

RFP Notice No.: Tender Notice 04/2018-19(KVK)

REQUEST FOR PROPOSAL

For

**Selection of agency for providing manpower at Kaushalya Vardhan
Kendras in four separate regions of Gujarat**



Directorate of Employment & Training
Gujarat

Through online e-tendering process only

By

DIRECTORATE OF EMPLOYMENT & TRAINING
Block no. 1, 3rd Floor,
Dr. Jivraj Mehta Bhavan,
Gandhinagar – 382 010,
Gujarat.

Phone: 079-23253809; E-mail: techoff2-det@gujarat.gov.in
kvkadtet2@gmail.com

Febuary 2019

Tender Fees- Rs.15000/- (Rupees Fifteen Thousand Only)

TENDER NOTICE

Directorate of Employment and Training has established 500 KVKs in the State and wishes to engage agency for around 370 working KVK, which can provide end to end solution for imparting training in the courses conducted in each of the KVKs, along with career counseling to the trainees of each KVKs and youth of the cluster. Over and above agency needs to track the lifecycle of the trainee till he/she gets employed or self-employed. Agency has to manage the day to day house keeping activity also.

Bid Documents can be downloaded from the website of <http://www.nprocure.com> between [07/02/2019] to 28/02/2019] both days inclusive, against non-refundable fee, (for each set of one copies) of Rs.15000/- (Rupees Fifteen Thousand Only) by Demand Draft drawn on any Nationalized or Scheduled Bank payable at Gandhinagar in favor of “Account Officer Directorate of Employment & Training”, Gandhinagar.

The bidder who submits the downloaded bid document shall pay the cost of bid document in the manners specified in the RFP document. Bid must be accompanied with the Earnest Money Deposit (As per annexure-13) payable at Gandhinagar drawn in favor of the Account Officer, Directorate of Employment & Training, Gandhinagar. The EMD will have to be in the form(s) as specified in RFP document and shall have to be valid for number of days as specified in the RFP document.

The last date of submission of Bid is 28/02/2019 at 03.00 p.m. (15.00 hrs) at the Office of the Directorate of Employment & Training, Gandhinagar and will be opened as per schedule indicated in the RFP document. The bid is an e-tender document, and hence financial bid will be required to be submitted online following requisite procedures. However, all other documents including attachments as per RFP will be submitted in hard copy in the Directorate of Employment & Training's office as specified in the RFP document. If Directorate of Employment & Training's office happens to be closed on the day of receipt of bids as specified, the bids will be received on the next working day on opening of the office at the same time and venue.

Note: - Number of KVKs may increase or decrease as per requirement of DET.

DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer; it is an invitation of BID for the prospective Bidder. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical capability and financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness,

completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

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

INVITATION FOR REQUEST FOR PROPOSAL (RFP)

The Directorate of Employment & Training, (DET) is working under the Labour and Employment Department, Government of Gujarat. The Directorate of Employment & Training, Government of Gujarat has been a pioneer in instigating varied multi skill-building and development programmes with the objective of helping job seekers which ultimately favours the overall industrial and economic development. Mainly two Central Government training scheme are being governed by this Directorate.

1. Craftsman training scheme.
2. Apprentice training scheme.

At state level DET regulates the two statutes of Govt. of India to help in achieving the objectives of higher employment in organized sector through training. These are:

- (1) The Employment Exchanges Compulsory Notification of Vacancy Act, 1959 (C.N.V. Act)
- (2) The National Apprenticeship Act, 1961.
 - a) KVK project won the Prime Minister's Award for Excellence in Public Administration for the year 2011-2012 on 21st April 2013 (Civil Service Day). Total 500 Kaushlaya Vardhan Kendras (KVKs) are functioning across Gujarat. DET intends to engage manpower supply agency for KVKs (Faculty, Carrier counselor cum coordinator and housekeeper).
 - b) KVKs are basically a Rural/Rurban level training centres with a decentralized, cluster base approach to skill development which is responsive to local culture, traditional skills. KVKs are institutes to increase access to skill development and to harness the potential of rural youth, school drop outs, adolescent girls, housewives etc. to promote self-employment and entrepreneurship. The training modules consists of short term courses.
 - c) KVKs works closely with village and block level institutions, Industrial Training Institutes and District Employment Office. Each KVK has a one coordinator cum career counselor, 3-4 Faculty and a housekeeper with an aim to run 3 to 4 courses best suited for the rural population.
 - d) Regular skill gap analysis for Enhancement of the skill training program/facilities center will be in need for identifying the new skill needs and to start new courses accordingly. Agency needs to conduct periodical trainers training to keep the trainers updated on the recent trends in the cluster as well as sector. Four (04) Kaushlaya Rath are also functional to impart vocational training on wheels with an exhaustive outreach and access to people in remote areas.

The Regions to be covered under this project are divided in: Ahmedabad, Vadodara, Rajkot and Surat.

DET invites proposal from the competitive agencies to provide manpower and training & monitoring securities under KVK. Bidding agency can apply for any of the above regions or all regions subjects to fulfillment of Eligibility criteria as stated in this tender document.

SCHEDULE FOR INVITATION OF RFP

Details about RFP: *Tender Notice 04/2018-19(KVK)*

Department	:	Directorate of Employment & Training, Gandhinagar, Gujarat, India
Inviting / BID Opening Authority	:	Directorate of Employment & Training Block no. 1, 3 rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382 010, Gujarat.
Division	:	---
Tender Notice No.	:	<i>Tender Notice 04/2018-19(KVK)</i>
Name of Work	:	Selection of agency for providing manpower at Kaushalya Vardhan Kendras in four separate regions of Gujarat
Total Project Period	:	2 (Two) year and can be extended for another 1 year, if performace found satisfactory.
Bidding Type	:	Open
Class of Bidder	:	Not Applicable
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture	:	Not Applicable
Rebate	:	Not Applicable
<i>Amount Details</i>		
Bid Document Fee.	:	Rs. 15,000/- in form of Demand Draft
Bid Document Fee Payable to	:	“Account Officer Directorate of Employment & Training” payable at Gandhinagar
EMD (INR)	:	As per Annexure-13
EMD in favour of	:	“Account Officer Directorate of Employment & Training” payable at Gandhinagar
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	07/02/2019 at 03.00 p.m. (15.00 hrs)
Pre-bid Meeting Date	:	15/02/2019 at 12.00 p.m. (12.00 hrs)
Bid Document Downloading End Date	:	28/02/2019 at 03.00 p.m. (15.00 hrs)
Last Date & Time for Receipt (Submission) of Bids	:	28/02/2019 at 03.00 p.m. (15.00 hrs)
Date of Tender opening	:	28/02/2019 at 4.00 p.m. (16.00 hrs)
Date of presentation for shortlisted bidders after technical evaluation	:	Will be confirmed by mail

Financial bid opening Date	:	Will be confirmed by mail
Bid Validity Period	:	180 days from opening of price bid
Submission of certain documents, etc.	:	Submission of RFP, Tender fee and other Documents before at 28/02/2019 at 03.00 p.m. (15.00 hrs) in the office of Directorate of Employment & Training Block no. 1, 3 rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382010, Gujarat
Remarks	:	Bidder shall submit their offer in electronic format on website, after digitally signing the same. Offers which are not digitally signed will not be accepted. Financial offer in physical form will not be accepted and any such offer is received by the Directorate of Employment & Training Block no. 1, 3 rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382 010, Gujarat will be outright rejected.
Phone	:	079-23253809/23253811
<i>Other Details</i>		
Office Inviting Bids	:	Directorate of Employment & Training, Office of Employment & Training Block no. 1, 3 rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382 010, Gujarat
Bid Opening Authority	:	Directorate of Employment & Training, Office of Employment & Training Block no. 1, 3 rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382 010, Gujarat

General Terms and Conditions

- (1) Bidders have to submit Price bid in Electronic form only on n-procure website till the Last Date & time for submission.
- (2) Offers in physical form shall not be accepted in any case.
- (3) Technical Bid has to be submitted in physical as well as online on www.nprocure.com. In case of discrepancy in the physical & online documents, online submission of technical bid will be considered final.
- (4) Free vender training camp is available for e-tender process on every Saturday between 4.00 to 5.00 PM at (n) Code Solutions – A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign

their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:

(n) Code Solutions
A Division of GNFC
301, GNFC Infotower, Bodakdev
Ahmedabad –380 054 (India)
Tel: +91 26857316/ 17/ 18
Fax: +91 79 26857321
E-mail: nprocure@gnvfc.net
Website: www.nwr.nprocure.com
Toll Free: 1800-233-1010(Ext.321)

Other Terms and Conditions are as per detailed tender documents.

GENERAL INSTRUCTIONS

1. Bidders who wish to participate in this selection process will have to register on <https://www.nprocure.com>. Further, participating Bidders will have to procure Digital Certificate as per Information Technology Act, 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n) Code Solutions – a division of GNFC Limited, or from any other Contractor licensed by Controller of Certifying Authority, Government of India. Bidders who already have a Digital Certificate need not procure a new digital certificate.
2. **Technical Bid:** All documents must be submitted online as well as in physical bid along with RFP fees, EMD and self certified check list of documents uploaded on website **through** Registered A.D. Post/Courier/ hand delivery with acknowledgement receipt only.

PART-I: EMD and tender fee of the RFP Document in a separate sealed envelope superscripted with the RFP Document number. Please enclose EMD (As per Annexure-13) for each regions and Price of the RFP Document of ₹ 15,000/- in form of Demand Draft drawn in favour of “Account Officer Directorate of Employment & Training”, Gandhinagar.

EMD/ Tender fees will be acceptable from all Nationalized Banks and IDBI, AXIS, HDFC, ICICI banks only.

PART-II: All documents must be submitted online as well as in physical along with Tender fees, EMD and self-certified check list of documents uploaded on website are to be submitted at Directorate of Employment & Training, Gandhinagar. Online documents shall be considered as authentic for evaluation purpose.

Note: Filling up prices in Part II will render the Bidder disqualified.

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

Financial Bid: Bidder shall submit the FINANCIAL BID online only.

- Work offered should be strictly as per specifications mentioned in this RFP Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading “Deviations”.
- Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- The price of the RFP Document is ₹ 15000/-, which can be paid by crossed Demand Draft. The Demand Draft may be drawn in favour of “Account Officer Directorate of Employment & Training”, Gandhinagar.

Yours faithfully,
For and on behalf of

Directorate of Employment & Training,
Office of Employment & Training
Gandhinagar

**To be pasted on the outer envelope containing EMD,
Tender Fees & Technical bid**

Important Data

DO NOT OPEN – THIS IS A BID

PROJECT	Selection of agency for providing manpower at Kaushalya Vardhan Kendras in four separate regions of Gujarat
Due Date	28/02/2019
Time	3.00 p.m. (15.00 hrs)
From	
Name of Bidder	
Address	Directorate of Employment & Training Block no. 1, 3 rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382 010, Gujarat.
Phone no.	079-23253809
e-mail id	kvkadtet2@gmail.com

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CHAPTER 1 INSTRUCTIONS TO THE BIDDER

ARTICLE- 1. DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- **“Agreement”** means the document signed by the Director, Employment & Training and the Bidder that incorporates any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract.
- **“Bid”** or **“Proposal”** means competitive bid submitted by bidder in response to this RFP for bid participation purpose.
- **“Bidder”** shall mean any firm but not an individual which is any of the following: Company/ Partnership firm eligible to participate in the tendering process and shall include the successful bidder during the currency of the Contract.
- **“Contract Period”** shall mean entire term of the contract as indicated in the Article 1, Chapter 4.
- **“Contract”** shall include the Terms of Reference as outlined under Chapter III within time limits indicated under Article 1, Chapter IV for which the Bidder shall be paid in accordance with the terms and conditions of the Agreement.
- **“Corrupt Practice”** means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Bidder selection and Contract execution.
- **“Financial Capability”** means financial worthiness of Bidders as per the terms of the Tender.
- **“Government”** shall mean the Government of Gujarat.
- **“Local Language”** means the language declared by the concerned State Government as their official language.
- **“Tenderer”** means the organization / institution, which is floating this tender
- **“Total Accepted Tender Value”** means the total value of services and supplies as covered under this Tender and agreed upon by the Tenderer and the Bidder.
- **“DET”** means Directorate of Employment & Training.
- **“KVK”** means Kaushalya Vardhan Kendras

- **“Committee”** means committee constituted for evaluation of Proposals.
- **“SP or Agency”** means the business entity selected through competitive tendering in pursuance of this RFP, for providing the consultancy services under the contract.
- **“State”** means state of Gujarat
- **“GCC”** mean General Contract Conditions.
- **“IFP”** means Invitation for Proposals.
- **“ITB”** means Instructions to Bidders.
- **“SLA”** means Service-level agreement, a contractual agreement on the level of service to be provided by a service provider to a customer, commonly used in computer-related services.
- **“Personnel”** means manpower provided by the Agency to perform services to execute an assignment and any part thereof.
- **“Proposals”** or **“Bid”** means proposal submitted by bidders in response to this RFP.
- **“Services”** means the work to be performed by the Agency pursuant to this RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the Directorate of Employment & Training.
- **“INR”** means currency in Indian Rupees.

