

Andhra Pradesh State Skill Development Corporation (APSSDC)

Department of Skills Development & Training,

Govt. of Andhra Pradesh



Third call-Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh

Ref No: RFP/APSSDC/TA/FLT/2025-26

Date of Issue: 12/06/2025



#3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction,
Tadepalle, Guntur District, Andhra Pradesh - 522501

Disclaimer

The information contained in this Request or Proposal (hereinafter referred to as "RFP") document is provided to the Bidder(s), by Andhra Pradesh State Skill Development Corporation (APSSDC) under the Department of Skills Development & Training (SD&T) (hereinafter referred to as "APSSDC"), on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the APSSDC, its employees and/or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

APSSDC, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability or completeness of the RFP document. APSSDC may, in their absolute discretion, but without being under any obligation to do so, cancel, update, amend or supplement the information in this RFP document without any further notice.

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1. Key Event Details

The key event details pertaining to this Request for Proposal (RFP) is as follows:

Item	Reference
RFP Title	Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh
Reference Number	RFP/APSSDC/TA/FLT/2025-26
EOI Issuing Authority	Andhra Pradesh State Skill Development Corporation (APSSDC)
EOI Issuing Date	Date: 12.06.2025
Mode of Tender release and submission of proposals	https://tender.apecurement.gov.in
EOI can be downloaded from	https://naipunyam.ap.gov.in/ https://tender.apecurement.gov.in
Bid/Proposal Processing Fee	Rs. 20,000 (Rupees Twenty Thousand only) non-refundable (Please refer section 13.4.2)
Earnest Money Deposit (EMD)	Rs. 5,00,000/- (Five Lakh Rupees Only) refundable (Please refer section 13.4.3)
Pre-bid Meeting Schedule	NA
Last date and time for bid submission on the e-procurement system	Date: 16.06.2025 and Time: 04:00 PM
Last date and time for bid submission (Physical Bids)	Date: 16.06.2025 and Time: 04:00 PM
Date of Bid Opening	Date: 16.06.2025 and Time: 05:00 PM
Date, Time, and Venue for Presentation	To be intimated later
Contact Person Details	Name: Mr. K. Raghu Designation: ED, APSSDC Email ID: tenders@apssdc.in
APSSDC office address	MD&CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), #3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501

Important Note 1:

All the bidders are requested to remain updated for any notices/ amendments/ clarifications etc. to this RFP through the website of APSSDC i.e., <https://naipunyam.ap.gov.in/> and <https://tender.apecurement.gov.in> No separate communication/ notifications will be issued for such notices/ amendments/ clarifications etc. in the print media or individually..

2. About APSSDC

Andhra Pradesh State Skill Development Corporation (hereinafter referred to as APSSDC) is one of the largest 'Skill Missions' in India. APSSDC is established in 2014, it serves as 'Executive Agency' for the 'Department of Skills Development & Training'. APSSDC is the nodal agency to promote Skill Development & Entrepreneurship activities by creating effective Skill Ecosystem in the state.

APSSDC is striving towards creating high quality skilled manpower in line with the requirements of industries through various skill development activities/programs (central funded & state funded). APSSDC has also mandated to standardize & monitor the skill development activities being implemented by various corporations/departments across Andhra Pradesh. APSSDC covers wide range of beneficiaries starting from school students, graduates, post-graduates, unemployed youth, and dropouts for creation of better employment and livelihood opportunities.

APSSDC is focusing for implementation of German language training programs for nursing candidates in Andhra Pradesh, in collaboration with Government-to-Government (G2G) and Business-to-Business (B2B) partners. The main aims to equip candidates with language skills, enabling them to secure employment opportunities abroad, as per industry demands. By bridging the skill gap and fostering global employability, APSSDC is committed to empowering the youth of Andhra Pradesh.

3. About the Request for Proposal (RFP)

The primary objective of this Request for Proposal (RFP) is to conduct German language training programs in thirteen (13) selected Government Nursing College premises for nursing students in Andhra Pradesh.

This objectives are to

- a) Provide structured German language training aligned with international proficiency standards, enabling nursing candidates to acquire language skills essential for global employment opportunities. (Training duration would be 10 – 12 months)
- b) Conduct German language training in 13 Govt. Nursing Colleges. Please refer the list of nursing colleges in mentioned at sub section 4.1.
- c) German language training, proficiency levels and assessments & certifications in specified language as mentioned below.

SN	Language	Language Proficiency Levels	Assessment & Certification by
1	German	<ul style="list-style-type: none"> A1: Beginner - Can understand and use basic phrases and vocabulary. A2: Elementary - Can communicate in everyday situations, using simple language. B1: Intermediate - Can understand and express oneself in more complex situations. B2: Upper-Intermediate - Can communicate fluently and accurately, both in writing and speaking. C1: Advanced – Can understand virtually any text and communicate spontaneously and fluently. C2: Proficient – Can understand extremely complex texts and communicate with ease and precision. 	<ul style="list-style-type: none"> Goethe-Institut exams Or Telc exams

In this regard, APSSDC is seeking proposals/bids from the interested and eligible bidders for conducting German language trainings as defined in this RFP.

4. Scope of Work

4.1 Overall Scope of Work

The selected training agencies will be responsible for carrying out the following activities within the stipulated timelines, adhering to the standards prescribed by the Andhra Pradesh State Skill Development Corporation (APSSDC).

The purpose of this RFP is to select training agencies that can provide certified expert trainers to conduct German language training programs in across 13 government nursing colleges in Andhra Pradesh. Each college will have one dedicated trainer.

