

Punjab Skill Development Mission  
SCO 149-152, Second Floor, Sector 17-C,  
Chandigarh.

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 [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.
  - i. If the Bidder withdraws his Bid/Proposal after the opening of the Technical Proposal during the Proposal Validity Period.
  - ii. If the Selected Bidder fails within the specified time limit for Award of Contract (AoC) acceptance.
  - iii. 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

  - i) 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
  - ii) Performance Bank Guarantee shall remain valid for a period of 180 (one

Rajesh Kumar 23/11/2015

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hundred eighty) days beyond the expiry of the work order. Whenever the work order is extended, the Service Provider will have to extend the validity of Performance Bank Guarantee proportionately.

ii) If at any stage during the tendering process or even after the tendering process is over, the documents submitted by applicant/service provider are found to be fake or forged partially or completely, the same may result in forfeiture of the bank guarantee as well as de-empanelment of applicant and also further action may be taken by PSDM as per decision of the authority.

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

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

- a. When the terms and conditions of work order are breached/ infringed.
  - b. When the work order is being terminated due to non-performance of the Service Provider
  - c. The Purchasers incur any loss due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.
  - d. On submission of fake/forged documents submitted by service provider.
- i) One applicant may apply for more than one job/ job role in one application.
- j) Bidding Schedule shall be as follows: -

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 26/04/25, 1 PM onwards <a href="https://eproc.punjab.gov.in/">https://eproc.punjab.gov.in/</a>
2.	Last Date of sending Pre-Bid queries by e-mail	30/4/25 upto 12.00 PM on Email ID rajesh.psdm@gmail.com
3.	Pre-bid meeting	25/5/25 date, time 03.00 PM at PSDM Head Office Chandigarh.
4.	Last Date/Time for submission/ uploading of offer/Bid	25/5/25 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)

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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 (Men-Jail)	Plumber General	PSC/Q0104	50
2.	Gurdaspur (Men-Jail)	Carpenter	FFS/Q2201	50
3.	Hoshiarpur (Men-Jail)	Electrician	PSS/Q6001	50
			Total	150

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.
3. The terms and conditions including penalties as applicable for PMKVY 4.0 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.
  - a.) The selected bidder shall not be able to change the ToT certified trainer (whose credentials are given with bid application) without permission of MD, PSDM. Change of ToT certified trainers shall be allowed at the discretion of MD, PSDM with cost of Rs 25,000/- every single time per trainer to be submitted along with request of change of trainer.

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 4.0 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 shall be reimbursed to the training agency by PSDM. Re-assessment fees shall not be

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is to be submitted by the training agency to PSDM.

9. No subletting of work is allowed and in such case the agency will be de-empowered by PSDM and no payment shall be made by PSDM.

10. Detailed terms and conditions shall be issued in the work order.

11. Job roles/Number of candidates/Jail may change as per requirement.

12. The short listed bidder shall have to appoint a fact knowing SPOC for easy coordination.

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ANNEXURE-B

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 /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)	Availability of ToT certified trainers (one for every job role/every jail for which the bidder is applying).	The ToT certificate of the trainer in the applied job role/jail (This trainer shall be doing skill training in case the work is allotted to the applicant). The certificate shall be valid as on date of floating of this bid. The responsibility of renewing of certificate shall be of the applicant, change of trainer will be allowed at the discretion of MD/PSDM at the cost of Rs 25,000/- every time in case the work is allotted to the applicant (details may be seen at clause 3.a of Annexure A).	No marks but having a ToT certified trainer in the applied job role is mandatory and only such agencies are eligible to apply.
3)	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 for and certifications that are done in association with PSDM are eligible to be counted. (In Punjab/ any other Skill Development Mission/NSDC/SSCs are eligible to be counted.) • For Job role (a) Carpenter FFS/Q2201 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. Use separate Annexure B1 and B2 for different job roles. Client certificate from concerned State Skill Development Mission/any Department of Govt. of Punjab/ any other Skill Development Mission/NSDC/SSCs is to be submitted to support the claim. The claim will not be considered without the relevant client certification.	Trainings and Certifications equal to or less than 24 – 0 Marks Trainings and Certifications of 25 to 50 candidates – 20 Marks Trainings and Certifications of 51 to 75 candidates – 30 Marks Trainings and Certifications of 76 and above candidates – 40 Marks
4)	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 which work order has been given by PSDM. • For Job role (a) Carpenter FFS/Q2201 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.	Client certificate from concerned State Skill Development Mission/any Department of Govt. of Punjab/ any other Skill Development Mission/NSDC/SSCs is to be submitted to support the claim. The claim will not be considered without the relevant client certification.	Placement/ Employment equal to less than 09 candidates – 0 Marks Placement/ Employment of 10 to 20 candidates – 20 Marks Placement/ Employment of 21 to 30 candidates – 30 Marks Placement/ Employment of 31 and above candidates – 40 Marks

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**Important Note**

1. PSDM empaneled Applicants/Agencies scoring at-least 40 marks in the above eligibility criteria will be eligible to be called for presentation.
2. Presentation shall be of marks 20
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.
  - 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 10 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.

   



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 Punjab/any Dept. 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.

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Date:

Sign/Stamp

for Rep - Mr. N



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 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:





ANNEXURE-C

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 ..... 2. Jail ....., Job Role ..... 3. Jail ....., Job Role ..... .....
2	Name of the Applicant agency	
3	Certificate of empanelment with PSDM	Letter Number of PSDM: Date: 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)  Whether documents as per Annexure-B, attached (Yes/No) Whether documents as per Annexure-B1, attached (Yes/No) Whether documents as per Annexure-B2, attached (Yes/No) Whether documents as per Annexure-D, attached (Yes/No)

Date:

Sign/Stamp

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<On the letterhead of the bidder/applicant>

Annexure D

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 declare that the Applicant hasn't been blacklisted/debarred by any donor agency/State Government/ Central Government/Sector skill council authority.

(Declaration format at Annexure D)



Date:

Place:

Signature of the Applicant  
/Stamp

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

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