

**DAMAN AND DIU SKILL DEVELOPMENT INITIATIVE SCHEME,
DAMAN.**

**TENDER FOR PROVIDING MANPOWER TECHNICAL
SERVICE TO HUMAN RESOURCE DEVELOPMENT
CENTRES IN DAMAN, DIU AND DADRA NAGAR
HAVELI.**

Tender No. Society/DDSFSDIS/TDR-ES/2015-16/178

Dated: 16/07/2015

**TENDER
DOCUMENT**

**DAMAN AND DIU SOCIETY FOR SKILL DEVELOPMENT
INITIATIVE SCHEME, DAMAN.**

Govt. Industrial Training Institute, Ringanwada, Nani Daman- 396 210

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Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

APPLICATION FORM

(To be submitted along with the Technical Bid)

Name of the Firm/ Company/ Man Power Service Providers	
Registration No	
PAN details	
Full address in capital letters	
Name of Principal consultant Phone No, Fax, Mobile, e-mail if any,	
Qualifications of the Principal Consultant, Team / Man Power Service Provider. Other Experts: Attach Separate profile of them.	
Professional Experience along with documentary evidence (extra sheet may be attached if necessary)	
Details of the EMD :DD No. _____ Dated _____ for Rs. 3,00,000/- (3 Lakhs) drawn on _____ payable at Daman in favour of “ DDSFSDIS”	
Value of the works executed with documentary proof in a single Man power Service Providing Job.	
Total value of the works executed during the immediate last Three years with documentary proof	
Total value of the work executed with documentary proof.	
Any other relevant information the consultant would like to furnish for their evaluation. (extra sheet may be attached if necessary)	

Place:

Date:

Signature of the Bidder

Seal

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

CHECK LIST: For evaluation of the applicants for opening the Financial Bid regarding selection of Service provider in 03 HRD Centers.

Sl. No	Particulars	YES/NO
1	Whether applied in prescribed format	
2	Whether the application is submitted in 2 separate sealed cover & super scribed as Technical Bid and Financial Bid separately?	
3	Whether EMD, given in the form of DD enclosed along with Technical Bid?	
4	Whether the Principal Consultant and the team members are having sufficient experience and requisite qualification.	
5	Whether a note on the firm, giving details of registration, key professionals, relevant experience and abstract of works under taken so far with emphasis on the immediate last 3 years submitted?	
6	Whether the applicant has minimum prescribed professional experience of 3 years?	
7	Whether the applicant has track record of completed projects?	
8	Whether the applicant has provided the registration number of the firm/company?	
9	Whether PAN No. is furnished?	
10	Whether the firm is capable to take up work in the District Employment exchanges/ HRD centres	
11	Whether Service Tax Registration Certificate is furnished?	
12	Any other information furnished by the applicant?	

Place:

Date:

Signature of Bidder

Seal

Note: To be Submitted along with Technical Bid.

UT. Administration of Daman, Diu and DNH
Department of Education,
Secretariat, Daman

Tender Notification

Tender Notice No: Society/DDSFSDIS/TDR-ES/2015-16/178

Date-16/07/2015

Daman and Diu Society for Skill Development Initiative Scheme (DDSFSDIS), a section 8 company under UT Administration of Daman and Diu and DNH, on behalf of the President of India invites sealed tenders in prescribed format from reputed, technically competent and experienced firms/groups of individuals for taking up Service Providing HRD service like Employment demand generation, Job Matching, Assessment, Counseling, Vocational Skill Training, placement and Job Fest for the HRD process. The three District Employment Exchanges selected for Employability Centres are Daman, Diu and DNH.

The Tender Document can be downloaded from the web site www.daman.nic.in from 20-07-2015 to 18-08-2015 during Office hours 10:00 am to 5:00 pm. The nontransferable/ nonrefundable tender participating fee of Rs.2000/- by way of Demand Draft (DD) from any Nationalised Bank drawn in favour of 'Daman and Diu Society for Skill Development Initiative Scheme' payable at Daman should be paid on or before the Pre-bid Conference.

Further details/ clarification/ suggestions, if any, can be discussed in the pre bid meeting. Completed sealed tender along with Technical and Financial bid in separate covers with **EMD of RS. Three lakhs (3 Lakhs)** addressed to Chairman DDSFSDIS may be submitted latest by 18-08-2015 before 17:00 hrs. The Technical Bid would be opened on 21-08-2015 at 14:00 Hrs., in presence of Tenderers/ their authorized representatives. Successful Technical bidder will be intimated the date of opening of Financial bid. The undersigned reserves the right to reject any/all tenders without assigning any reason.