The below is the list of 13 Govt. nursing colleges and German language training to be imparted:

SN	College Name & Location
1	Govt. College of Nursing, Kurnool
2	Sri Padmavathamma, Govt. Nursing College of Nursing, Tirupati
3	Govt. College of Nursing, Eluru
4	Govt. College of Nursing, Nellore
5	Govt. College of Nursing, Vijayawada
6	Govt. College of Nursing, Srikakulam
7	Govt. College of Nursing, Machilipatnam
8	Govt. College of Nursing, Visakhapatnam
9	Govt. College of Nursing, Kakinada
10	Govt. College of Nursing, Guntur
11	Govt. College of Nursing, Anantapur
12	Govt. College of Nursing, Kadapa
13	Govt. College of Nursing, Ongole

The selected training agencies shall provide the following:

- Design and develop a comprehensive course curriculum for the following language and levels:
 - German Language - A1, A2, B1 & B2 Levels
- Conduct the German language training programs (desired levels) in 13 Govt. nursing colleges for nursing students.
- Provide physical and online training materials to the nursing students to the above said language in the training program.
- Deploy qualified, experienced, and certified trainers for the German language to the Govt. nursing colleges in Andhra Pradesh.

- Ensure that at least 70% of the nursing candidates pass the desired level of examination. Failure to comply, APSSDC committee will review on the payment terms.
- Regular coordination with APSSDC and Govt. nursing colleges to ensure seamless program execution.

4.2 Detailed Scope of Work

4.2.1. Course Curriculum

- The selected training agency shall design and develop a comprehensive course curriculum for the German language at the desired levels, as outlined in the overall scope of work.
- The curriculum shall include comprehensive training in Listening, Speaking, Reading, and Writing Skills (LSRW) and align with the Common European Framework of Reference for Languages (CEFR) for German.
- The curriculum should incorporate cultural awareness and notes specific to each language and country. It should also include practical exercises, role-plays, and real-life scenarios to enhance language skills.
- Develop a robust assessment and evaluation framework to measure student progress.
- Provide study materials, including physical books, workbooks, and online resources tailored to the specific language and level. Utilize audio-visual aids such as videos, podcasts, and interactive multimedia to support language learning.
- Adapt training materials for both in-person and digital learning formats.

4.2.2. Deployment of Trainers

- The selected bidder shall deploy one (1) qualified, certified, and experienced trainer per Govt. nursing college. The trainer must be proficient in the language designated for that college and have expertise in the following levels:
- For German Language: B2 level certified candidates with a minimum of 2 years of relevant teaching experience be considered eligible to teach A1 and A2 levels. C1 certified candidates with at least 2 years of experience be considered eligible to teach B1 and B2 levels.
- Trainers shall have a minimum of two (2) years of experience in teaching the German language with excellent communication and interpersonal skills, and the ability to adapt to diverse learning styles and needs.
- All trainers must have valid certification in the German language as on proposal/ bid submission date.
 - Trainers shall provide Six (6) hours of language training per day at the selected Govt. nursing college.
- Maintain effective trainer-to-student interactions to ensure successful learning outcomes.
- The final list of trainers shall be approved by the APSSDC committee.

4.2.3. Training Implementation

- Training shall be conducted in offline mode at the premises of the Govt. nursing colleges in Andhra Pradesh.

- Each batch will consist of 50 nursing students.
- Conduct German language training program for nursing students in the desired level at selected government nursing colleges across Andhra Pradesh.
 - German Language - A1, A2, B1 & B2
- The German language course curriculum proposed by the training agency must be approved by the APSSDC committee.
- The training agency shall submit a day-wise action plan for the implementation of training, which must be approved by the APSSDC committee and respective nursing college. This plan shall be followed by the deployed trainers.
- The training agency shall provide a trainer guide and a trainee handbook (Physical and digital copy) to the trainer and each student, respectively, prior to the commencement of training.
- Trainer and student attendance must be collected through the Aadhaar-enabled biometric attendance system (AEBAS) provided by APSSDC in each college.
- The daily training attendance shall be captured in the “NAIPUNYAM” portal of APSSDC.
- The agency should have its own “Learning Management System (LMS), where the candidates will practice, learn, do assessments on regular basis.
- The agency shall provide access to the LMS portal to APSSDC and respective Govt. nursing college in-charges to track and monitor the candidate progress.
- The agency shall monitor and evaluate student progress, provide regular feedback and assessment reports.
- Utilize interactive and practical learning methodologies, including role-playing, case studies, patient interaction simulations, and audiovisual resources.
- Trainers shall focus on equipping students with language skills, cultural knowledge, and vocational guidance, enabling them to pursue nursing careers globally.
- The training agency shall ensure the commencement and completion of the training as per the timelines defined by APSSDC without any deviation.
- Any delays in the commencement or completion of training shall be communicated to APSSDC via email only.

4.2.4. Training Centre Readiness

- APSSDC will arrange for the necessary classroom and lab facilities for training at respective Govt. nursing colleges, with support from the colleges.
- APSSDC will ensure the required infrastructure for the training centre with support from the government nursing colleges.
- The training agency shall provide inputs to APSSDC on specific lab requirements needed to conduct language training for nursing students.
- The training agency shall supply and install the necessary software or applications required for language learning.

4.2.5. Assessments & Certification of the Candidates

- Conduct periodic assessments, including weekly, monthly, and final evaluations, to measure student progress and proficiency levels.

- Provide preparatory sessions for students who are undertaking official language proficiency exams.
- Assist students in meeting language requirements for overseas employment, including interview preparation and cultural orientation.
- Facilitating external examinations through Goethe-Institute, ÖSD, or TELC, based on the availability of exam slots.

4.2.6. Monitoring, Reporting & Quality Assurance

- The training agency shall submit regular reports on course progress, assessment results, and overall student development to APSSDC and the respective Govt. nursing college.
- Conduct periodic feedback sessions with students to ensure continuous improvement and incorporate suggestions into the training program.
- Track student progress and identify areas for improvement, providing additional support as needed.
- Ensure transparency and accountability in training delivery, internal assessments, and other related activities.

5. Eligibility Criteria

The bidder's eligibility criteria shall be as mentioned below.