ARTICLE- 2. NATURE OF WORK

- Scope of work involves providing end to end solution for KVKs (For Four Regions). This includes providing manpower for KVKs, mobilisation of candidate, providing training relevant to local industry, linking successful candidate to job market, training of trainers for quality improvement and keep them updated through advance training, aligning course curriculum with NSQF (National Skills Qualifications Framework). Maintaining MIS for KVKs, monitoring through CCTV and Bio-metric, reporting etc.

ARTICLE- 3. ELIGIBILITY CRITERIA FOR BIDDERS

- The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. Bids from consortiums are not allowed. Claims without documentary evidence will not be considered.

No.	Basic Requirement	Specific Requirements	Documents Required
1	Experience	<ul style="list-style-type: none"> The Bidder must have at least three years of experience in manpower supply. The manpower supply should be like technical staff, multi skill assistant, house keeping services etc. in Government organization/ Corporates/ Private Organizations etc. 	<ul style="list-style-type: none"> Valid Labour license for previous project of Manpower Supply in Industries, Educational Sector, Government Departments, etc. Work order and completion certificate of last three financial years.
2	Turnover	<ul style="list-style-type: none"> The Bidder should have minimum Average Annual Turnover (as per annexure 13) from the manpower supply work during the last three (3) financial years ending 31st March 2018. <p>(If Bidder is bidding for multiple regions, the turn over criteria will be added for each additional region the bid has been submitted. Please refer annexure-13)</p>	<ul style="list-style-type: none"> Audited Reports of audited balance sheet and profit & loss along with authentic certificate from the practising Chartered Accountant of the last three (3) financial years as of 31st March 2018.
3	Net Worth	<ul style="list-style-type: none"> The Net Worth of the Bidder must be positive for the year ending 31st March 2018. 	<ul style="list-style-type: none"> Certificate from practicing Chartered Accountants for last year 2017-18.
4	Infrastructure	<ul style="list-style-type: none"> One fully functional registered office shall be located in state of Gujarat. One Regional level office shall be located in applied region for easy co-ordination & administration purpose. (for each region) If they do not have regional level office present in selective region then undertaking to the effect should be submitted along with the bid that the same shall be opened and made operational by them within 30 (Thirty) days of award of work. 	<ul style="list-style-type: none"> Self-certified letter for registered office and branch offices. The Bidder should submit Address Proof document. (Sales dead, rent agreement and last month electricity bill) and list of operating staff members and their contact number.
5	Resources	<ul style="list-style-type: none"> The Bidder should have an experience of supply of minimum manpower as per annexure 13 in last three years. (For each region) <p>(If Bidder is bidding for multiple regions, the resources criteria will be added for each additional region the bid have been submitted. Please refer annexure-13)</p>	<ul style="list-style-type: none"> Self-certified letter of list of manpower as per annexure-7

Note: - The DET reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the decision of DET shall be final in this regard. The bidder can apply in all regions.

CHAPTER 2 GENERAL TERMS AND CONDITIONS

ARTICLE- 1. CHECKLIST OF DOCUMENTS COMPRISING THE BID

The bid submitted shall have the following documents:

Part-I

1. Earnest Money Deposit and tender fee of the Tender Document in the form prescribed in the Tender.

Part – II

1. Bid signed and sealed (with official seal) in Original on all pages with all pages duly numbered.
2. A CD containing the soft copy of the Technical Bid and scan copy of the documents submitted.
3. In case bidder is a company- Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations,

Or

In case the Bidder is a Society- Certified copy of registration deed with objects of constitution of society.

Or

In case the Bidder is a Corporation- Authenticated copy of the parent statute.

Or

In case of Trust- Certified copy of the Trust Deed.

Or

In case of Firm- Certified copy of the Registration Deed.

Certified copies of documents submitted, as above, must be duly signed and carry the seal of the authorized signatory.

4. List of present Directors/owners/executive council members/trustees/ Board members as applicable. Details of person authorized to sign all bid documents.
5. Bidder should not be blacklisted/ banned/ disqualified/ declared ineligible / declared having dissatisfactory performance by any Central/ State Government Department in India regarding any contract.
6. Bidders who have applied for ISO accreditation and are confident to receive the same before commencement of services will have to give an undertaking committing submission of the accreditation certificate before allotment of work vide this tender.

7. The Bidder should enclose Approach and Methodology as per the Format provided at annexure-8.
8. Bidder should submit copy of PAN registration number and TAN registration number and GST registration certificate.
9. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at annexure-2.
10. Audited Balance sheet and Income & Expenditure statement (P & L Statement) duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the years 2015-16, 2016-17, and 2017-18.
11. Documentary evidence (signed by authorized signatory) proving that bidder fulfils the eligibility criteria.
12. Documentary evidence (signed by authorized signatory) proving that bidder has provided all the data and documents required for carrying the evaluation of their Bid as per the parameters given at Article 21: Bid Evaluation, Chapter II.
13. Details of infrastructure set up on self-certified letter mentioning the area of office, IT support, nos. of centres and capacity, etc. along with the invoices of office equipment's, if any.
14. Clause by clause compliance statement for the whole Tender Document including all annexures.
15. All deviations and/or non-compliance clauses shall be listed separately. Details in the formats as given below

Sr. No.	RFP Requirement (Section & Page Number)	Deviation	Remarks
1			
2			

16. Copy of experience and work completion certificate stating that the Bidder should have an experience of supply of minimum manpower (As per Annexure-13) in last three years. **(For each region)**.
17. Copy of Valid Labor license for providing at least 100 Manpower.

18. This Department has tentative requirement of the manpower as given below in each KVKs.

Sr. No.	Name of the Post	Numbers per KVK	Place of Posting
1	Faculty	3 to 4 *	KVK Centres of Gujarat
2	KVK Coordinator cum Career Counselor	1	
3	Housekeeper	1	

Note: - Above mentioned figures are tentative it may vary & depends upon the requirement of the individual KVK.

19. List of Manpower along with Qualification, Experience, etc. as per annexure-7.
20. Copy of No. of employee on roll and Copy of list of other clients.

Part-III

1. Financial Bid as per annexure – 1 to be submitted on-line. No deviations and/or non-compliance clauses shall be allowed in the Financial Bid.

ARTICLE- 2. BIDDING DOCUMENT

- Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.
- There should be separate proposal with relevant documents for each region to be submitted but in case of application for more than one region then each proposal to be submitted separately with separate envelope.

ARTICLE- 3. CLARIFICATION ON BIDDING DOCUMENTS

- DET shall convene a pre-bid meeting as prescribed in document control sheet to address any RFP related queries. The Bidders will have to ensure that their all pre-bid queries should reach to the office of DET only by email as mentioned in Document Control Sheet.

- The prospective bidder or its official representative/s [maximum 2] is/are invited to attend the pre-bid meeting. The queries should necessarily be submitted in the following format:

Sr. No.	RFP Document Reference (Section & Page Number)	Content of RFP requiring clarification	Points of Clarification
1			
2			

Any query of the bidders will not be entertained after the Pre-Bid meeting.

ARTICLE- 4. AMENDMENT OF BIDDING DOCUMENTS

- At any time prior to the deadline for submission of bids, DET for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.
- All prospective Bidders who have received the bidding documents will be notified regarding the amendment and such modification will be binding on them. The same shall also be placed on the website of n-code.

ARTICLE- 5. LANGUAGE OF BID

- The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and DET shall be in English only. But in case of other language bidder has to establish the translator for the Supporting documents in English/ Hindi/ Gujarati. For purposes of interpretation of the bid, the translation shall govern.

ARTICLE- 6. COST OF BIDDING

- The Bidder shall bear all costs associated with the preparation and submission of the Bid and DET will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

ARTICLE- 7. BID FORMS

- Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- For all other cases, the Bidder shall design a form to hold the required information.
- Tenderer shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms.

ARTICLE- 8. FRAUDULENT & CORRUPT PRACTICE

- All the Bidders must observe the highest standards of ethics during the process of selection and during the performance and execution of contract.
- DET will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.
- DET will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.
- The Bidder will not engage or retain any consultant/individual to facilitate or lobby for award of contract. Canvassing by its agent(s) for getting the contract awarded will be construed as corrupt practice.

ARTICLE- 9. LACK OF INFORMATION TO BIDDER

- The Bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to full-fill his obligation under the Contract.

ARTICLE- 10. BID PRICE

- The Financial bid should indicate the prices in the format/ price schedule as given at Annexure.

Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

- a) Any effort by a Bidder or Bidder's agent/ consultant or representative howsoever described to influence the DET in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
 - b) The Bidder should indicate rates for contract period based on the payment terms specified in the Tender.
 - c) Bids should be submitted directly by the Bidder.
- DET reserves the right to seek clarification/justification from the Bidder on the bid price in case DET deems it necessary. Based on the justification provided by the Bidder, if DET feels that the price is unrealistic/ unfeasible in order to execute a project of this nature, DET reserves the right to reject the said bid. The Bidders shall be governed by the decision of DET.

ARTICLE- 11. BID CURRENCY

- For the services required in the Tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.

ARTICLE- 12. EARNEST MONEY DEPOSIT (EMD)

- The Bidder shall furnish, as part of the Bid, EMD (As per Annexure-13) in a separate DD for each region. The DD will be drawn in favour of “Account Officer Directorate of Employment & Training” payable at Gandhinagar issued by any **Nationalized/ IDBI/ ICICI/ HDFC/ Axis bank in India** in a separate envelope. Only after the confirmation of valid EMD, the Technical Bid will be opened.

Refund of EMD:

- EMD of all unsuccessful bidders would be refunded by DET preferably within 3 months of the bidder being notified as being unsuccessful. EMD of the successful

bidder will be released after the successful bidder signs the final agreement/contract and furnishes the Performance Bank Guarantee (PBG).

- The EMD amount is interest free and will be refundable to the bidders without any accrued interest on it.
- The EMD lying with the DET in respect of other tender/ RFP awaiting approval or rejected or on account of contracts being completed will not be adjusted towards EMD for this RFP. The EMD may however, be taken into consideration in case RFP is re-invited.
- The Earnest Money will be forfeited on account of one or more of the following reasons: -
 - Bidder withdraws its Proposal during the validity period specified in RFP after opening of proposals.
 - Bidder does not respond to requests for clarification of its Proposal.
 - Bidder fails to provide required information during the evaluation process and is found to be non-responsive.
 - In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee.

EMD of Bidders not short-listed will be refunded within 90 days from the date of declaration of Short-listed Bidders. If the Bidder is short-listed then the EMD will be refunded within 30 days from the date of signing of the Agreement and submission of *performance bank guarantee*.

ARTICLE- 13. PERIOD OF VALIDITY OF BIDS

- Bids shall remain valid for 180 days after the date of Bid opening prescribed by DET. A Bid valid for a shorter period shall be rejected as non-responsive.
- In exceptional circumstances, the DET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing subject to proper jurisdiction/ declaration given by the bidder. The EMD shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

ARTICLE- 14. FORMAT AND SIGNING OF BID

- The Bidder shall prepare required number of copies of the bid, clearly marking each “Original Bid” and “Copy of Bid” as appropriate. In the event of any discrepancy between them, the original shall govern.
- The original Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.
- The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the DET or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

ARTICLE- 15. SEALING AND MARKING OF BID

- Bidder shall submit their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid (Bid Security, Technical).

Part: I

The EMD in a separate sealed envelope super scribed with the Tender Document number.

Part: II

Original and One copy of TECHNICAL BID complete with all technical and commercial details other than price i.e. identical to part-III with prices blanked out.

- There should be separate proposal with relevant documents for each region to be submitted in case of application for more than one region and each proposal to be submitted separately with separate envelope.

NOTE: Filling up prices in Part-II will render the Bidder disqualified.

- The envelopes containing Part-I and Part-II of bid should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.
- The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.

- If these envelopes are not sealed and marked as required, the DET will assume no responsibility for the bid's misplacement or premature opening and rejection of the proposed bid.

ARTICLE- 16. BID DUE DATE

- Bid must be received by the DET at the address specified in the Tender Document not later than the date specified in the bid.
- The DET may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the DET and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

ARTICLE- 17. LATE BID/CONDITIONAL BID

- Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- DET shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

ARTICLE- 18. MODIFICATION AND WITHDRAWAL OF BID

- The Bidder may modify or withdraw its Bid after the Bid's submission before the pre-bid meeting, provided that written notice of the modification included substitution or withdrawal of the bids, is received by the DET prior to the deadline prescribed for submission of bids.
- The suggestions, recommendations from bidder will not be entertained after pre-bid meeting and corrigendum if published.
- The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.

- No Bid may be modified subsequent to the deadline for submission of bids.
- No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its EMD.

However all deviations should only be submitted as indicated with Technical Bid only. Any deviations / assumptions mentioned elsewhere in the Bid shall not be considered.

Even in case of no deviation, bidders need to submit no deviation the format as per annexure-14.