Bid Document Download start date	on	20-07-2015 at 10:00 am onwards
Bid Document Download up to date	up to	18-08-2015 at 17:00 pm
Pre bid meeting in the Chamber of Chairman DDSFSDIS, Daman	on	07-08-2015 at 16:00hrs. on wards
Last date of on line Submission of Tender	upto	17 hrs. on 18-08-2015
Last date of Submission of Physical Documents	on	17 hrs. on 18-08-2015
Online opening of Technical Bid	on	21-08-2015 at 14 hrs. on wards
Online opening of Financial Bid		intimated later

For further details, terms and condition for bid visit at www.daman.nic.in.


Member Secretary
DDSFSDIS

Tender for providing Man power/Technical service to 03 Human Resource Development Centre's in Daman, Diu & DNH

SECTION I. INVITATION FOR BIDS (IFB)

No. : Society/DDSFDIS/TDR-ES/2015-16/178

Date- 16/07/2015

Daman and Diu Society for Skill Development Initiative Scheme, Daman a society established by UT Administration of Daman and Diu is focusing on providing Vocational Training to school drop-outs, un-employed youths, ITIs and graduates to get gainful employment. These trainings are organized utilizing the infrastructure available in public & private institutions & industries.

Daman and Diu Society for Skill Development Initiative Scheme, Daman addresses the skill gaps in industries & service sectors by providing those skilled youth. It is proposed to impart skills to 1.5 lakhs persons in the next 3 years and assist them in getting employment.

As part of the Employment & Employability program DDSFDIS aims to utilize District Employment Exchanges to create platform and better utilize the services for the youth of Daman, Diu and DNH to get employed.

In order to serve a large number of youth, a need has been felt to works of Service Provider:

1. To build strategic processes for creation and management of HRD Centers.
2. To Identify relevant personnel for the Centers
3. To Ensure optimum utilization of the resources
4. To Ensure that HRD Center's execute and liaison with industries and other organization for training requirements.
5. To ensure that HRD Center trainings are aligned to industry expectations and industry standards.
6. To ensure employability of students through industry linkage.
7. To ensure all round improvement of key stakeholders (staff, management and students) through training programs.
8. To ensure sustainability of the HRD Centers.

DDSFDIS desires to provide the said services through a private sector service provider in the form of Human Resource Development Center (HRDC) under the public Private Participation (PPP) model wherein DDSFDIS would provide infrastructure and monitor as well as take all such steps which are crucial to meet the desired expectations. DDSFDIS desires to invite applications from parties that are willing to set up HRDC for providing services to the youth of Daman, Diu & DNH.

1. The Daman and Diu Society for Skill Development Initiative Scheme, Daman invites sealed Technical & Financial Bids for providing Man Power /Technical service to 03 Human Resource Development Centre's in Daman, Diu and DNH.
2. The Member Secretary, DDSFDIS, Daman invites sealed bids from eligible bidders for providing Man power/ Technical service to 03 Human Resource Development Centre's in Daman, Diu and DNH, details of listed Place of HRDC/ Employment Exchange below:

Sl.NO.	Place of HRDC/ Employment Exchange
1	Daman
2	Diu
3	Dadra and Nagar Haveli

3. A Complete set of bidding documents may be purchased by any interested eligible bidder having unit in Daman, Diu & DNH, on the submission of a written application to the above office and upon payment of a nonrefundable fee Rs.2000/- in the form of Demand Draft/Pay Order on any Nationalized/Scheduled bank payable at Daman in favors of Member Secretary, DDSFSDIS, Daman.
4. The Bidder or their authorized representative may attend a pre bid meeting to be held at the Chamber of Chairman of the DDSFSDIS Daman, on specified dates and time.
5. The tender containing the Technical Bid and the EMD will be opened on the specified date & time in the presence of Bidder. In the event of the date specified for bid receipt and opening being declared as the due date for submission and opening of bids will be the following working day at the appointed times.

Eligibility Criteria for Bidders:

The Bidder should fulfill the following preconditions and must also submit documentary evidence in support of fulfillment of conditions while submitting the Pre-Qualification Documents. Claims without documentary evidence will not be considered. The Technical proposal will be opened only for those bidders qualifying the Pre-bid qualification criteria.