5.1 Pre-Qualification Criteria

SN	Criteria	Documentary Evidence Required
1	The Agency should be a Company/ Firm registered under the Indian Companies Act, 1956 as amended in 2013 (or) a firm registered under the Limited Liability Partnership Act, 2008 (or) a firm registered under the Partnership Act, 1932 and should be in operating for the past 05 years as on 31 st March 2025	Valid documentary proof of Certificate of Incorporation, Certificate of Commencement, Certificate consequent to change of name if applicable. A self-attested copy of the PAN card and GST registration certificate should be submitted along with the Proposal.
2	The total Average Annual Turnover of the Agency for the last 03 financial years (2022-23, 2023-24, and 2024-25) should be a minimum of INR 3 crore.	Certified Copy of Audited Profit & Loss account and Balance Sheet of the last five financial years, as on 31.03.2025. CA's/Company Secretary Certificate separately for annual turnover and turnover from implementation of German language trainings provided to the students/unemployed in German languages.

SN	Criteria	Documentary Evidence Required
3	The Agency's must have experience in Imparting German language training for a minimum of 250 candidates in each language in the last three financial years (2022-23, 2023-24, and 2024-25) in an offline manner. <i>Please refer 'c' under Section 3 About the request for Proposal (RFP).</i>	Specific documents/ Work Completion Certificate which indicates candidates count & details.
4	The Agency's must have successfully certified 50% of trained candidates by the German authorized certifying agency in each language, i.e., German language in the last three (3) financial years (2022-23, 2023-24, and 2024-25).	Candidate's specific relevant document/ level wise completion certificate which indicates candidates count & Details.
5	The Agency should have a minimum of 10 trainers in each language (German language) who have been engaged with the agency on its payroll as on published this RFP.	<ul style="list-style-type: none"> CVs of trainers Appointment Letter/Bank Statement/ Passbook of trainers. Last 3 month's Salary Slip of trainers.
6	The Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted/debarred for any activity in India by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.	Self-declaration letter duly signed by authorized sign-stamp on company letterhead
7	The Agency Should have a head office anywhere in India and an operating Sub-branch within Andhra Pradesh.	Office establishment certificate /Rent agreement issued by the respective authority.

5.2 Technical Evaluation Criteria

SN	Criteria	Max. Marks
1	More than 5 years working experience in India. > 10 years: 10 Marks > 7 to 10 years: 8 Marks >= 5 to 7 years: 5 Marks	10
2	Total Average Annual Turnover of the Agency for the last 03 financial years (2022-23, 2023-24, and 2024-25) > 10 crores: 10 Marks > 8 to 10 crores: 8 Marks >= 6 to 8 crores: 5 Marks	10
3	No. of candidates trained in German language in last three financial years (2022-23, 2023-24, and 2024-25) in offline manner. > 600 candidates: 20 Marks > 400 to 600 candidates: 15 Marks >= 200 to 400 candidates: 10 Marks	20

SN	Criteria	Max. Marks
4	No. of candidates certified by the foreign authorized certifying agency in German language in last three financial years (2022-23, 2023-24, and 2024-25) > 250 candidates: 20 Marks > 200 to 250 candidates: 15 Marks ≥ 150 to 200 candidates: 10 Marks	20
5	No. of trainers on the payrolls of the agency for German language. > 15 candidates: 20 Marks > 12 to 15 candidates: 15 Marks ≥ 10 to 12 candidates: 10 Marks	20
6	Technical Presentation a) Project Understanding & Implementation Methodology b) Reporting and Customization Strategy c) Value Additions/new ideas/demo	20

6. Evaluation of Proposals

The steps for evaluation are as follows:

- a. A Committee constituted by the APSSDC will carry out evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the proposal. In order to reach such a determination, Committee will examine the information supplied by the Applicants and shall evaluate the same as per the evaluation criteria specified in this proposal. The Committee reserves the right to seek any clarifications, as per need. The decisions of the committee will be final in this regard.
- b. The Technical evaluation of eligible applicants shall involve:
 - i. Pre-Qualification Evaluation
 - ii. Technical Evaluation
 - iii. Commercial Evaluation
- c. **Pre-Qualification Evaluation**
 - i. The proposal submitted by the bidder shall be verified based on the Pre-Qualification criteria mentioned under section 5.1.
 - ii. The bidders who satisfy the Pre-Qualification Criteria shall be shortlisted for Technical Evaluation.
 - iii. Bids that are not in accordance with the requirements as per this RFP are liable to be disqualified at APSSDC's discretion.
- d. **Technical Evaluation**
 - i. Technical Evaluation of the shortlisted bidders shall be done based on the Technical Evaluation Criteria given under section 5.2.
 - ii. APSSDC will review the technical bids of the shortlisted bidders to determine whether the technical bids are as per the requirements laid down and scores will be awarded and will be invited for presentation.

- iii. The Technical Presentation shall be as per parameters mentioned under technical evaluation criteria. It is expected that bidders will demonstrate considering their best work done in past.
- iv. The Maximum Marks for Technical Evaluation is 100.
- v. Bids that are not in accordance with the requirements are liable to be disqualified at APSSDC's discretion.
- vi. The Bidders who secured minimum 70 marks in the technical evaluation round shall be considered as technically qualified and shall be considered for financial bid evaluation.

e. Evaluation of Commercial Bid

- i. Financial bids will be evaluated based on Quality cum Cost Based Selection methodology (QCBS) and successful bidder would be awarded the contract.
- ii. The commercial bids of only Technically Qualified bidders shall be opened for further evaluation.
- iii. The weights will be given to Technical and Financial proposals are as follows:
 - o Technical = 70% and Financial = 30%
- iv. The financial score of the technically qualified bidders will be calculated, while considering the Total Cost of Bid (TCB) given by each of the Bidders in the Financial Bid as follows:
 - Financial Score of a Bidder = $\{\text{Lowest TCB} / \text{Bidders TCB}\} \times 100$ (adjusted to 2 decimals)
- v. Final Score: $(0.70 \times \text{Technical Score}) + (0.30 \times \text{Financial Score})$
- vi. The bidder with the highest Final score shall be treated as the Successful bidder.
- vii. In the event of a 'tie' in the final scores, the bidders who secure highest financial score among the tied bidders will be adjudicated as the successful bidder for award of the project.
- viii. The bidder with second highest financial score shall be kept in reserve and may be invited for discussion in case the first-ranked bidder withdraws, or fails to comply with the requirements specified, as the case may be.
- ix. In case, the bidder with highest final score backs out, the successful bidder shall be blacklisted from participating in any future bidding of APSSDC projects and are liable for legal action by APSSDC. In such case, APSSDC may invite the bidder with second highest final score for offering services as mentioned in 'Scope of work'.
- x. Final price shall be negotiated with the selected bidder.