ARTICLE- 19. OPENING OF BIDS

- Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- The Bidder's names, Bid modifications or withdrawals and the presence or absence of relevant EMD and such other details as the DET at his/her discretion, may consider appropriate, will be announced at the opening.
- At the pre-decided time, the DET contact person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

ARTICLE- 20. CONTACTING THE DET

- Bidder shall not approach the DET officers before or after office hours and/or outside the DET premises, from the time of the Bid opening to the time the Contract is awarded.
- Any effort by a Bidder to influence the DET officers in the decisions on Bid evaluation bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the DET, it should do so in writing.

ARTICLE- 21. BID EVALUATION

All evaluation will be carried out by committee as detailed below:

Preliminary Scrutiny

Preliminary scrutiny will be based on the compliance to all the terms and conditions of the Bid. The Bidders who do not fulfil the eligibility criteria shall be straight away rejected. All eligible Bids will be considered for further evaluation subject to compliance of the following:

1. Bidders will have to submit the Bid Documents online as well as physically along with all the supporting documents.
2. Bidders will have to submit demand draft of EMD and tender fees online as well as physically.

The decision of the Committee will be final in this regard.

I. Technical Evaluation

The technical proposals will be opened on the mentioned date in this Bid Document. The Technical Bid will be examined by the committee formed for the purpose, on the basis of responsiveness to the scope of work and other details as mentioned herein the document.

Technical Presentations: DET will invite the eligible bidders for detailed technical presentation on proposal. Bidders will be informed **at least 3 days** prior to the **scheduled presentation date** (to be scheduled during evaluation process of bids). The purpose of such presentations is to allow the bidders to present their proposed approach to the key points in their proposals.

II. Financial Evaluation

The financial bid of only the short-listed Bidders shall be opened. The lowest evaluated financial bid (Fm) will be given the maximum financial score (Sf) of 100 (one hundred) points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula – $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

The Financial BID shall be opened in the following order

- 1) Ahmedabad Region
- 2) Vadodara Region
- 3) Rajkot Region
- 4) Surat Region

Bid Evaluation Committee

The above evaluation shall be done by an Evaluation Committee decided by the DET, Govt. of Gujarat. The Committee shall determine the approach and methodologies for the issues, which may arise during above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders

Bid evaluation will be carried out on Quality Cost Based System(QCBS) on 60:40 basis. 60 % weighted for technical score and 40% for financial. Formula for **cumulative score for bid score**: $\text{Technical score} \times 60\% + \text{financial bid} / \text{Quoted bid} \times 100 \times 40\%$

Evaluation shall be carried out based on the selected evaluation parameters and the data and documents provided by the Bidders in support of their claims. The cut-off marks for short-listing based on the Technical Evaluation is 60. The Evaluation Committee shall have the right to verify the claims made by the Bidder, in whichever way it deems fit. Based on the Bid Evaluation, only technically qualified Bidders scoring 60 or above 60, shall be short-listed. Proposal for every region will be evaluated separately to shortlist the parties for financial bid opening.

Sr. No	Criteria	Max Marks	Criteria	Marks
A	Average Annual Turnover during last three (3) financial years as of 31st March 2018.	20	More than INR 15 Crore	20
			More than INR 10 Crore	15
			More than INR 5 Crore	10
B	The Bidder should have an experience for supply of minimum 100 qualified & experience manpower among them 50 shall be in supply of technical staff in last three years.	20	More than 300 qualified & experience among them 150 shall be technical staff.	20
			More than 200 qualified & experience among them 100 shall be technical staff.	15
			More than 100 qualified & experience among them 50 shall be technical staff.	10
C	Atleast One office in each region shall be located in applied region for easy co-ordination & administration purpose.	15	Four offices in one region.	15
			Two offices in one region.	12
			One office in one region.	8
D	The bidders should have implemented skill development projects having provided requisite trained manpower including faculty.	10	3 Projects	10
			2 Projects	8
			1 Project	5
C	The Bidder must have at least three years of experience in providing manpower in Government organization/corporation.	15	More than 7 years	15
			More than 5 years	12
			More than 3 years	8
Approach & Methodology				
(Marks shall be awarded as Average of marks given by each member of Bid Evaluation Committee)				
A	Demonstration of understanding of the Project Objective, requirements, Challenges likely to be encountered. Risk Assessment & its mitigation plan. Work Breakdown practices & its continual improvement plan for bringing transformation by using innovative ideas & global best practices.	05	Assessment to be based on a note covering all requirements as mentioned & Presentation made by Bidder before the Committee	05
B	The proposed solution & project management approach with detailed Project Plan including periodical activities with Work Breakdown Structures, milestones & Project review mechanism etc. in order to implement the project in given timelines.	05		05

C	Proposed Business continuity plan for uninterrupted operations. Explain the understanding of the SLAs, SLA management methodology, and methodology for carrying out the activities for expected output.	05		05
D	Location wise proposed Operational Manpower plan along with governance structure for meeting project SLAs.	05		05
	Total Marks			100

ARTICLE- 22. THE DET's RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD

- Any such expansion shall be dealt by adding new Employment with mutual consent within the purview of contract terms & conditions.

ARTICLE- 23. THE DET's RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- The DET reserves the right to reject any Bid and to ammend the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision. To assist in the evaluation, comparison and an examination of bids, DET, may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates etc. The request for clarification and the response shall be in writing.

ARTICLE- 24. IMPLEMENTATION SCHEDULE

- The Agency should have completed the mobilisation of manpower like coordinator, Faculty and Housekeeper as per DET requirement as on before 15 days from the issuing of work order.
- The list of selected candidates for the positions should be submitted with CV to DET for issue of workorder.

ARTICLE- 25. NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- DET will notify the successful bidder in writing that its proposal has been accepted. The notification of award will constitute the formation of the contract after submission of performance bank guarantee by the successful bidder.
- Upon the successful bidder's furnishing of Performance Bank Guarantee, DET will notify each unsuccessful bidder and return their EMD.
- Within 10 days of receipt of the Contract the successful Bidder shall sign and date the contract and return it to the DET. If the successful Bidder thus selected fails to sign the contract as stipulated, the DET reserves the right to offer the contract to the next Bidder.

ARTICLE- 26. PERFORMANCE GUARANTEE

- The contract performance guarantee has to be submitted Within fifteen (15) working days of the receipt of the acknowledgment of the Letter of Acceptance from DET, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 5% of the Contract Cost in accordance with the conditions of the Contract, in the form of a Bank Guarantee or Demand Draft/ Bankers' Cheque from a **Nationalized/ IDBI/ ICICI/ HDFC/ Axis bank in India.**
- If the successful Bidder fails to remit the performance guarantee, the EMD remitted by him will be forfeited by the DET and his bid will be held void.
- Upon the successful Bidder's furnishing of performance guarantee and signing of contractual documents, the DET will promptly notify all Short-listed Bidders and will refund their EMD.
- The Performance Guarantee Format is given at annexure-3.
- The Performance Guarantee of the successful Bidder shall be refunded within two months from the expiry of the contract period and on satisfaction of the DET for execution of the work / settlement of disputes, if any.

ARTICLE- 27. PAYMENT TERMS

27.1 Payment by Agency to Deployed Manpower

- The payment for services under this agreement shall be made on monthly basis, through RTGS/NEFT in the Aadhar Enabled Bank Account of the supplied manpower within 7 days from the end of the month.
- The Approved Agency shall not make payment less than prevailing minimum prescribed rate under the Minimum Wages Act to the supplied manpower.
- The other statutory payment & benefits shall be made within the prescribed time limit as per the Labour Laws.
- The Approved Agency shall make all statutory payment to the manpower supply irrespective of his claims pending with DET for what so ever reasons.

27.2 Payment to Agency by DET

- The Agency shall have to submit the details of payment and salaries to the staff along with all the documents by 9th of every month. After that, the payment shall be made to the Approved Agency within 22 working days of receipt of the certified bill for each calendar month, duly supported with the requisite details.
- Certificate confirming the presence and satisfactory work of the staff provided by the Agency as well as DET officials.
- The activity related to Skill development is exempted from Goods and Service Tax hence GST will not be applicable. However, Invoice i.e. Tax invoice as per Goods & Service Tax rules clearly indicating Goods Service Tax registration number, Insurance Policies and proof of payment of premium (As applicable). Shall be presented to the attached ITI principal.
- Details of statutory payments like PF, ESI, and EPF, etc. (As applicable) like Challans for having deposited the amount of ESI, EPF, etc.
- The payment schedule to the outsourced manpower shall be as under.

No	Particulars	Date (end of the month)
Agency to Manpower		
1	The payment to the manpower	5-7
2	Certificate confirming the presence and satisfactory work by attached ITI Principal	7-9
3	Submission of Bill to Ahmedabad, Vadodara , Rajkot and Surat Regional Deputy Director's office /DET	On or before 9th
DET to Agency		
1	Payment for services under this agreement shall be made on monthly basis	29

Note	Required documents are as under <ol style="list-style-type: none"> 1. Certificate confirming the presence and satisfactory work 2. Invoice with all supporting documents 3. Compliance of statutory payments
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ARTICLE- 28. PENALTY

- Authority will levy penalty in case the Bidder fails to provide the services specified by the Authority in the ToR of this tender document. The amount of penalty shall be commensurate with the nature of the breach/ defect/ deviation/ fault or more as decided by Authority. Such an amount payable by the Service Provider shall be final and binding and shall not exceed 15% of the Total Accepted Tender Value of the bidder for the Contract Period.
- The bidder shall keep minimum manpower to provide the substitute as and when requirement arises when person leaving the job. Authority will levy penalty of Rs. 400/- per day per absence of the each person in case the agency is not able to provide substitute manpower in 15days and if the same penalty levies second time the penalty will doubled i.e. Rs.800/- and so on.
- In case of the Service Provider repeatedly failing to provide the substitute within the time period as stated above third time then the Authority is free to cancel / terminate the Contract by giving one-week notice period.
- Also, the Authority may, at its discretion, get the deviations, faults attended/ rectified by any other agency at the risk and cost of the Service Provider and the same will be recovered from the Service Provider.

ARTICLE- 29. PATENT RIGHTS

- The Bidder shall indemnify the DET against all third-party claims of infringement of patent, trademark/copyright arising from the use of services or any part thereof.

ARTICLE- 30. THE DET's RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS

- The DET reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

CHAPTER 3 TERMS OF REFERENCE

ARTICLE- 1. INTRODUCTION

- Directorate of Employment and Training has established 500 KVKs in the State and wishes to engage manpower supply agency, which can provide end to end solution for imparting training in various courses conducted in each of the KVKs.
- Details of the KVKs :
 - KVK are mostly located in rural areas
 - Training modules consists of short term courses which are locally relevant and useful
- There are three types of manpower required for the KVKs i.e. Faculty, Co-ordinator and housekeeper. The details of the required qualification and experience are appended at annexure-11.

Detailed scope of work is described here under

ARTICLE- 2. SCOPE OF WORK

The Scope of work for the RFP is as follows:

1. Scope of Supply

- **Providing qualified and experienced manpower**

Successful bidder shall maintain pool of qualified and experienced manpower in skill sector as per annexure-11 which can be deployed at the allotted KVKs. The service provider shall work in tandem with the KVK knowledge partner and ITI officers and make available sufficient number of candidates for selection. The candidates selected by the knowledge partner and ITI officers shall be provided to the KVKs based on their requirement.

The Agency has to submit the details of manpower deployed for the KVK centres to the DET. Manpower deployed should have undergone all the verification process, be it legal identification by the Agency. Any legal obligation related to the manpower deployed by the Agency will be solely the responsibility of the Agency.

Agency has to provide the manpower for minimum 8 hrs. per day (5/6 days

per week) & if their working duration is less than 8 hrs per day then proportional rate will be counted as per rate accepted. The service provider shall provide a substitute for 15 days before the person leaves the job if there is any probability of the person leaving the job due to his/her own personal reasons or on leave.

The Agency has to implement the schedule of course and adhered to finish before the deadline and maintain the record on portal of the students, who have completed the course. Agency needs to conduct periodical trainers training to keep the trainers updated on the recent trends in the cluster as well as sector. Four (04) Kaushlaya Rath are also functional to impart vocational training on wheels with an exhaustive outreach and access to people in remote areas.

Agency has to take care of all recommendation/ remarks/ suggestions of the audits given by the third party inspection agency / knowledge partner and the authorities.

If the qualified and experienced manpower is not available then in such cases; committee comprising knowledge partner, ITI principal and representative of outsourcing agency can select the appropriate manpower by adopting standard procedure and norms. The approval of such appointment shall be taken post-facto from DET head quarter.

- **Providing/ Maintaining CCTV & Bio-Metric Attendance System**

The Agency should maintain the existing CCTV cameras and biometric systems in KVKs and if required, shall have to replace the same in consultation with attached ITI principal. Procurment of CCTV/Biometric system, in such cases, will be done by ITI principal/DET. Physical attendance register for trainees and staff to be maintained. The attendance system needs to be integrated with MIS system. The Agency should have to maintain the MIS system.