Sl.NO.	Eligibility Criteria	Documentary Evidence to be Attached
1	The bidder should have conducted HRD Training for over 5,000 persons on an annual average basis in the last three Years ending 31 st December 2014.	A self-certified list on Number of trainees who have undergone skills training provided by the Bidder at State or National Level.
2	The bidder should have arranged for employment of over 1,000 persons on an annual average basis in the last three years ending 31 st December 2014.	A self-certified list of all employers who have employed manpower provided by the bidder, along with the employers contact details.
3	The bidder has to have an annual average turnover of over 3 crores in the last three years ending 31 st March 2015	Chartered Accountant Certificate indicating the required average annual Turnover
4	The bidder should have a dedicated call centre service for acquiring job seekers & generating industry requirement	A self-certified list of calls made to generate industry demand and identify job seekers to match with industry with industry demand
5	The Bidder should have unique training modules and courses with clearly defined pedagogy.	List of courses offered and the hard copy/soft copy of the modules
6	Sufficient placement tie-ups with major industry players	Letters or MoU should be produced

Terms and Conditions:

1. A committee will scrutinize the proposal.
2. The proposal must be submitted for single / multiple employment centre.
3. The organization should have the capacity and reasonable experience of running and managing Entrepreneurship development/Skills development training programmes.
4. The organization must have core faculty to conduct the training programme with requisite technical / professional qualifications along with a panel of distinguished visiting /guest faculty, willing to support to conduct the training programmes.
5. The organization should be functional for at least 3 years.
6. The organization should have provided manpower to multi industries.
7. The organization should not be placed under black list by any Govt. agencies.
8. The organization will have to give wide publicity through appropriate media about the training programmes.
9. The organization will have to enroll the trainees by following objective and transparent selection criteria.
10. The organization will have to provide reading materials to the trainees relating to the training.
11. The organization will have to allow officers DDSFSDIS, or authorize persons/ experts deputed for examining, inspecting etc.
12. The organization will have to sign MOU with DDSFSDIS which will be framed out in due course stipulation therein the acceptable terms and conditions of the contract.
13. The decision of the committee members of DDSFSDIS is final in selection or rejection of any proposal.
14. Contribution towards the employee benefits like ESI, PF &etc in accordance with the Government norms.
15. The salary to engage employee shall be paid on or before 5th of every month.

General Terms & Conditions:

A. CHECKLIST OF DOCUMENTS COMPRISING THE BID

The bid submitted shall have the following documents:

Part I:

Earnest Money Deposit and price of one copy of the Tender Documents in the form prescribed in the Tender.

Part II:

1. Bid signed in Original (with photocopies in copy I) on all pages.
2. 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 Bidder is 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 signed and carry the seal of the authorized signatory.

3. List of present Directors/owners/executive council members/trustees/Board members as applicable.
4. Approach paper elaborating the Bidders concept and methodology for the proposed project, the PPP model adopted and his contribution to improve the feasibility of the project.
5. Current Service Tax Clearance Certificate and certified copy (duly signed) of Service Tax Registration Certificate.
6. General power of attorney/Board of Directors resolution/Deed of Authority contract and all correspondences/documents thereof.
7. Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the last three years.
8. Documentary evidence (signed by authorized signatory) proving the bidder fulfills the criteria as stated in Article 3, Section I.
9. 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 36: Bid Evaluation, Section IV
10. Clause by clause compliance statement for the whole Tender Document including all Annexures.
11. All deviations and/or non-compliance clause shall be listed separately.

Part-III:

1. The tenderer/bidder can quote for the Service providing job to be undertaken at all the places or for a single place.

B. BID SECURITY/EARNEST MONEY DEPOSIT (EMD):

The Bidder shall furnish, as part of the Bid, a bid security for the amount of Rs.3 Lakhs (Three lakhs) by DD in favour of “Member Secretary” Daman and Diu Society for Skill Development Initiative scheme, payable at Daman issued by any nationalized bank in India in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.

C. PERIOD OF VALIDITY OF BIDS:

Bids shall remain valid for 180 days after the date of Bid opening prescribed by DDSFSDIS. A Bid valid for a shorter period shall be rejected as no-responsive.

BID EVALUATION:

1) Evaluation of Technical Proposal:

The Technical Evaluation and comparison of the bids shall be done for the following parameters. The evaluation committee will carry out technical evaluation applying the evaluation criteria specified below.

Each responsive proposal will be attributed a technical score (TS).

Sl.No.	Evaluation Criteria	Max. Points
1	Experience in HRD Training, number of person trained on an annual average basis in the last three years.	15
2	Experience in arranging placement, number of person for whom placement has been arranged on an annual average basis in the last three years.	20
3	Average annual Turnover	15
4	Concrete plan and Method operation	40
5	Involvement in any of similar Project	10

Approach paper shall include among other issues like methodology, specifications of equipment's and other facilities, manpower planning, etc. the following aspects.