7. Award of Contract

The successful bidder shall be notified of the award by APSSDC prior to the expiry of the period of validity by issuing of a letter of acceptance (LoA) or work order. The bidder shall acknowledge in writing, the receipt of LoA / work order and sign an agreement within 02 days from the receipt of LoA.

Pursuant to the bidder acknowledging the letter of acceptance, the bidder and APSSDC shall sign the Contract. APSSDC shall have the right and authority to negotiate certain terms with

the successful bidder before signing of the contract. Signing of the contract shall amount to award of the contract and the bidder shall start the execution of the work as specified in the contract.

8. Execution of Service Level Agreement (SLA)

The successful bidder shall execute a Service Level Agreement (SLA), which would include all the training deliverables, timelines, pass candidates and terms and conditions to be extended as detailed herein and any other conditions as may be prescribed by the APSSDC. The bidder shall execute the SLA within 02 days from the date of acceptance of letter of Intent/work order. The contract shall be executed by the authorized signatory of the bidder.

9. Payment Terms

- a. The bidder shall submit the bill/invoices for payment based on the deliverables along with work done/activity report.
- b. In case the deliverables are of satisfactory quality, APSSDC shall release the payment. However, in case of any unsatisfactory quality, the bidder shall incorporate feedback and submit it until quality is acceptable by APSSDC committee for releasing the payment.
- a. Bidder shall furnish only the original GST Bill for payment.
- b. Wherever applicable, taxes shall be deducted at source from the Professional (Trainer) fee for “**German language training**” in the said levels i.e. refer sub-section 4.1 and costs by APSSDC.

German Language – Payment Terms:

‘T’ is the signing of Agreement

Instalment	% of Instalment (of the Project Cost)	Milestone	Timelines (T)*
1 st	05%	On batch formation and training commencement	T + 20 days
2 nd	15%	On successful completion of A1 level training for all candidates, with at least 90% of candidates passing the assessment.	T + 60 days
3 rd	20%	On successful completion of A2 level training for all candidates, with at least 90% of candidates passing the assessment.	T + 60 days
4 th	25%	On successful completion of B1 level training for all candidates, with at least 80% of candidates passing the assessment	T + 90 days
Final 5 th	35%	On successful completion of B2 level training for all candidates, with at least 70% of candidates passing the assessment. <i>Payment will be made after results announcement and certificate verification by APSSDC and Nursing College.</i>	T + 135 days

* Total 365 days (one year) per language training

- a. Any penalties/ liquidated damages, as applicable, for delay and non-performance, as per the clauses mentioned in RFP.

10. Project Duration

The project duration is initially one (1) year from the contract signing date. APSSDC committee will review performance and may extend the contract period based on the evaluation.

11. Preparation of Proposals

11.1 Proposal Preparation Cost

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by purchaser to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

APSSDC will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

11.2 Language

The Proposal should be filled by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of Proposal evaluation, the English translation shall govern.

12. Procedure for Bid Submission

12.1 Submission in e-Procurement Portal

- a. The bidders shall submit their response through e-Procurement platform at <https://tender.apecprocurement.gov.in> or <http://www.apecprocurement.gov.in/> by following the procedure given below.
- b. The bidders would be required to register on the e-procurement marketplace <http://www.apecprocurement.gov.in> or <https://tender.apecprocurement.gov.in> and submit their bids online.
- c. The bidders shall submit their eligibility and qualification details, and Technical bid in the online as per standard formats displayed in the e-Procurement website.
- d. The bidders shall upload the copies/scanned copies of all the relevant certificates, documents, etc. in support of their eligibility criteria/technical bids and other certificates/documents in the e-Procurement website.
- e. The bidders shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity.
- f. The bidders 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.

12.2 Submission of Physical Bids/Hard Copies

The interested and eligible applicants may submit their proposals (physical copy/hardcopy) along with all required supporting documents, softcopy submission in e-Procurement portal and annexures to APSSDC as per the timelines prescribed under "The Key Event Details"

section. The eligibility criteria in two separate sealed envelopes, clearly marking on the envelope its contents, as given below.

1. Envelope 1: Processing Fee & Earnest Money Deposit (EMD) Document

Covering letter along with Original Demand Draft for **INR 20,000/- (Rupees Twenty Thousand Only)** towards processing fee and **online payment receipt towards Earnest Money Deposit (EMD)** should be submitted in Envelope-1 with superscriptions as "Proposal Fee & Earnest Money Deposit (EMD) - "Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh".

2. Envelope 2: Technical Bid Documents

All the required supporting documents and formats under Annexure II as per the eligibility criteria are to be filled along with covering letter and should be submitted in Envelope 2 with superscriptions as "Technical Bid - "Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh".

No blank is to be left empty; in case the blank is not applicable then that should be mentioned as "NOT APPLICABLE".

3. Envelope 3: Commercial Bid Documents

All formats under Annexure II to be filled and submitted by all applicants should be submitted in Envelope 3 with superscriptions as "Commercial Bid - Proposal Fee & Earnest Money Deposit (EMD) - "Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh".