Bid is invited for Supplying Manpower for various assignments of below table
Shown categories and educational qualifications

Sr. No	Designation	Qualification	Nature of Duty
1	Faculty	As prescribe in the syllabus for concern Discipline (For details Pl. refer annexure 11)	<ul style="list-style-type: none"> • To complete the Syllabus in time limit. • To impart training practical as well as theoretical training to the trainees. • To maintain the record of attendance and training progress of the trainees. • Mobilization and Motivation of trainees. • Periodical test and any other assignment given time to time. • Placement/Employment tracking for one year. • Helping KVK co-ordinator cum career counsellor in all the activities assigned to him.
2	KVK coordinator cum Career counsellor	Any Post Graduate/ Graduate in science stream/ Bachelor of Engineering	<ul style="list-style-type: none"> • To work in close coordination with guardian officer under the guidance of attached ITI Principal. • The overall coordination and arranging training as per curriculum, maintaining discipline. • To conduct minimum one Kaushalya Sabha in the vicinity of the KVK every month. • Timely arrangement for Raw Material, awareness generation and mobilization of student. • Maintaining inventory, asset registers, attendance records, up keep of machinery equipment, MIS, Bio-metric, CCTV and virtual teaching system • To conduct Job melas in close co-ordination with district employment officer
3	House Keeper	Minimum 5th Std. Pass.	<ul style="list-style-type: none"> • Hygienically cleaning of all the infrastructure facilities including Class Rooms, Training Area and Public utilities also. •

- Agency has to ensure immediate issuing of certificate to the successful candidates after effective assessment of the skill gained by the trainee. Agency will have to follow a standardised assessment and evaluation method to ensure quality and reliability of training.

- The Bidder should ensure Trainers under their contract are reaching the training centres at least half an hour before the commencement of the class and engage sessions as per the approved syllabus and quality framework.
- At the end of the programme, the course material and other reports should be Submitted in digital format to DET. Submission of documentation report at the end of the programme comprising the salient features of the training activity under this programme, suggestions and recommendations from the participants, compilation and an analytical note of the evaluation sheet submitted by the participants and over all summary report on completion of entire programme. A training video capturing different aspect of the training should be submitted to DET.

2. Insurance and Ownership

- While the Bidder shall operate and maintain all the equipment, its ownership shall lie with the DET.
- The Bidder should provide the DET with a copy of all insurance policies (As per workmen's compensation Act) of supplied Man power in pursuance of the contract.

3. Mobilisation of trainees

- The bidder shall be responsible for mobilising trainees. Atleast 500 trainees / centre should be trained annually.

4. Standardisation of course curriculum

- The bidder will be responsible for ensuring NSQF compliance of the courses run at the KVK within the 6 months of award of contract.
- The bidder should conduct a training need assessment every 6 months in their area of jurisdiction inorder to maintain the relevance of training. A report of the assessment will be submitted to DET for appraisal.

5. Training of trainers

- In order to improve the quality of faculty, DET will conduct 3 days ToT program for various trades. The bidder should nominate at least 2 faculty/region for these training programs whenever DET organises such training program. The salary for the three days will be borne by the bidder.
- In case the faculty resigns before one year after attending the ToT, the cost of the training and the three days salary will be forfeited from the full and final settlement.
- An assessment of the faculties will be conducted after the ToT programme to understand the improvement in the faculty.

ARTICLE- 3. ADDITIONAL SCOPE

The number of KVKs and place as indicated in the list may vary at the time of giving work order. For KVK where DET has entered or shall enter into Memorandum of Association (MoA) with NGO/Industries for running the KVK through their Manpower, the agency shall not supply manpower to such KVKs.

CHAPTER 4 SPECIAL TERMS AND CONDITIONS OF CONTRACT

ARTICLE- 1. CONTRACT PERIOD

- This contract period shall commence from the date of signing of the Agreement and shall continue thereafter for a period of 2 year. It shall be extended for period of one year on mutually agreed terms if performance found satisfactory of the end of second year.
- In case the performance of the agency is not found satisfactory as per parameters set out in the contract or not in conformity with the terms & conditions of the agreement, Penalty shall be levied as per penalty clause

ARTICLE- 2. CONTRACT OBLIGATIONS

DET may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding one year;
- Submitted a proposal that is not accompanied by required documentation or is nonresponsive;
- Failed to provide clarifications related thereto, when sought;
- Declared blacklisted or ineligible by the Government of India/ any State Government /UT Government for corrupt and fraudulent practices or
- Submitted a conditional proposal.
- Not submitted in as specified in the RFP document
- Suppressed any details related to bid
- Submitted incomplete information, subjective, conditional offers and partial offers submitted
- Not submitted documents as requested in the checklist

- Submitted bid with lesser validity period
- Any non-adherence/non-compliance to applicable RFP content
- If after the award of the contract the Bidder does not sign the Agreement or fails to furnish the performance guarantee within the prescribed time limit, the DET reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

ARTICLE- 3. APPROVED AGENCY'S OBLIGATIONS

- Bidder shall appoint, an authorized person not lower than the rank of Senior Manager as “Co-ordinator - Service Provider” to co-ordinate with the Authority in all matters related to Bidder for the successful implementation and operation of the project and to be responsible for all necessary exchange of information.
- Bidder shall provide all assistance to the Authority representative/s as they may reasonably require for the performance of their duties and services.
- Bidder shall appoint, supervise, monitor and control the activities of suppliers under their respective agreements as may be necessary.
- Bidder shall be responsible for all statutory obligations/ liabilities like Salary and Salary Slip, ESI, PF, etc. as per Labour Laws for the manpower employed by it.
- The Agency shall be responsible for prompt redressal of public grievances and ensure timely resolution & compliance.
- The bidder shall have to provide I-card and two pair of uniform in one year to the supplied manpower.
- The agency is responsible for any theft and loss of any property, buildings of the DET.
- Bidder shall ensure that regular meeting (once in a month) and report submission is done to ITI, RDD and DET.
- Bidder should ensure the following Service level agreements (SLA)
- Nomination of atleast 2 trainers in the region for ToT whenever DET organises ToT
- Standardise all the courses through alignment with NSQF run at the KVK centre within 6 months of the contract.
- Submit MIS report by Saturday of every week.
- Submit inspection report by 7th of every month.

- Support the third party assessor with access to the KVK Centre premise for inspection and provide relevant information for evaluation.
- Submit training need analysis report every six months from the date of contract. (Non-compliance and non-performance will invite penalties).

ARTICLE- 4. DET'S OBLIGATION

- Grant in a timely manner all such approvals, permissions and authorizations which the Bidder may require or is obliged to seek from in connection with implementation of the project and the performance of the Service Provider obligations.
- Authority shall release the funds in a timely manner, after satisfying itself of all the project-related, statutory and accounting aspects, so as to enable the Bidder to satisfactorily implement the project and perform its obligations.
- Authority shall appoint, an authorized person as 'Co-ordinator – Authority' to coordinate with the Service Provider in all matters related to Authority for the successful implementation of the project and to be responsible for all necessary exchange of information required.
- DET shall organise ToT periodically for enhancing the quality of trainers and provide them advancement opportunities
- Appoint third party assessors for evaluation of KVK periodically and regular monitoring of the training activities
- Constitute awards for best KVK, best trainers and best manpower agency.

ARTICLE- 5. QUALITY CHECK BY THIRD PARTY AGENCY

- The quality check, which shall involve checking of the entire set up as prescribed by the DET, shall be conducted by the Committee of Experts or Institution nominated by the DET. The DET reserves the right to evolve a procedure of quality checking to ensure that the services provided by the Bidder are as per the prescribed norms.
- The agency will monitor the training program regularly
- The agency will conduct periodic evaluation of the KVK

ARTICLE- 6. LIQUIDATED DAMAGES

- In the event of failure of the Bidder to secure acceptance of the DET, before the commencement date as prescribed by the DET, the DET reserves the option to recover from the Bidder as liquidated damages and not by way of penalty, Rs.400 per day per absence of the person of the Service to be rendered for the period after the said commencement date, until acceptance without prejudice to other remedies under the contract.

ARTICLE- 7. TERMINATION OF THE CONTRACT

Following reasons shall lead to the termination of contract:

- Failure of the successful bidder to accept the contract and furnish the Performance Bank Guarantee within specified time period
- The term of Contract expires
- Termination of Contract by the DET due to non-adherence of contract/RFP terms and conditions
- If Authority finds that Service Provider does not provide services in line with tender conditions for Fifteen (15) days continuously or for fifteen (15) days intermittently in a month at a specified output level due to reasons attributable to Service Provider, it may give a Notice of 7 days to rectify the defect/ deviation on an immediate basis. On failure of Service Provider to do so, Authority may at its sole discretion, terminate the Contract without giving prior notice for termination.
- If Authority finds that during the Contract Period, there are substantial deviations from the conditions mentioned in contract/ workorder, it shall ask for rectification within 7 days. On failure of Service Provider to do so, it may terminate the contract after giving 7 days' Notice.
- At any time during the Contract Period, Authority has the right to cancel the Contract after giving a notice of 7 days, if the Service Provider commits breach of any or all conditions of the contract and fails to remedy the breach within the time frame by the Authority. Breach of Contract includes, but not limited to, the following:
 - Service Provider stops work and such stoppage has not been authorized by the Authority.

- Service Provider may become bankrupt or goes into liquidation other than for project or Amalgamation.
- Authority gives notice to correct a particular defect/ irregularity and the Service Provider fails to correct such defects/ irregularity within a reasonable period of time as determined by the Authority.
- Service Provider is found to act in selfish interest and not in interest of the beneficiaries.
- Serious misconduct/ accident on part of the Service Provider

ARTICLE- 8. TERMINATION FOR INSOLVENCY, DISSOLUTION ETC.

- DET may at any time terminate the Contract by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company.
- In this event termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to DET.

ARTICLE- 9. NO CLAIM” CERTIFICATE

- The Bidder shall not be entitled to make any claim, whatsoever, against the tender or by virtue of or arising out of this Contract, nor shall the DET entertain or consider any such claim, if made by the Bidder and the Bidder shall have signed a “No Claim” Certificate in favour of the DET in such forms as shall be required by him after the works are finally accepted.

ARTICLE- 10. SUSPENSION

- The DET may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services and supplied manpower) provided that such notice of suspension:
 - Shall specify the nature of the failure and

- Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

ARTICLE- 11. DETAILS TO BE KEPT CONFIDENTIAL

- The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the authority. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the DET whose decision shall be final. The Bidder or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the DET.

ARTICLE- 12. TRANSFER OF RIGHTS

- Agency shall not transfer the Contract to anybody except with the prior permission of the Authority.

ARTICLE- 13. REGARDING CONTRACT LABOUR LAW:

- The agency will be solely responsible to disbursed wages to their staff through Bank and they will strictly follow the Minimum Wages Act 1948. Furthermore the agency will be solely responsible to their employees' "Bonus" as well as any violation of the provision of Minimum Wages Act shall render the contract liable for termination.
- The Approved Agency shall be responsible for all injuries and accidents to their employee.
- The Approved Agency shall comply with all statutory requirements existing as well as those rules, orders and notifications promulgated from time to time, viz. the payment of
 1. Wages Act 1936,
 2. Minimum Wages Act 1948,
 3. Maternity Benefits Act, 1951,
 4. Employees Provident Fund & Misc. Provision Act 1952,
 5. Employee State Insurance Scheme, Family Pension Fund Act,

6. Payment of Bonus Act 1965,
7. Payment of Gratuity Act 1972,
8. Contract Labour (Regulation & Abolition) Act 1970,
9. Equal Remuneration Act 1979,
10. Child Labour (Prohibition and Regulation) Act 1986
11. Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979
12. Employee's liability Act 1938.

ARTICLE- 14. INSPECTION REPORT AND MONITORING

- Monthly Inspection Reports are to be prepared by the Service Provider and submitted to the Authority within 7 days of the start of the next month. These Inspection Reports will be evaluated by the Authority and at HO level and necessary changes will be suggested that the Service Provider has to incorporate at its own cost. Also, concurrent monitoring and inspection shall be done by KVK Authority or Director, Directorate of Employment & Training, Gandhinagar and Knowledge Partner representatives appointed by Director, Employment and Training.

CHAPTER 5 ANNEXURES

ANNEXURE -1
FINANCIAL BID

Tender Notice No. :

Tender Document No.:

To:

The Director,
Directorate of Employment & Training,
Dr. Jivraj Mehta Bhavan,
Block No.1, 3rd Floor, Gandhinagar,
Gujarat

Dear Sir,

I/We hereby bid for “Providing manpower at Kaushalya Vardhan Kendras in four separate regions of Gujarat” as per the Terms of Reference given in this Tender Document of the DET, Gandhinagar within the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

The details of the prices for supplying below mentioned manpower.

1. The remuneration to the outsourced manpower will be paid as mentioned in following table.
2. All Sundays, 2nd and 4th Saturdays and public holidays will be consider as paid leave.
3. Bidders have to submit Price bid in Electronic form only on n-procure website till the Last Date & time for submission.

