informed of any events or happenings which would make me/us ineligible for work with Punjab Skill Development Mission.
12. I/We have not concealed or suppressed any material information, facts and records and we have made a complete and full disclosure.
13. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988"; or other relevant statutes.
14. I/We have not been convicted of any offence and/ or sentenced to a term of imprisonment.
15. I/We have not been found guilty of misconduct in professional capacity.
16. I/We have not been convicted of an offence/ debarred by any agency/ organisation.
17. I/We, at (Name of bidding firm), having its registered office (Office address), do hereby

declared  
agency  
(Declaration)

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donor  
authority.

Date:

Place:

Signature of the Applicant  
/Stamp

*(To be signed by the individual/ authorized signatory of the firm/ company)*

*[Handwritten signatures]*



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*Self-Declaration for not being blacklisted <On the letterhead of the bidder/applicant>*

**Annexure-D**

*An undertaking by authorized representative and Signatory of the bidder/applicant with his/her Signature and company Seal.*

*Declaration*

*/We. at (Bidding firm name), having its registered office (Office address), do hereby declare that the Applicant hasn't been blacklisted/debarred by any donor agency/State Government/ Central Government/Sector skill council authority.*

*For and on behalf of:*

*Signature:*

*Name:*

*Designation:*

*(Authorized Representative and Signature)*

*Date:*

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*Place:*

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