- 4.** The above three (3) envelopes shall be kept in a separate sealed cover with superscriptions as "Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh".

The proposals shall be submitted at APSSDC head office as per the timelines mentioned under section 1.

Important Notes:

- Proposals submitted without Processing fee and/or online payment receipt towards Earnest Money Deposit (EMD) shall be rejected by APSSDC.
- The technical bid should not contain any information related to the commercial bids. The proposals which contain information related to commercial bid in the technical bid shall be disqualified.
- APSSDC shall not entertain any delay on account of courier/post etc. and any request for extension of time for submitting application will not be entertained.
- If the envelopes and packages of the proposal are not sealed and marked as required, APSSDC will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

12.3 Registration with e-Procurement platform

For registration and online bid submission, Bidders may contact HELP DESK of M/s. Vupadhi Techno Services Private Limited or <https://tender.apeprocurement.gov.in>. (Phone No: 08645-246370/ 71/ 72/ 73/ 74).

12.4 Digital Certificate Authentication

The Bidders shall authenticate the bid with their Digital Certificates for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidders will not be accepted on the e-Procurement platform.

12.5 Deactivation of Bidders

If any Selected bidder fails to submit the original Hard Copies of uploaded certificates/ Documents, original DD towards Processing fee and online Payment Receipt EMD within the stipulated time or if any variation is noticed between the uploaded documents and the hard copies submitted by the bidder, the selected bidder will be suspended from participating in the tenders on Andhra Pradesh e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting selected bidder based on the trigger/recommendation by APSSDC in the system. Besides this, APSSDC shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process.

12.6 Tender Document

The Bidders are requested to download the RFP document and read all the terms and conditions mentioned in the RFP document and seek clarification, if any, from APSSDC. The bidders shall keep track of any changes by viewing the addendum/ corrigendum issued by APSSDC from time-to-time, on e-Procurement platform or on APSSDC website. The Department calling for Tenders shall not be responsible for any claims/problems arising out of this.

12.7 Bid Submission Acknowledgement

The bidders shall complete all the processes and steps required for bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidders. Bidders may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to APSSDC for processing the bids. APSSDC and APTS will not be responsible for incomplete bid submission by users.

12.8 Number of Bids and Respondents

No Bidder shall submit more than one (1) bid, in response to this RFP Sub-contracting is not allowed under this RFP without prior notice and approval from APSSDC.

12.9 Amendment of RFP

At any time prior to the bid submission date, APSSDC, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on the e-procurement website <http://www.apecurement.gov.in> and APSSDC website <https://apssdc.in/> through a corrigendum and form an integral part of the e-bid/RFP document. The relevant clauses of the e-bid/RFP document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. In case of failure by the bidder to get the amendments, if any, the APSSDC shall not be responsible for it.

In order to provide the bidders a reasonable time to examine the addendum, or for any other reason, APSSDC may, at its own discretion, extend the bid submission date.

12.10 Late Submission

- The server time indicated in the bid management window on the e- procurement website <http://www.apecprocurement.gov.in> will be the time by which the e-bid/proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender.
- Once the e-bid/proposal submission date and time is over, the bidder cannot submit their e-bid/proposal.
- The bidders are advised to start the bid submission well in advance so that the submission process passes off smoothly.
- The bidders will only be held responsible if his/her e-bid/proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/proposal submission process.

13. Instructions to the Bidders

13.1 General

- a. While every effort has been made to provide comprehensive and accurate background information, requirements, and specifications, Bidders must form their own conclusions about the consultancy/legal support required.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the APSSDC on the basis of this RFP.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the APSSDC. Any notification of preferred bidder status by the APSSDC shall not give rise to any enforceable rights by the Bidder. The APSSDC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the APSSDC.
- d. This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

13.2 Complaint Proposals

- a. Bidders are advised to study all instructions, formats, requirements, appendices, and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. Comply with all requirements as set out within this RFP.
 - ii. Submit the formats as specified in this RFP and respond to each element in the order as set out in this RFP.
 - iii. Include all supporting documentations specified in this RFP.

13.3 Pre-Bid Meeting Clarification:

13.3.1 Bidder's Queries

- APSSDC shall hold a pre-bid meeting with the prospective bidders as per the schedule and mode of meeting mentioned under section 1.

- The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to APSSDC through email as per the timelines mentioned under section 1.
- The queries should necessarily be submitted in the following format.
- APSSDC shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications after the indicated date and time will not be entertained.

SN	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1.			
2.			
3.			
4.			
5.			

13.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- a. The Nodal Officer notified by the APSSDC will endeavour to provide timely response to all queries.
- b. However, APSSDC makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does APSSDC undertake to answer all the queries that have been posed by the bidders.
- c. At any time prior to the last date for receipt of bids, APSSDC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- d. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on APSSDC website <https://naipunyam.ap.gov.in/>
- e. Any such corrigendum shall be deemed to be incorporated into this RFP.
- f. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, APSSDC may, at its discretion, extend the last date for the receipt of Proposals.

13.4 Key Requirement of the Bid

13.4.1 Right to Terminate the process

- a. APSSDC may terminate the RFP process at any time and without assigning any reason. APSSDC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by APSSDC. The bidder's participation in this process may result APSSDC selecting the bidder to engage towards execution of the contract.

13.4.2 Bid/Proposal Processing Fee:

- a. The bidders shall pay a non-refundable bid processing fee of **INR 20,000/- (Rupees Twenty Thousand only)** in the form of demand draft Payable to Managing Director, Andhra Pradesh State Skill Development Corporation' payable at Vijayawada, drawn on any scheduled commercial bank along with the pre-qualification bid (hardcopy).
- b. Bids received without bid processing fee shall be summarily rejected.