(Financial Proposal)**(A) Ahmedabad Region**

Sr. No	Type of services	Total Remuneration to be paid excluding statutory dues	Service charge %
1	Faculty	10800*	Service charge should be in the range of 3 to 10%
2	KVK Coordinator cum Career Counselor	12600*	
3	House Keeper	8711.33*	

*To be paid at the rate decided by the government. Tentative remuneration is indicated subject to approval by the government. The statutory payment like EPF, ESI, Bonus, etc. will be reimbursed by government /DET as per prevailing rules and regulations of contract labour laws.

(B) Vadodara Region

Sr. No	Type of services	Total Remuneration to be paid excluding statutory dues	Service charge %
1	Faculty	10800*	Service charge should be in the range of 3 to 10%
2	KVK Coordinator cum Career Counselor	12600*	
3	House Keeper	8711.33*	

*To be paid at the rate decided by the government. Tentative remuneration is indicated subject to approval by the government. The statutory payment like EPF, ESI, Bonus, etc. will be reimbursed by government /DET as per prevailing rules and regulations of contract labour laws.

(C) Rajkot Region

Sr. No	Type of services	Total Remuneration to be paid excluding statutory dues	Service charge %
1	Faculty	10800*	Service charge should be in the range of 3 to 10%
2	KVK Coordinator cum Career Counselor	12600*	
3	House Keeper	8711.33*	

*To be paid at the rate decided by the government. Tentative remuneration is

indicated subject to approval by the government. The statutory payment like EPF, ESI, Bonus, etc. will be reimbursed by government /DET as per prevailing rules and regulations of contract labour laws.

(D) Surat Region

Sr. No	Type of services	Total Remuneration to be paid excluding statutory dues	Service charge %
1	Faculty	10800*	Service charge should be in the range of 3 to 10%
2	KVK Coordinator cum Career Counselor	12600*	
3	House Keeper	8711.33*	
*To be paid at the rate decided by the government. Tentative remuneration is indicated subject to approval by the government. The statutory payment like EPF, ESI, Bonus, etc. will be reimbursed by government /DET as per prevailing rules and regulations of contract labour laws.			

*GST charges are not applicable for such services

- Requirement of manpower may vary depending upon the regional requirement of the individual KVK categories
- The outsourced staff will not be paid for absence during working days.
- Total Cost for providing services as per the terms and conditions indicated in this tender document inclusive of,
 - Role & responsibility of manpower as per detailed scope of work mentioned in the tender (Chapter 3, Article 2.)
 - The operation & maintenance of existing CCTV camera & Bio-Matric system installed in KVKs. Presently, 3-4 CCTV cameras are installed in each KVK.
 - Maintaining the MIS system for efficient monitoring of the training.
- Each Bidder must quote his rates after through reading of this RFP document and Estimates of his cost thorough detailed due diligence of the site, statutory laws/regulations including labour laws.
- Bidder shall be required to quote for region based on the tentative deployment plan provided in the annexure 13 of the RFP.

Signature of the authorized person

ANNEXURE – 2**PROFORMA OF GENERAL POWER OF ATTORNEY**

(To be signed and executed in non-judicial stamp paper of ₹ 100/=)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt _____ S/O _____

_____ Residing at _____

2. Sri/Smt _____ S/O _____

_____ Residing at _____

3. Sri/Smt _____ S/O _____

_____ Residing at _____

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders of M/s _____ having its registered office at _____ hereby appoint Sri _____ S/O _____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ firm with the Office of Directorate of Employment & Training (DET), Gandhinagar 382010 in connection with its tender No. _____ Dated _____ For the supply of _____ due for opening on _____

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ firm as if the same were executed by me/ us individually or jointly.

ANNEXURE – 3
FORMAT FOR PERFORMANCE GUARANTEE

(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to

Be in the name of the executing Bank

To:

THE DIRECTOR
DIRECTORATE OF EMPLOYMENT & TRAINING
Block no. 1, 3rd Floor,
Dr. Jivraj Mehta Bhavan,
Gandhinagar – 382 010,
Gujarat

In consideration of the DET, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the “DET” which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No _____ dated _____ issued by the **Directorate Of Employment & Training , Block no. 1, 3rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382 010**, Gujarat, which has been unequivocally accepted by the Vendor (refer NOTE below) work of For Selection of agency for providing manpower at Kaushalya Vardhan Kendras in four separate regions of Gujarat (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for ₹ _____ (Rupees _____ only) from a Nationalized Bank, in lieu of the EMD, to be made by the Vendor or in lieu of the deduction to be made from the Vendor’s bill, for the due fulfilment by the said Vendor of the terms and conditions contained in the same Contract. We _____ the _____ (hereinafter referred to be “the said Bank” and having our registered office at _____ do hereby undertake and agree to indemnify and keep indemnified to the DET from time to time to the extent of ₹ _____ (Rupees _____ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the DET by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the DET on demand and without demand to the extent aforesaid. We, _____ Bank, further agree that the DET shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the DET on account thereof and the decision of the DET that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused

to or suffered by the DET from time to time shall be final and binding on us.

- We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the DET under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the DET shall have no claim under the Guarantee after 366 (Three Hundred Sixty Six Only) days from the date of expiry of the contract period.
 - The DET shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to DET and the said Bank shall not be released from its liability under these presents by any exercise by the DET of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the DET or any indulgence by the DET to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.
1. It shall not be necessary for the DET to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the DET may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.
 2. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the DET in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from M/s. ____ on whose behalf this guarantee is issued.

In presence of

WITNESS

For and on behalf of (the bank)

1. _____ Signature _____

2. _____ Name & Designation _____

Authorization No.

Date and Place

Bank Seal

The above guarantee is accepted by the DET, Gandhinagar

NOTES

FOR COMPANIES

M/s. _____ a company registered under the Companies Act 1956 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

ANNEXURE – 4

Categories and educational qualifications

Sr. No	Designation	Qualification	Nature of Duty
1	Faculty	As prescribe in the syllabus for concern Discipline (For details Pl. refer annexure 11)	<ul style="list-style-type: none">• To complete the Syllabus in time limit.• To impart training practical as well as theoretical training to the trainees.• To maintain the record of attendance and training progress of the trainees.• Mobilization and Motivation of trainees.• Periodical test and any other assignment given time to time.• Placement/Employment tracking for one year.• Helping KVK co-ordinator cum career counsellor in all the activities assigned to him.
2	KVK coordinator cum Career counsellor	Any Post Graduate/ Graduate in science stream/ Bachelor of engineering.	<ul style="list-style-type: none">• To work in close coordination with guardian officer under the guidance of attached ITI Principal.• The overall coordination and arranging training as per curriculum, maintaining discipline.• To conduct minimum one Kaushalya Sabha in the vicinity of the KVK every month.• Timely arrangement for Raw Material, awareness generation and mobilization of student.• Maintaining inventory, asset registers, attendance records, up keep of machinery equipment, MIS, Bio-metric, CCTV and virtual teaching system• To conduct Job melas in close co-ordination with district employment officer
3	House Keeper	Minimum 5th Std. Pass.	<ul style="list-style-type: none">• Hygienically cleaning of all the infrastructure facilities including Class Rooms, Training Area and Public utilities also.

ANNEXURE – 5

PROFILE OF BIDDER

Sr.	Particulars	Detail
1	Name of Organisation	
2	Nature of the Organisation	
a	In case of Public/Pvt. Ltd company (Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations)	
b	In case of Partnership Firm (Partnership deed)	
c	In case of Proprietorship (Registration certificate, Factory registration, DIC –industrial registration)	
3	Address with Phone No. and Fax No.:	
4	Name and Contact details of the Authorised Person	
5	Any other details in support of your offer	
6	PAN	
7	GST Registration Certificate	

Signature of the bidder with seal

ANNEXURE – 6
General Document's checklist

Sr. No	List of Documents	Documents submitted (Y/N)	Page No.
1	Bid duly signed & sealed (with official seal) in original (with photocopies in copy I) on all pages with all pages duly numbered.		
2	A CD containing the softcopy of the technical bid and scanned copy of the documents submitted.		
3	Registration details: Certificate of Incorporation & MOA/ Trust Deed/ registration deed for proprietary or partnership firm.		
4	Current GST Registration Certificate.		
5	Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Registration No., PAN No., other required valid licences).		
6	General power of attorney/ Board of Directors resolution/ Deed of Authority contract and all correspondences/ documents thereof. Format for General Power of Attorney is given at annexure-2.		
7	Income Tax Returns for last three years i.e.2015-16, 2016-17 and 2017-18.		
8	Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the years 2015-16, 2016-17 and 2017-18		
9	Original Chartered Accountant certificate clearly indicating turnover of the bidder from relevant business in the last three years ending on 31 st March 2018. (i.e for Financial year 2015-16, 2016-17 and 2017-18)		
10	Works to be demonstrated by contract/ agreement/ Work Order and Evidence of satisfactory work completion for all contracts showcased in the list of past & present clients. (The work order should clearly indicate number of persons and time period of contract otherwise will not be considered for evaluation)		
11	The bidder should submit the performance certificate for all contracts showcased in the list of past & present clients.		
12	Clause by clause compliance statement for the whole Tender Document including all annexures.		
13	The declaration of the bidder that they have not been blacklisted/ banned/ disqualified/ declared ineligible / declared having dissatisfactory performance by any government /quasi-government authority in India for supply of materials/ carrying out operations and maintenance work. in past.		
14	The declaration of the bidder of the bidder that they have not been penalized by any court in India.		
15	The latest ESI/PF challan of last one year to be submitted by the bidder.		
16	Copy of Valid Labor license		

A. CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA

No.	Basic Requirement	Specific Requirements	Documents Required
1	Experience	<ul style="list-style-type: none"> The Bidder must have at least three years of experience in manpower supply. The manpower supply should be like technical staff, multi skill assistant, house keeping services etc. in Government organization/ Corporates/ Private Organizations etc. 	<ul style="list-style-type: none"> Valid Labour license for previous project of Manpower Supply in Industries, Educational Sector, Government Departments, etc. Work order and completion certificate of last three financial years.
2	Turnover	<ul style="list-style-type: none"> The Bidder should have minimum Average Annual Turnover (as per annexure 13) from the manpower supply work during the last three (3) financial years ending 31st March 2018. <p>(If Bidder is bidding for multiple regions, the turn over criteria will be added for each additional region the bid has been submitted. Please refer annexure-13)</p>	<ul style="list-style-type: none"> Audited Reports of audited balance sheet and profit & loss along with authentic certificate from the practising Chartered Accountant of the last three (3) financial years as of 31st March 2018.
3	Net Worth	<ul style="list-style-type: none"> The Net Worth of the Bidder must be positive for the year ending 31st March 2018. 	<ul style="list-style-type: none"> Certificate from practicing Chartered Accountants for last year 2017-18.
4	Infrastructure	<ul style="list-style-type: none"> One fully functional registered office shall be located in state of Gujarat. One Regional level office shall be located in applied region for easy co-ordination & administration purpose. (for each region) If they do not have regional level office present in selective region then undertaking to the effect should be submitted along with the bid that the same shall be opened and made operational by them within 30 (Thirty) days of award of work. 	<ul style="list-style-type: none"> Self-certified letter for registered office and branch offices. The Bidder should submit Address Proof document/ undertaking. (Sales dead, rent agreement and last month electricity bill) and list of operating staff members and their contact number.
5	Resources	<ul style="list-style-type: none"> The Bidder should have an experience of supply of minimum manpower as per annexure 13 in last three years. (For each region) <p>(If Bidder is bidding for multiple regions, the resources criteria will be added for each additional region the bid have been submitted. Please refer annexure-13)</p>	<ul style="list-style-type: none"> Self-certified letter of list of manpower as per annexure-7

Signature of the Bidder with seal

ANNEXURE – 8
FORM FOR APPROACH AND METHODOLOGY

Based on the broad areas of work outlined in the RFP and bidder's own experiences, bidders are required to provide details in the form of write-up as well as Power Point Presentation :-

A)	General	
I	Name	
II	Office Address with phone/ fax No. & email address	
III	Name of Contact Person /s with Designation	
B)	Details of Present Activities in Brief	
I	Activity level and turnover for last 3 years ending 31 st March, 2018	
II	Brief details of present activity highlighting work in supply of manpower	
III	Existing infrastructure set up available in Gujarat.	
C)	Project Proposal	
I	Demonstration of understanding of the Project Objective	
II	Risk Assessment & its mitigation plan	
III	Approach with detailed Project Plan including periodical activities with Work Breakdown Structures, milestones & Project review mechanism etc.	
IV	Location wise proposed Operational Manpower plan along with governance structure for meeting project SLAs	
D)	Business Continuity Plan	
-	Understanding of the SLAs	
-	SLA management methodology	
-	Methodology for carrying out the activities for expected output	
E)	Action Plan for Project Period	Describe the work to be done by Agency

ANNEXURE 10**FORMAT FOR C.A. CERTIFICATE**(On CA's Letter Head)TO WHOM SO EVER IT MAY CONCERN**CHARTERED ACCOUNTANT CERTIFICATE**

On the basis of verification of books of accountants and other documents produced before us and maintained by the Company, we certify that M/s _____ is engaged in manpower supply business. This is to certify that they have turn over from supply of manpower services or any other business in the last three years ending on 31st March 2018. (i.e for Financial year, 2015-16, 2016-17 and 2017-18) as follows:

Sr. No	Financial Year	Total Turnover (Rs. Lacs)	Turnover from Manpower Supply Business (Rs. Lacs)	Net worth (Rs. Lacs)
1	2015-16			
2	2016-17			
3	2017-18			
	Total amount			
	Avg. of above			

Their net worth as on 31st March 2018 is Rs. _____.