13.4.3 Earnest Money Deposit (EMD)

- a. The bidder shall pay a refundable Earnest Money Deposit **(EMD) of Rs. 5,00,000/- (Rupees Five Lakhs only)** online in the e-Procurement portal before uploading the proposal bid and submitting an online transaction copy to APSSDC along with the covering letter (hardcopy).
- b. Bids submitted without EMD shall be summarily rejected.
- c. EMD of all unsuccessful bidders would be refunded by APSSDC within one month from the announcement of successful bidder without any accrued interest on it.
- d. EMD of the successful Bidder shall be returned post submission of Performance Security within 07 days from the date of issuance of LOI/work order.
- e. The EMD may be forfeited,
 - i. if a bidder withdraws or amends or impairs or derogates its bid during the period of bid validity.
 - ii. If the successful bidder fails to sign the contract in accordance with this RFP
 - iii. Termination of contract due to breach of any of the terms and condition of the agreement will entail forfeiture of EMD

13.4.4 Performance Security

- a. Within 07 days after the receipt of LOI/work order from APSSDC, the Bidder shall submit Performance Security in the form of bank guarantee from a Commercial bank as per **Annexure III**, which shall be for an amount of **3%** of Contract Value.
- b. Performance Security should remain valid for a period of ninety (90) days beyond the date of completion of all contractual obligations of the bidder including warranty obligations.
- c. EMD shall be refunded to the successful Bidder on receipt of Performance Security.

13.4.5 Bid Price

- a. Commercial Bid shall be as per the format provided in this RFP. Bid price for evaluation purpose is inclusive of all applicable taxes, duties, other levies and charges etc. All applicable taxes, duties, other levies, and charges etc. shall be required to be mentioned as per the commercial format.
- b. Bidders shall quote for the entire scope of contract on "overall responsibility" basis such that the total bid price covers all the Bidder's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the product / services.
- c. Prices quoted by the Bidder shall remain fixed during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation or with incomplete details will be treated as non-responsive and shall be rejected.

13.4.6 Proposal/bid validity period and extension

- a. Bids shall remain valid for a period of Ninety (90) days from the bid submission date ("Proposal Validity Period") and APSSDC may solicit the bidder's consent for extension of the period of validity, if required. APSSDC reserves the right to reject any bid, which does not meet this requirement.
- b. In exceptional circumstances, prior to expiry of the original Proposal Validity Period, APSSDC may request bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their bid at the expiry of validity period.

13.4.7 Bid Price

- a. Commercial Bid shall be as per the format provided in this RFP. Bid price for evaluation purpose is inclusive of all applicable taxes, duties, other levies etc. All applicable taxes, duties, other levies, etc. shall be required to be mentioned as per the commercial format.
- b. Bidders shall quote for the entire scope of contract on “overall responsibility” basis such that the total bid price covers all the Bidder’s obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the product / services.
- c. Prices quoted by the Bidder shall remain fixed during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation or with incomplete details will be treated as non-responsive and shall be rejected.

13.5 Evaluation Process

- a. APSSDC will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b. The Proposal Evaluation Committee shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection.
- c. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- d. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- e. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

13.6 Bid Opening

- a. Bid Opening shall happen as per the details provided under section 1 under the chairmanship of Proposal Evaluation Committee Chairman or any other officer authorized by APSSDC, in the presence of such of those Bidders or their representatives who may be present at the time of opening.
- b. In case the representative of the bidder wants to attend the bid opening physically, the representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the proposal.

13.7 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of submission of Tender.

13.8 Tender Evaluation

- a. Initial Bid scrutiny will be held, and incomplete details as given below will be treated as nonresponsive. If Proposals;
 - i. Are not submitted in as specified in the RFP document.
 - ii. Received without the Letter of Authorization (Power of Attorney)
 - iii. Are found with suppression of details.

- iv. Submitted with incomplete information, subjective, conditional offers and partial offers.
- v. Submitted without the documents requested in the checklist.
- vi. Have non-compliance of any of the clauses stipulated in the RFP.
- vii. With lesser validity period
- b. All responsive Bids will be considered for further processing as mentioned below.
- c. APSSDC will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Proposal Evaluation Committee according to the Evaluation process define in this RFP document. The decision of the said Committee will be final in this regard.

13.9 Consortiums

Consortiums are not allowed for this engagement. The bidding entity has to be a single entity duly registered under the applicable laws of country.

13.10 Conditions for Disqualification

- a. Even though the bidder may satisfy the eligibility criteria mentioned in this RFP, the same would be liable to disqualification if it has:
 - i. Made misleading or false representation or has deliberately suppressed the information in the formats, statements and enclosures submitted against the "Eligibility Criteria".
 - ii. Record of poor performance such as abandoning work, not properly completing contract, or financial failures/weakness etc.
 - iii. The bidder should not be under liquidation, court receivership or similar proceedings and should not be or have been subject to any disciplinary action by any professional body or Hon'ble Court in India or abroad. Suppression of such information may result in disqualification of the bidder.

14. Dispute Resolution Mechanism

14.1 Amicable Settlement

In the event of any dispute, controversy, or claim arising out of or relating to this Contract, or the breach, termination, or invalidity thereof ("Dispute"), the Parties shall use their best efforts to settle such Dispute amicably through good-faith negotiations within thirty (30) days from the date that one Party gives written notice to the other Party of such Dispute.

14.2 Arbitration

If the Dispute is not resolved amicably within the period specified above, such Dispute shall be finally resolved by arbitration under the Arbitration and Conciliation Act, 1996 (as amended) by a sole arbitrator mutually appointed by the Parties. If the Parties fail to agree on the appointment of a sole arbitrator within fifteen (15) days after receipt of a request for arbitration, the arbitrator shall be appointed in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The seat and venue of the arbitration shall be Vijayawada, Andhra Pradesh. The language of the arbitration shall be English.

14.3 Continued Performance

Notwithstanding the existence of any Dispute or the pendency of arbitration proceedings pursuant to this Clause, the Parties agree that they shall continue to fulfill their respective obligations under this Contract during the resolution of any such Dispute, unless and until this Contract is lawfully terminated in accordance with its terms.

14.4 Governing Law and Jurisdiction

This Contract shall be governed by and construed in accordance with the laws of India. The courts in Vijayawada, Andhra Pradesh shall have exclusive jurisdiction to entertain any suit, action, or proceedings relating to this Contract to the extent permitted under the Arbitration and Conciliation Act, 1996.

14.5 Finality of Award

The award of the arbitrator shall be final and binding on both Parties. The provisions of this Clause shall survive the termination of this Contract.

Annexure I - Formats for Submission of Pre-Qualification Bid

Format 1: Covering Letter for Technical Bid

[to be submitted on the letterhead of the bidder]

To,
The Managing Director,
Andhra Pradesh State Skill Development Corporation (APSSDC),
#3rd floor, G&J Infra (Infosight Building),
Survey No. 78/2, Near Pathuru Road Junction,
Tadepalli, Guntur District, Andhra Pradesh - 522501.

Sub: Submission of Technical Proposal in response to the “Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh”.

Ref RFP/APSSDC/TA/FLT/2025-26; Dt. _____

Dear Sir,

1. Having examined the RFP document, I/We, the undersigned, herewith submit our proposal/bid in response to your <<RFP Ref. No>>; Dt. <<Date>> for “Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information.
3. We understand that we shall comply with scope of work and requirements as specified intender terms and conditions completely and there are no deviations/ recommendations of any manner and/or sort and/or kind in this regard from my/our side. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 90 (Ninety) days from the date of opening of the bid.
4. We would like to declare that we are not involved in any major litigation that may have an impact affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
7. We understand that you are not bound to shortlist/accept any or all proposal you receive.
8. We hereby declare that we qualify and fulfil all the eligibility criteria as mentioned in the RFP.

Our correspondence details with regards to this proposal are

SN	Information	Details
----	-------------	---------

1	Name of the bidder	
2	Complete address of the bidder	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP	
4	Mobile no. of the contact person	
5	Email of the contact person	

Details of Bid Processing Fee and Earnest Money Deposit	
Name of the Bank:	Name of the Bank:
Amount:	Amount:
DD No:	Reference No:
DD Date:	Date:

We are enclosing details of our company in the format as given in Format 02.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Name and address of firm with seal:

Format 2: Brief Profile of the Applicant**Important instructions:**

- 1) It is advised that information sought under this RFP should be filled completely and signed for proposal evaluation and marking purpose.
- 2) Applicant to provide soft copy of the unsigned editable (scanned copy when editable copy is not available) proposal in an encrypted pen-drive which shall be enclosed in the sealed envelope along with the proposal/bid.

[to be submitted on the letterhead of the bidder]

Details of the Bidder				
SN	Item			Details
1.	Name of the Applicant			
2.	Registered Office Address			
3.	Telephone:			
4.	Email:			
5.	Website:			
6.	Legal status of the firm (Private Limited Company/ Partnership/ subsidiary/ Section-8 Company/ Section-25 Company (Companies Act,1956/2013)/Society/Trust)			
7.	Details of Incorporation/Registration of the firm			Date: Ref. #
8.	Details of Commencement of Business			Date: Ref. #
9.	Permanent Account Number (PAN)			
10.	GST Registration no.			
11.	Name & Designation of the contact person to whom all references shall be made regarding this RFP			
12.	Past experience in the field of Branding and Publicity			
	Turnover Details			
13.	FY	2022-23	2023-24	2024-25
14.	About Organization: <i>Provide a brief description of the firm's background. The brief description should include ownership details, place of incorporation of the firm, objectives of the firm etc.</i>			

Note:

All the documentary evidence shall be submitted without fail: (As Applicable)

- Registration Certificate/Certificate of incorporation
- Certificate of commencement of Business issued by the Registrar of Companies.
- GST Registration Certificate

- PAN Number
- Memorandum and Articles of Association.
- Audited balance sheets and profit and loss statements of last three (3) FYs duly certified by authorized CA.
- work orders/ project competition certificates/ payment confirmations issued by the sanctioning authority.
- Other supporting documents against pre-qualification criteria shall be submitted duly following the formats mentioned under annexures. No deviation in this regard shall be accepted.
- Candidate details may be verified on random basis and verification outcome may be used for the proposal evaluation purpose.

Sincerely,

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Name and address of firm with seal:

Format 3: Turnover Certificate

[declaration by Chartered Accountant on Letterhead with his/her Signature and Seal]

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that <<***Name of the Applicant/Agency***>> having registered office at <<***Office Address***>> has an average annual turnover of <<***Amount in Figures and Words***>> during last three (3) financial years i.e., FY 2022-23, 2023-24, and 2024-25.

The details of annual revenue are mentioned below:

SN	Financial Year	Annual Revenue of the firm (In INR)
1	FY 2022-23	
2	FY 2023-24	
3	FY 2024-25	

Copies of Balance Sheets and P&L Statement are attached.

(Chartered Accountant):

Signature

Name

Registration No

Contact No.

Date

Seal

Format 4: Bidders Experience - Citations Format

SN	Financial Year	Bidder's Response
1.	Name of Bidder entity	
2.	Assignment Name	
3.	Name of Client	
4.	Country	
5.	Contact Details (Contact Name, Address, Telephone Number)	
6.	Approximate Value of the Contract	
7.	Duration of Assignment (months)	
8.	Award Date (month/year)	
9.	Completion Date (month/year)	
10.	Narrative description of the project	
11.	Details of Work that defines the scope relevant to the requirement	
12.	Documentary Evidence attached	

Format 5: Self-declaration for not been blacklisted

[to be submitted on the letterhead of the bidder]

To,
The Managing Director,
Andhra Pradesh State Skill Development Corporation (APSSDC),
#3rd floor, G&J Infra (Infosight Building),
Survey No. 78/2, Near Pathuru Road Junction,
Tadepalli, Guntur District, Andhra Pradesh - 522501.