CA Stamp & Seal

ANNEXURE 11

Details of Courses of Group/Sector

Sr. No.	Name of Group/Sector	Eligible Degree/ Diploma /National Trade Certificate (NTC)/ State Trade Certificate from Gujarat Council of Vocational Training (GCVT)
1	Mechanical	Degree in Mechanical Engineering with one year experience OR Diploma in Mechanical Engineering with two year experience OR GCVT/NCVT ITI in relevant trade with 4 years of experience
2	Fabrication	Degree in Mechanical Engineering/Fabrication Engineering with one year experience OR Diploma in Mechanical Engineering with two year experience OR GCVT/NCVT ITI in welder trade with 4 years of experience
3	Electrical	Degree in Electrical Engineering with one year experience OR Diploma in Electrical Engineering with two year experience OR GCVT/NCVT ITI in Electrical/Wireman with 4 years of experience
4	Electronics	Degree in Electronics Engineering/Electronics and communication/Electronics and Telecommunication with one year experience OR Diploma in Electronics Engineering with two year experience OR GCVT/NCVT ITI in Electronics Mechanic with 4 years of experience
5	Instrumentation	Degree in Instrumentation and Control Engineering with one year Experience OR Diploma in Instrumentation and Control Engineering with two year experience OR GCVT/NCVT ITI in Instrumentation and control with 4 years of experience
6	Construction and Infrastructure	Degree in Civil Engineering/ Architectural Engineering with one year Experience OR Diploma in Civil Engineering/ Architectural Engineering with two year experience OR GCVT/NCVT ITI in Draftsman Civil with 4 years of experience
7	Automobile	Degree in Automobile Engineering with one year Experience OR Diploma in Automobile Engineering with two year experience OR GCVT/NCVT ITI in relevant trade with 4 years of experience

8	Chemical	Degree in Chemical Engineering with one year Experience OR Diploma in Chemical Engineering with two year experience OR GCVT/NCVT ITI in Chemical Trade group with 4 years of experience
9	Printing	Degree in Printing Technology with one year Experience OR Diploma in Printing Technology with two year experience OR GCVT/NCVT in Printing Trade group with 4 year experience
10	Computer.	Degree in Computer Engineering/Computer Technology/Computer Science and Engineering /Information Technology/ B.Sc. with Information Technology / B. Sc. with Computer Science/ Bachelor of Computer Application / MCA/M.Sc. (Information Technology/Computer application and Information Technology/) /with one year Experience OR Diploma in Computer Engineering/Computer Technology/Computer Science and Engineering with two year experience OR GCVT/NCVT/ITI in COPA trade with 4 year experience
11	Garments	Degree in Costume Design/Dress Making/Computer aided Costume/ Design and Dress Making/Apparel/Fashion Technology/Fashion Design or Diploma in Costume Design and Dress Making/Computer aided Costume/Design and Dress Making/Apparel/Fashion Technology/Fashion Design OR Diploma Costume Design and Dress Making/Computer aided with two year experience OR Dress Making (ITI/GCVT/NCVT/RVTI) with three year Experience OR GCVT/NCVT/ITI in Garment trade group with 4 year experience
12	Hospitality	Degree in Hotel and Tourism Management / Hotel Management and Catering Technology / Hospitality and Hotel / Tourism Administration/B. Sc. Hospitality and Hotel /Hotel Management catering and Nutrition/Hotel Management and Catering from the Institute affiliated by the National Council for Hotel Management OR Diploma in Hotel and Tourism Management / Hotel Management and Catering Technology / Hospitality and Hotel / Tourism Administration/B. Sc. Hospitality and Hotel /Hotel Management catering and Nutrition/Hotel Management and Catering with Two year Experience. OR GCVT/NCVT/ITI in Hospitality Trade group with 4 year experience
13	Insurance	Graduate in any Discipline with IRDA Certification , PMKVY certified candidate of relevant trade/job role

14	Medical and Nursing	Degree in Nursing/ BSC with Microbiology with Two Year Experience OR Diploma in Nursing/ Health and Sanitary Inspector with Two Year Experience OR GCVT/NCVT/ITI in relevant trade group with 4 year experience
15	Agriculture	Degree in Horticulture with One Year Experience OR Bachelor of science in Agriculture with One Year Experience
16	Pharmaceutical	Bachelor of Pharmacy with One Year Experience OR Diploma in Pharmacy with Two Year Experience
17	Beauty Culture and Hair Dressing	Degree in Beauty culture/ hair designing/ Make up with One Year Experience OR Diploma in Basic Cosmetology with two Year Experience OR Hair and Skin care (NCVT/GCVT/ITI/RVTI) with 3 year experience
18	Gems and Jewelry	Degree in Diamond Grading/Sorting/Gemology Jewelry Design/Manufacturing and Appraising with One Year Experience OR Diploma in Diamond Grading/Sorting/Gemology Jewelry Design/Manufacturing and Appraising with Two Year Experience OR Certificate course in Gems and Jewelry Sector with 3 Year Experience OR GCVT/NCVT/ITI in relevant trade group with 3 year experience
19	Painting	Degree in Visual Art (Painting) with One Year Experience OR Diploma in Visual Art (Painting) with Two Year Experience OR GCVT/NCVT/ITI in relevant trade group with 3 year experience
20	Refrigeration and Air Conditioning	Degree in Mechanical Engineering with one year experience OR Diploma in Mechanical Engineering with two year experience OR GCVT/NCVT/ITI in Refrigeration and Air Conditioning with 4 years of experience

Note: - Experience should be in relevant field it means in concerned field of Industrial concern/organization/unit or Training/Teaching institute.

ANNEXURE-12

LIST OF KVKs

SR.	DISTRICT	TALUKA	NAME OF KVK CENTER	NAME OF ATTACH ITI
AHMEDABAD REGION (90 KVK)				
1	AHMEDABAD	DHOLKA	DHOLKA	GANGAD
2	AHMEDABAD	DHOLKA	DHOLKA	KOTH
3	AHMEDABAD	MANDAL	MANDAL	TRENT
4	AHMEDABAD	A'BAD CITY	MANINAGAR	BAPUNAGAR
5	AHMEDABAD	DASCROI	SARASPUR	BAREJA
6	AHMEDABAD	A'BAD CITY	SARASPUR	VASTRAPUR(PH)
7	AHMEDABAD	DHOLKA	THALTEJ(M)	BADARKHA
8	ARAVALLI	BAYAD	BAYAD	AMBALIYARA
9	ARAVALLI	BAYAD	BAYAD	DEMAI
10	ARAVALLI	BHILODA	BHILODA	KISHANGADH
11	ARAVALLI	BHILODA	BHILODA	SHAMLAJI KUTIR
12	ARAVALLI	MODASA	MODASA	MUSLIM GHANCHI SAMAJ
13	ARAVALLI	DHANSURA	DHANSURA	AKRUND
14	ARAVALLI	MALPUR	MALPUR	ANIYOR
15	ARAVALLI	MALPUR	MALPUR	UBHRAN
16	ARAVALLI	MEGHARJ	MEGHRAJ	PANCHAL
17	ARAVALLI	MODASA	MODASA	LIMBHOI
18	ARAVALLI	MODASA	MODASA	TINTOI
19	BANASKANTHA	AMIRGADH	AMIRGADH	VIRAMPUR
20	BANASKANTHA	BHABHAR	BHABHAR	KUVALA
21	BANASKANTHA	BHABHAR	BHABHAR	MITHA
22	BANASKANTHA	KANKREJ	BHABHAR	THARA
23	BANASKANTHA	DEESA	DEESA	ASEDA(LAKHANI)
24	BANASKANTHA	DEESA	DEESA	BHILADI(MALAGADH)
25	BANASKANTHA	DEESA	DEESA	JHERDA
26	BANASKANTHA	DEODAR	DEODAR	CHIBHADA
27	BANASKANTHA	DEODAR	DEODAR	RANTILA
28	BANASKANTHA	KANKREJ	HARIJ	KAMBOI
29	BANASKANTHA	DANTA	KUMBHARIYA	HADAD
30	BANASKANTHA	DANTA	KUMBHARIYA	NAVAVAS
31	BANASKANTHA	DEODAR	LAKHANI	LAVANA
32	BANASKANTHA	PALANPUR	PALANPUR	GADH
33	BANASKANTHA	PALANPUR	PALANPUR	MALAN
34	BANASKANTHA	DEESA	SHIHORI(KANKAREJ)	MUDETHA
35	BANASKANTHA	KANKREJ	SHIHORI(KANKAREJ)	VADA
36	BANASKANTHA	VADGAM	VADGAM	BASU
37	BANASKANTHA	PALANPUR	PALANPUR	PALANPUR JAIL
38	GANDHINAGAR	GANDHINAGAR	CHANDKHEDA	SABARMATI Jail
39	GANDHINAGAR	GANDHINAGAR	CHANDKHEDA	UVARSD
40	GANDHINAGAR	DEHGAM	DEHGAM	BAHIYAL
41	GANDHINAGAR	DEHGAM	DEHGAM	KADJODRA

42	GANDHINAGAR	DEHGAM	DEHGAM	DEVKARANA MUVADA
43	GANDHINAGAR	GANDHINAGAR	GANDHINAGAR	KOLAVADA
44	GANDHINAGAR	GANDHINAGAR	GANDHINAGAR(M)	PETHAPUR
45	GANDHINAGAR	GANDHINAGAR	GANDHINAGAR(M)	RANDHEJA(rupal)
46	GANDHINAGAR	KALOL	KALOL	ADARAJ MOTI
47	GANDHINAGAR	KALOL	KALOL	BORISANA
48	GANDHINAGAR	KALOL	KALOL	CHHATRAL
49	GANDHINAGAR	MANSA	MANSA	CHARADA
50	GANDHINAGAR	MANSA	MANSA	LODRA(VASAI)
51	MAHESANA	BECHARAJI	BECHARAJI	SHANKHALPUR
52	MAHESANA	MEHSANA	JOTANA(M)	AMBALIYASAN
53	MAHESANA	MAHESANA	JOTANA(M)	BALOL
54	MAHESANA	VADNAGAR	KHERALU	SUNDHIYA
55	MAHESANA	MEHSANA	MEHSANA	KHERVA
56	MAHESANA	MEHSANA	MEHSANA	PANCHOT(JOTANA)
57	MAHESANA	KHERALU	SATLASANA	DABHODA(k)
58	MAHESANA	SATLASANA	SATLASANA	VAV
59	MAHESANA	UNJHA	UNJHA	AITHOR
60	MAHESANA	UNJHA	UNJHA	UNAVA
61	MAHESANA	VISNAGAR	VADNAGAR	GOTHAVA
62	MAHESANA	VIJAPUR	VIJAPUR	FALU(LADOL)
63	MAHESANA	VIJAPUR	VIJAPUR	KUKARWADA
64	MAHESANA	VISNAGAR	VISNAGAR	KANSA
65	PATAN	PATAN	BALISANA	DER
66	PATAN	SAMI	SAMI	SHANKHESHWAR(BA SPA)
67	PATAN	SANTALPUR	SANTALPUR	VARAHI
68	PATAN	SIDHDHPUR	SIDDHPUR	KAKOSHI(GAGALAS AN)
69	SABARKANTHA	HIMATNAGAR	HIMATNAGAR	ADPODARA
70	SABARKANTHA	HIMATNAGAR	HIMATNAGAR	AKODARA
71	SABARKANTHA	HIMATNAGAR	HIMATNAGAR	GAMBHOI
72	SABARKANTHA	HIMATNAGAR	HIMATNAGAR	ILOL
73	SABARKANTHA	IDAR	IDAR(M)	BADOLI
74	SABARKANTHA	IDAR	IDAR(M)	JADAR
75	SABARKANTHA	KHEDBRAHMA	KHEDBRAHMA	MATODA
76	SABARKANTHA	PRANTIJ	PRANTIJ	MOYAD
77	SABARKANTHA	TALOD	TALOD(M)	ANTROLI(PUNJAJI)
78	SABARKANTHA	TALOD	TALOD(M)	PUNSARI
79	SABARKANTHA	IDAR	VADALI	CHORIVAD
VADODARA REGION (112 KVK)				
1	ANAND	ANAND	ANAND (W)	CHIKHODARA (BEDAVA)
2	ANAND	ANAND	ANAND (W)	HADGUD (LAMBHAVEL)
3	ANAND	ANKLAV	ANKLAV	ASODAR
4	ANAND	ANAND	ANKLAV	NAPAD-VANTO
5	ANAND	BORSAD	BORSAD	BHADARAN
6	ANAND	BORSAD	BORSAD	DAHEVAN