Sub: Submission of Technical Proposal in response to the “Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh”.

Ref RFP/APSSDC/TA/FLT/2025-26; Dt. _____

Dear Sir,

I/We hereby declare that our organization <<**Name of the Organization**>> is having unblemished past record and

Not be insolvent, bankrupt or being wound-up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.

Not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a Design, Development & Implementation contract within a period of five years preceding the commencement of the present RFP process, or not have been otherwise disqualified pursuant to debarment proceedings.

Not blacklisted with any of the Central/State Government/ PSU or any government agency as on the date of submission of the bid.

APSSDC shall have the right to take appropriate action against us in case any of the above information is found to be false or incorrect.

Sincerely,
Name of the Authorized Signatory:
Designation:
Signature:
Date:
Name and address of firm with seal:

Format 6: Profile of Proposed Key Personnel*[to be submitted on the letterhead of the bidder]*

Bidders to use this format for providing profile of the proposed key personnel to be deployed for the project.

SN	Item		Bidder's Response	
1.	Name			
2.	Specify role to be played in the project			
3.	Name of Organization/Company			
4.	Number of years with the Current Organization			
5.	Total Experience (in Years)			
6.	Experience in yrs. (Provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.)			
7.	Name of Organization	From	To	Designation/ Responsibilities
8.	Summarized professional experience (Relevant to the Current Project) in reverse chronological order			
9.	From	To	Company / Project / Position / Relevant Functional, Technical and Managerial experience	
10.	Educational Background, Training / Certification including institutions, % of marks, specialization areas etc.			
11.	Degree	Year of Award of Degree	University/other Foreign Authenticated Institutions	% of marks
12.	I certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.			
	Additionally, I also certify that I shall be available for the entire duration of the contract under this RFP. Enclosed CV in the reference of RFP.			
	Signature of staff member			Day/Month/Year

Sincerely,

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Name and address of firm with seal:

Format 7: Proposed German Language

[to be submitted on the letterhead of the bidder]

Bidders to use this format for providing profile of the proposed key personnel to be deployed for the project.

SN	Name of the Government Nursing College	Name of the Trainer
1.		
2.		
3.		
4.		
5.		

Sincerely,

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Name and address of firm with seal:

Annexure II - Formats for Submission of the Commercial Proposal

Format 1: Commercial Proposal Covering Letter

To,
The Managing Director,
Andhra Pradesh State Skill Development Corporation (APSSDC),
#3rd floor, G&J Infra (Infosight Building),
Survey No. 78/2, Near Pathuru Road Junction,
Tadepalli, Guntur District, Andhra Pradesh - 522501.

Sub: Submission of Commercial Proposal in response to the “Request for Proposal (RFP) for Engagement of Training Agencies (TAs) to Conduct German Language Training (GLT) for Nursing Candidates in Andhra Pradesh”.

Ref RFP/APSSDC/TA/FLT/2025-26; Dt. _____

Dear Sir/Madam,

We, the undersigned, offer to provide the Branding and Publicity services for APSSDC in accordance with your <<RFP Ref. No.>> and dated <<Date>> and our Proposal. Our attached Commercial Proposal comprising of component A and B both is for the amount of <<Amount in words and figures>>. This amount is inclusive of all the taxes.

1. PRICE AND VALIDITY

- All the prices mentioned in our bid are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of <<days>> calendar days from the date of opening of the Bid.
- We hereby confirm that our prices include all applicable taxes. However, all the taxes are quoted separately under relevant sections.
- We understand that the actual payment would be made as per the existing direct tax rates during the time of payment.

2. UNIT RATES

- We have indicated in the relevant formats enclosed the unit rates for the purpose of on account of payment.

3. RFP PRICING

- We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in RFP documents.

4. QUALIFYING DATA

- We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

5. BID PRICE

- We declare that our Bid Price is for the entire scope of the work as specified in all the Volumes of this RFP and Annexure thereto. Our bid prices are mentioned in the submitted Commercial Bid.

6. PERFORMANCE BANK GUARANTEE

- We hereby declare that in case the contract is awarded to us, we shall submit the Performance Security as specified in the section 12.4 of this RFP document.

Our Commercial Bid shall be binding upon us subject up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Sincerely,

Name of the Authorized Signatory:

Designation:

Signature:

Date:

Name and address of firm with seal:

Format 2: Commercial Proposal

Cost of Trainer						
SN	No. of Trainers	Cost per Trainer Per Month (in INR)	Cost per Trainer Per Year (in INR)	Total Cost (in INR)	Applicable Taxes (in INR)	Grand Total Cost (in INR)
1.						
2.						

Bidders may add more rows to substantiate their cost for creative, which shall also be used for evaluation. Any cost which is not quoted in the commercial proposal for evaluation and later required to deliver the final creative, shall be paid by selected agency without any claim to APSSDC.

The manpower cost is sought from the bidder, which shall also be used for the evaluation purpose. Bidders are required to quote the rates for all the proposed key personnel for this engagement as per the manpower deployment plan.

The manpower cost quoted shall not be paid to the bidder separately. This cost may be used for scope of activities which may qualify for the change request upon approval of APSSDC.

Annexure III - Template for Performance Bank Guarantee

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas, <<name of the supplier and address>> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <<Insert Contract No.>> dated. <<Date>> to provide creative services for <<name of the assignment>> to APSSDC (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<Name of Bank>> a banking company incorporated and having its head /registered office at <<Address of Registered Office>> and having one of its offices at <<Address of Local Office>> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<<Insert Value>> (Rupees <<Insert Value in Words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>> (Rupees <<Insert Value in Words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>

Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs. <<Insert Value>> (Rupees <<Insert Value in Words>> only).
2. This bank guarantee shall be valid up to <<Insert Expiry Date>>
3. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<Insert Expiry Date>> failing which our liability under the guarantee will automatically cease.