7	ANAND	BORSAD	BORSAD	SAROL
8	ANAND	KHAMBHAT	KHAMBHAT	DHUVARAN
9	ANAND	KHAMBHAT	KHAMBHAT	PANDAD
10	ANAND	ANAND	SOJITRA	BAKROL
11	ANAND	PETLAD	SOJITRA	MAHELAV
12	ANAND	PETLAD	TARAPUR	DHARMAJ
13	ANAND	PETLAD	TARAPUR	PANDOLI
14	ANAND	UMRETH	UMRETH	BHALEJ
15	ANAND	ANAND	UTTARSANDA	ADAS
16	ANAND	NADIAD	UTTARSANDA	SARSA
17	ANAND	ANAND	UTTARSANDA	VADOD
18	ANAND	BORSAD	VASAD	DAVOL (BODAL)
19	ANAND	BORSAD	VASAD	KANKAPURA
20	ANAND	BORSAD	VASAD	KATHANA
21	CHOTTAUDEPUR	CHHOTAUDEPUR	CHHOTAUDEPUR	TEJGADH
22	CHOTTAUDEPUR	BODELI	JABUGAM	ALIKHERWA
23	CHOTTAUDEPUR	KAWANT	KAWANT	PANVAD
24	CHOTTAUDEPUR	SANKHEDA	SANKHEDA	BAHADARPUR
25	CHOTTAUDEPUR	SANKHEDA	SANKHEDA	MAKANI
26	DAHOD	GARBADA	DAHOD	GARBADA
27	DAHOD	DAHOD	DAHOD	KHANGELA
28	DAHOD	DAHOD	DAHOD	KHARODA
29	DAHOD	DAHOD	DAHOD	MOTIKHARAJ
30	DAHOD	DAHOD	DAHOD	USARVAN
31	DAHOD	DAHOD	DAHOD(W)	AGAWADA
32	DAHOD	DAHOD	DAHOD(W)	BAVKA
33	DAHOD	DAHOD	DAHOD(W)	UNCHAVANIYA
34	DAHOD	DEVGADH BARIA	DEVGADH BARIA	ANTELA
35	DAHOD	DHANPUR	DHANPUR	BHORVA
36	DAHOD	DAHOD	DHANPUR	JALAT
37	DAHOD	ZALOD	DHANPUR	KARATH
38	DAHOD	ZALOD	FATEPURA	DHAWADIYA
39	DAHOD	FATEPURA	FATEPURA	MARGALA
40	DAHOD	FATEPURA	FATEPURA	SALRA
41	DAHOD	FATEPURA	FATEPURA	VALUNDA
42	DAHOD	GARBADA	JESAVADA	ABHLOD
43	DAHOD	GARBADA	JESAVADA	ZARIBUZARG
44	DAHOD	ZALOD	LIMKHEDA	AMBA
45	DAHOD	LIMKHEDA	LIMKHEDA	CHILAKOTA
46	DAHOD	LIMKHEDA	LIMKHEDA	METHAN
47	DAHOD	ZALOD	RANDHIKPUR	HIROLA
48	DAHOD	ZALOD	RANDHIKPUR	KADWAL
49	DAHOD	ZALOD	ZALOD	LIMDI
50	DAHOD	ZALOD	ZALOD	PETHAPUR
51	KHEDA	KAPADWANJ	KAPADWANJ	ANTROLI

52	KHEDA	KATHLAL	KATHLAL	CHHIPADI
53	KHEDA	MAHEMDAVAD	MAHEMDAVAD	BARMUWADA
54	KHEDA	MAHUDHA	MAHUDHA	ALINA
55	KHEDA	MATAR	MATAR	LIMBASI
56	KHEDA	NADIAD	PALANA	NADIAD PH
57	KHEDA	NADIAD	PALANA	PIPLATA
58	KHEDA	NADIAD	PALANA	VADTAL
59	KHEDA	VASO	PALANA	VASO
60	KHEDA	GALTESHWAR	THASARA	ANGADI
61	KHEDA	GALTESHWAR	THASARA	KUNI
62	KHEDA	GALTESHWAR	THASARA	PALI
63	KHEDA	GALTESHWAR	THASARA	PARABIYA
64	KHEDA	NADIAD	UMRETH	SODPUR
65	KHEDA	NADIAD	UTTARSANDA	KANJARI (BORIAMI)
66	MAHISAGAR	KHANPUR	KHANPUR	VADAGHAM
67	MAHISAGAR	LUNAWADA	LUNAWADA	KOTHAMBA
68	MAHISAGAR	SANTRAMPUR	SANTRAMPUR	BATAKWADA
69	MAHISAGAR	SANTRAMPUR	SANTRAMPUR	KHEDAPA RAJGADH
70	MAHISAGAR	VIRPUR	VIRPUR	LALSAR
71	PANCHMAHAL	GHOGHAMBA	GHOGHAMBA	SIMALIYA (BAKAROL)
72	PANCHMAHAL	GODHRA	GODHRA	GOLLAV
73	PANCHMAHAL	GODHRA	GODHRA	KANKANPUR
74	PANCHMAHAL	GODHRA	GODHRA	NADISAR
75	PANCHMAHAL	GODHRA	GODHRA	SAMPA
76	PANCHMAHAL	GODHRA	GODHRA(W)	BODIDARA BUZARG
77	PANCHMAHAL	GODHRA	GODHRA(W)	ORWADA
78	PANCHMAHAL	KALOL	HALOL	BEDHIYA
79	PANCHMAHAL	KALOL	HALOL	DELOL
80	PANCHMAHAL	HALOL	JAMBUGHODA	KANJARI
81	PANCHMAHAL	KALOL	KALOL	KAROLI
82	PANCHMAHAL	KALOL	KALOL	VEJALPUR
83	PANCHMAHAL	MORWA HADAF	MORWA HADAF	SALIYA SANTROD
84	PANCHMAHAL	SHAHERA	SHAHERA	DHAMNOD
85	VADODARA	DABHOI	DABHOI	KAYAVAROHAN
86	VADODARA	VADODARA	GORWA	KOYALI
87	VADODARA	VADODARA	GORWA(W)	BAJWA
88	VADODARA	PADRA	PADRA	DABKA
89	VADODARA	PADRA	PADRA	VADU
90	VADODARA	SAVALI	SAVALI	RAJUPURA
91	VADODARA	SHINOR	SHINOR	SADHALI
92	VADODARA	VADODARA	TARSALI	CENTRAL JAIL
93	VADODARA	VADODARA	TARSALI	SHERKHI
94	VADODARA	VADODARA	WAGHODIYA	JAROD
95	MAHISAGAR	SANTRAMPUR	SANTRAMPUR	LIMDI
96	PANCHMAHAL	GHOGHAMBA	GHOGHAMBA	BAKROL

97	ANAND	PETLAD	PETLAD	VIRSAD
98	KHEDA	KHEDA	MAHIJ	MAHIJ
RAJKOT REGION (138 KVK)				
1	AMRELI	AMRELI	AMRELI	CHITTAL
2	AMRELI	BABRA	BABRA	DEVALIYA MOTA
3	AMRELI	BAGASARA	BAGASARA	HAMAPUR
4	AMRELI	DHARI	DHARI	CHALALA (M)
5	AMRELI	KHAMBHA	KHAMBHA	KHADADHAR
6	AMRELI	VADIA	KUKAVAV	AMRAPUR
7	AMRELI	LATHI	LATHI	DAMNAGAR (CT)
8	AMRELI	SAVARKUNDLA	SAVARKUNDLA	VANDA
9	AMRELI	SAVARKUNDLA	SAVARKUNDLA	VIJAPADI
10	BHAVNAGAR	BHAVNAGAR	BHAVNAGAR	BHAVNAGAR (P.H)
11	BHAVNAGAR	BHAVNAGAR	BHAVNAGAR	NARI
12	BHAVNAGAR	GARIADHAR	GARIADHAR	PARAVDI
13	BHAVNAGAR	BHAVNAGAR	GHOCHA	BHUDHEL
14	BHAVNAGAR	GHOCHA	GHOCHA	VALUKAD
15	BHAVNAGAR	MAHUVA	MAHUVA	BHADROD
16	BHAVNAGAR	MAHUVA	MAHUVA	KALSAR
17	BHAVNAGAR	MAHUVA	MAHUVA	MOTA KHUNTAVADA
18	BHAVNAGAR	PALITANA	MAHUVA	MAYADHAR
19	BHAVNAGAR	PALITANA	PALITANA	VALUKAD
20	BHAVNAGAR	SHIHOR	SHIHOR	SANOSARA
21	BHAVNAGAR	SHIHOR	SHIHOR	TANA
22	BHAVNAGAR	TALAJA	TALAJA	BELA - ALANG MANAR (CT)
23	BHAVNAGAR	TALAJA	TALAJA	DATHA
24	BHAVNAGAR	TALAJA	TALAJA	MANAR
25	BHAVNAGAR	TALAJA	TALAJA	RAJPARA NO.2
26	BHAVNAGAR	TALAJA	TALAJA	THADACH - THALIYA
27	BHAVNAGAR	UMRALA	UMRALA	RANGHOLA
28	BHAVNAGAR	BHAVNAGAR	BHAVNAGAR WOMAN	BHANDARIYA
29	DEVBHUMI DWARKA	BHANVAD	BHANVAD	VERAD
30	DEVBHUMI DWARKA	OKHAMANDAL (DWARKA)	DWARKA	ARAMBHADA (CT)
31	DEVBHUMI DWARKA	KALYANPUR	KALYANPUR	BHATIYA
32	DEVBHUMI DWARKA	KALYANPUR	KALYANPUR	KENEDI
33	DEVBHUMI DWARKA	KALYANPUR	KALYANPUR	LAMBA
34	DEVBHUMI DWARKA	KALYANPUR	KALYANPUR	RAVAL
35	DEVBHUMI DWARKA	KHAMBHALIYA	KHAMBHALIYA	CHARABARA
36	DEVBHUMI DWARKA	KHAMBHALIYA	KHAMBHALIYA	KATHI DEVALIYA

37	DEVBHUMI DWARKA	KHAMBHALIYA	KHAMBHALIYA	VADTRA
38	DEVBHUMI DWARKA	KHAMBHALIYA	KHAMBHALIYA	DHARAMPUR
39	DEVBHUMI DWARKA	KHAMBHALIYA	KHAMBHALIYA	SHAKTINAGAR (HARIPAR)
40	GIR SOMNATH	SUTRAPADA	SUTRAPADA	SUTRAPADA
41	GIR SOMNATH	KODINAR	KODINAR	DEVLIDEDANI
42	GIR SOMNATH	TALALA	TALALA	ANKOLVADI
43	GIR SOMNATH	UNA	UNA	DELWADA
44	GIR SOMNATH	UNA	UNA	NAVABANDAR
45	GIR SOMNATH	VERAVAL	VERAVAL	ADARI
46	GIR SOMNATH	KODINAR	GIR GADHADA	ALIDAR
47	GIR SOMNATH	KODINAR	GIR GADHADA	HARMADIYA
48	GIR SOMNATH	KODINAR	KODINAR	GHANTVAD
49	GIR SOMNATH	UNA	UNA	DHOKADVA
50	JAMNAGAR	DHROL	DHROL	LATIPUR
51	JAMNAGAR	JAMNAGAR	DHROL	FALLA
52	JAMNAGAR	JAMNAGAR	GULABNAGAR JAMNAGAR	ALIA
53	JAMNAGAR	JAMJODHPUR	JAMJODHPUR	SATAPAR
54	JAMNAGAR	JAMNAGAR	JAMNAGAR	DIGVIJAYGRAM (SIKKA)
55	JAMNAGAR	KALAWAD	KALAWAD	KHAREDI
56	JAMNAGAR	JODIYA	MALIYA M	AMRAN
57	JUNAGADH	JUNAGADH	JUNAGADH	BILKHA
58	JUNAGADH	KESHOD	KESHOD	AJAB
59	JUNAGADH	MALIYA HATINA	MALIYA HATINA	KUKASWADA
60	JUNAGADH	MANAVADAR	MANAVADAR	BANTWA (M)
61	JUNAGADH	KESHOD	MANGROL SHIL	BALAGAM
62	JUNAGADH	VISAVADAR	VISAVADAR	MONPARI MOTI
63	KUTCH	ABDASA	ABDASA	JAKHAU
64	KUTCH	ABDASA	ABDASA	NALIYA
65	KUTCH	ANJAR	ANJAR	ANJAR
66	KUTCH	ANJAR	ANJAR	MOTINAGALPUR
67	KUTCH	BHUJ	BHUJ	ANANDSAR
68	KUTCH	BHUJ	BHUJ	ANJALI NAGAR
69	KUTCH	BHUJ	BHUJ	DAHISARA
70	KUTCH	BHUJ	BHUJ	DESHLPAR
71	KUTCH	BHUJ	BHUJ	JUBILI COLONY ,BHUJ
72	KUTCH	BHUJ	BHUJ	LABSHUBH SOC, BHUJ
73	KUTCH	BHUJ	BHUJ	MADHAPAR
74	KUTCH	BHUJ	BHUJ	MAKHNA
75	KUTCH	BHUJ	BHUJ	NARANPAR
76	KUTCH	BHUJ	BHUJ	NAVI RAVALVADI
77	KUTCH	BHUJ	BHUJ	SHAKTINAGAR - G.I.D.C

78	KUTCH	BHUJ	BHUJ	PRAMUKHSWAMI NAGAR ,BHUJ
79	KUTCH	BHUJ	BHUJ	SHAMATRA
80	KUTCH	BHUJ	BHUJ	SUMARASAR - SHEKHVALI
81	KUTCH	BHUJ	BHUJ	RAGHUVANSHI NAGAR
82	KUTCH	BHUJ	BHUJ	JURIYA - LORIYA
83	KUTCH	LAKHPAT	PANANDHROW	PANANDHROW
84	KUTCH	GANDHIDHAM	GANDHIDHAM	ADIPUR
85	KUTCH	GANDHIDHAM	GANDHIDHAM	GANDHIDHAM
86	KUTCH	LAKHPAT	LAKHPAT	DAYAPAR
87	KUTCH	MANDVI	MANDVI	BIDADA
88	KUTCH	MANDVI (KUTCH)	MANDVI (KUTCH)	GADHASISA
89	KUTCH	MUNDRA	MUNDRA	TUNDA
90	KUTCH	NAKHATRANA	NAKHATRANA	NAKHATRANA
91	KUTCH	NAKHATRANA	NAKHATRANA	NIRONA
92	KUTCH	NAKHATRANA	NAKHATRANA	NETRA
93	KUTCH	NAKHTRANA	NAKHTRANA	KOTDA (JARODAR)
94	KUTCH	NAKHTRANA	NAKHTRANA	GALPADAR - VIRANIMOTI
95	KUTCH	ANJAR	ANJAR	VAR SOMADI
96	KUTCH	BHACHAU	BHACHAU	ADHOI (PASAKAYARA)
97	KUTCH	BHACHAU	BHACHAU	BHACHAU
98	KUTCH	RAPAR	BHACHAU	PALANSVA
99	KUTCH	GANDHIDHAM	GANDHIDHAM	KIDANA
100	KUTCH	RAPAR	RAPAR	ADESAR
101	KUTCH	RAPAR	RAPAR	BHIMASAR
102	KUTCH	RAPAR	RAPAR	FATEHGADH
103	KUTCH	RAPAR	RAPAR	SANVA
104	KUTCH	RAPAR	RAPAR	SUVAI
105	KUTCH	RAPAR	RAPAR	RAPAR
106	MORBI	MALIYA	MALIYA	MOTA DAHISARA
107	MORBI	MORBI	MORBI	BAGATHLA - GHUNTU
108	MORBI	WANKANER	WANKANER	RATI DEVLII
109	MORBI	HALVAD	HALVAD	CHARADAVA
110	MORBI	HALVAD	HALVAD	TIKAR
111	PORBANDAR	PORBANDAR	PORBANDAR	BALEJ
112	PORBANDAR	PORBANDAR	PORBANDAR	MADHAVPUR
113	PORBANDAR	PORBANDAR	PORBANDAR	MIYANI
114	PORBANDAR	PORBANDAR	RANAVAV	MODHWADA
115	RAJKOT	GONDAL	GONDAL	DERDI
116	RAJKOT	GONDAL	GONDAL	VASAVAD
117	RAJKOT	JAMKANDORNA	JAMKANDORNA	SATUDAD

118	RAJKOT	UPLETA	UPLETA	BHAYAVADAR (M)
119	RAJKOT	JASDAN	VINCHIYA	BHADLA
120	RAJKOT	DHORAJI	DHORAJI	MOTI MARAD
121	RAJKOT	GONDAL	GONDAL	MOVIYA
123	RAJKOT	JETPUR	GONDAL	VIRPUR
124	RAJKOT	JETPUR	JETPUR	JETALSAR
125	RAJKOT	KOTDASANGAN I	KOTDASANGANI	VERAVAL (SHAPAR)
126	RAJKOT	UPLETA	UPLETA	PANELI MOTI
127	RAJKOT	RAJKOT	RAJKOT	MADHYASHTH JAIL RAJKOT
128	SURENDRANAGAR	CHUDA	CHUDA	RANGPUR
129	SURENDRANAGAR	DHRANGADHRA	DHRANGADHRA	KANKAVATI
130	SURENDRANAGAR	LIMBDI	LIMBDI	PANSHINA
131	SURENDRANAGAR	LIMBDI	LIMBDI	SHIYANI
132	SURENDRANAGAR	DASADA	PATADI	VANOD
133	SURENDRANAGAR	SAYLA	SAYLA	SUDAMDA
134	SURENDRANAGAR	LIMBDI	SURENDRANAGAR - WOMAN	ANKEVADIA
135	SURENDRANAGAR	WADHWAN	WADHWAN	JORAVARNAGAR
136	SURENDRANAGAR	WADHWAN	WADHWAN	RAMPAR
137	SURENDRANAGAR	WADHWAN	WADHWAN	KHODU
SURAT REGION (81 KVK)				
1	BHARUCH	AMOD	AMOD	PARIYEJ (AMOD)
2	SURAT	BARDOLI	BARDOLI	BABEN
3	SURAT	BARDOLI	BARDOLI	MOTA
4	SURAT	BARDOLI	BARDOLI	SURALI
5	SURAT	BARDOLI	BARDOLI	VANKANER
6	SURAT	BARDOLI	MANDVI	KADOD
7	SURAT	BARDOLI	MANDVI	MADHI
8	BHARUCH	BHARUCH	BHARUCH	TANKARIYA
9	BHARUCH	BHARUCH	BHARUCH	ZADESHWAR
10	NAVSARI	CHIKHLI	AGASI	RUMLA
11	NAVSARI	CHIKHLI	CHIKHLI	SADAKPORE
12	NAVSARI	CHIKHLI	CHIKHLI	SAMROLI
13	NAVSARI	CHIKHLI	CHIKHLI	TANKAL (DEGAM)
14	NAVSARI	CHIKHLI	KHERGAM	GHEJ
15	SURAT	CHORYASI	SACHIN(M)	KANSAD
16	SURAT	CHORYASI	SACHIN(M)	KOSAD
17	SURAT	CHORYASI	SACHIN(M)	LAJPOR JAIL (SURAT)
18	NARMADA	DEDIYAPADA	DEDIYAPADA	NEVALDA
19	NAVSARI	GANDEVI	BILIMORA	BIGRI
20	NAVSARI	GANDEVI	BILIMORA	SARIGUJRANG
21	NARMADA	GARUDESHWAR	KEVADIYA	GARUDESHWAR
22	NAVSARI	JALALPOR	NAVSARI	VESMA
23	BHARUCH	JAMBUSAR	JAMBUSAR	KAVI

24	SURAT	KAMREJ	KAMREJ	KHOLVAD
25	VALSAD	KAPARADA	KAPARADA	AMBHETI
26	VALSAD	KAPARADA	KAPARADA	MOTAPONDHA
27	VALSAD	KAPARADA	KAPARADA	NANA PONDHA
28	VALSAD	KAPARADA	KAPARADA	SUTHRAPADA
29	SURAT	MAHUVA	KARCHELIYA	ANAVAL
30	SURAT	MAHUVA	KARCHELIYA	MAHUVA
31	SURAT	MAHUVA	KARCHELIYA	VAHEVAL (VALVADA)
32	SURAT	MANDVI	MANDVI	TADKESHWAR
33	SURAT	MANGROL	ZANKHVAV	VADI (NANI NAROLI)
34	SURAT	MANGROL	ZANKHVAV	VANKAL (TARSADI)
35	NAVSARI	NAVSARI	NAVSARI	CHHAPRA
36	TAPI	NIZAR	NIZAR	FULWADI
37	TAPI	NIZAR	NIZAR	RAYGADH
38	SURAT	OLPAD	OLPAD	KIM
39	SURAT	OLPAD	OLPAD	PINJARAT
40	SURAT	OLPAD	OLPAD	SAYAN (KUDSAD)
41	SURAT	PALSANA	PALSANA	CHALTHAN
42	SURAT	PALSANA	PALSANA	KADODRA
43	VALSAD	PARDI	PARDI	AMBACH
44	VALSAD	PARDI	PARDI	GOIMA
45	VALSAD	PARDI	PARDI	MO. WAGCHIPA
46	VALSAD	PARDI	PARDI	PARIYA
47	NARMADA	SAGBARA	SAGBARA	SELAMBA
48	TAPI	SONGADH	UKAI	BHURIVEL
49	TAPI	SONGADH	UKAI	GOPALPURA
50	NARMADA	TILAKWADA	TILAKWADA	DEVALYA
51	TAPI	UCHCHHAL	UCHCHHAL	MOHINI
52	VALSAD	UMARGAM	BHILAD	KALGAM
53	VALSAD	UMARGAM	BHILAD	NARGOL
54	VALSAD	UMARGAM	BHILAD	SARIGAM
55	VALSAD	UMARGAM	BHILAD	SOLSUMBA
56	SURAT	UMARPADA	UMARPADA	KEVDI (SHARDA)
57	DANG	VAGHAI	VAGHAI	SAKARPATAL
58	BHARUCH	VALIA	VALIA	DELLI
59	BHARUCH	VALIA	VALIA	THAVA
60	TAPI	VALOD	VALOD	BUHARI
61	TAPI	VALOD	VALOD	DOLWAN
62	TAPI	VALOD	VALOD	KAMALCHOD
63	VALSAD	VALSAD	VALSAD(W)	ATGAM
64	VALSAD	VALSAD	VALSAD(W)	BODLAI
65	VALSAD	VALSAD	VALSAD(W)	KAKWADI DANTI
66	NAVSARI	VANSDA	VANSDA	CHAMPALDHARA
67	NAVSARI	VANSDA	VANSDA	UNAI
68	NAVSARI	VANSDA	VANSDA	VANDERVELA

69	VALSAD	VAPI	VAPI	BALITHA
70	VALSAD	VAPI	VAPI	CHIRRI
71	VALSAD	VAPI	VAPI	LAVACHHA
72	TAPI	VYARA	VYARA	GHATA
73	TAPI	VYARA	VYARA	UNCHAMALA
74	BHARUCH	BHARUCH	ZAGHADIYA	SUBJAIL BHARUCH
75	BHARUCH	ANKLESWAR	ANKLESWAR	ANDADA
76	VALSAD	VALSAD	VALSAD(W)	BHDELI JAGLALA
77	VALSAD	VALSAD	VALSAD(W)	DUNGRI

ANNEXURE-13

Eligibility Criteria, EMD & Resources for multiple regions

Sr. No.	Bidding Nos. Of region	Eligibility Criteria of Min. Avg. Annual turnover	EMD. EMD should be given separately for each region	Resources
1	Capacity of being awarded for Ahmedabad Region	5.10 Crore	15.27 Lakhs	100 Qualified & experience manpower (At least 50 shall be technical staff)
2	Capacity of being awarded for Vadodara region	6.31 Crore	18.94 Lakhs	100 Qualified & experience manpower (At least 50 shall be technical staff)
3	Capacity of being awarded for Rajkot region	8.83 Crore	26.49 Lakhs	100 Qualified & experience manpower (At least 50 shall be technical staff)
4	Capacity of being awarded for Surat region	4.96 Crore	14.88 Lakhs	100 Qualified & experience manpower (At least 50 shall be technical staff)

*If Bidder is bidding for multiple regions, the all above criteria will be added for each additional region the bid has been submitted.

Tentative Deployment of manpower for four regions

Sr. No.	Particulars	Tentative Number of manpower
Ahmedabad (Total 79 KVK)		
1	Faculty	237
2	KVK Coordinator cum Career Counselor	79
3	Housekeeper	79
Vadodara (Total 98 KVK)		
1	Faculty	294
2	KVK Coordinator cum Career Counselor	98
3	Housekeeper	98
Rajkot (Total 137 KVK)		
1	Faculty	411
2	KVK Coordinator cum Career Counselor	137
3	Housekeeper	137
Surat (Total 77 KVK)		
1	Faculty	231
2	KVK Coordinator cum Career Counselor	77
3	Housekeeper	77

*Above mentioned figures are tentative it may vary & depends upon the requirement of the individual KVK.

ANNEXURE-14
FORMAT FOR NO DEVIATION CERTIFICATE

To:
The Director,
Directorate of Employment & Training,
Dr. Jivraj Mehta Bhavan,
Block No.1, 3rd Floor, Gandhinagar,
Gujarat

NO DEVIATION CERTIFICATE

I/WE ----- Of M/s-----

Hereby certify that there is no deviation from the Tender conditions either Technical or commercial and I am agreeing to all the terms & conditions mentioned in the Tender Specifications.Yours faithfully,

Signature of the authorized person