1. Profile of the youth the Bidder desires to address.
2. Provision of service to the youth with low education qualifications and residing at remote locations.
3. Proposals with tied-up training provider and / or employment provider in diverse trades.
4. Bidders who has reach in the target locations.

Evaluation shall be carried out based on the above parameters and the date and the documents provided by the bidders in the support of their claims. The bidder having highest value of any criterion will gets highest marks, while others with lower criterion value will get proportionate lower marks as calculated by the percentile method of marking. The cut-off marks for short-listing based on the Technical 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 more than cut-off marks shall be short-listed.

2) Financial Evaluation:

The financial bid of only the short-listed Bidders shall be opened. The lowest evaluated financial bid (FS) will be given the maximum financial score of 100 (one hundred) points.

3) Evaluation of Composite Score:

Composite Score of Technically Qualified Bidders shall be prepared for each centre as per evaluation criteria mentioned in point no.36 of RFP and shall be compared centre wise. Bidder with highest composite score for a centre will be called for negotiating the Contract for that particular centre.

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

TECHNICAL PROPOSAL

FROM :

TO :

Sir,

Subject: *Technical Proposal for the operation of Employability Centres.*

I/ We herewith enclose Technical Proposal for selection of our organization as Private Participant under Management Contract, in association with DDSFSDIS, for operating the Employability Centres.

Yours faithfully,

Signature

Full Name

Designation

Address

(Authorised Representative)

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

CHECK LIST – FOR TECHNICAL PROPOSAL

Sl.No	Particulars	YES/NO
1	Whether applied in prescribed format.	
2	Whether the application is submitted in 2 separate sealed cover & super scribed as Technical Bid and Financial Bid separately?	
3	Whether EMD, given in the form of DD enclosed along with Technical Bid?	
4	Whether the Principal Consultant and the team members are having sufficient experience and requisite qualification.	
5	Whether a note on the firm, giving details of registration, key professionals, relevant experience and abstract of works under taken so far with emphasis on the immediate last 3 years submitted?	
6	Whether the applicant has minimum prescribed professional experience?	
7	Whether the applicant has track record of completed projects?	
8	Whether the applicant has provided the registration number of the firm/company	
9	Whether PAN No. is furnished?	
10	Whether the firm is capable to take up work in the District Employment exchanges/ HRD centres.	
11	Whether Service Tax Registration Certificate is furnished?	
12	Any other information furnished by the applicant?	

Place:

Date:

Signature of Bidder

Seal

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of Secretary, (Edu.)Secretariat,
Moti Daman- 396 220.

(To be submitted along with financial Bid)

Name of the Principal Consultant / Firm / Company / Man Power service Provider	
Professional / Percentage charges on Man Power Service.	
Any other information the Man Power Service Provider would like to furnish relevant to the Tender.	

Place:

Date:

Signature of the Bidder

With Seal

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

FINANCIAL PROPOSAL

FROM

TO

Sir,

Subject: HRD process of Employability Centres - Financial Proposal Regarding

I/We _____ herewith enclose Financial Proposal for selection of our organization as Private Participant for operating the Employability Centre.

Yours faithfully,

Signature

Full name

Designation

Address

(Authorized Representative)

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

FINANCIAL PROPOSAL

The following format can be used for the financial Quote for each centre. The bidder can choose any one or multiple centre.

Sl. No.	Item	Daman Employability Centre	Diu Employability Centre	DNH Employability Centre
1.	Operating Cost (Rs.) 1. 2. 			
2.	Human Resource Cost Price (Rs.) 1. 2.			
3.	Service tax and Any other Specify			
	TOTAL			

Note :

1. Please give all figures in numbers as well as words.

2. The quote should be against the deliverables in Rupees

Signature

In the capacity of

Duly authorised to sign Proposal for And on behalf of

.....

Date

Place

Place:

Date:

Signature of the Bidder
with seal

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

FROM :

TO :

Sir,

Subject: Pre –Bid document for the operation of Employability Centres.

I/We, _____ herewith enclose Pre-Bid Qualification documents for selection of our organization as Private Participant under Management Contract, in association with DDSFSDIS, for considering the Technical Proposal for the Employability Centres.

Yours faithfully,

Signature

Full Name

Designation

Address

(Authorised Representative)

Daman and Diu Society for Skill Development Initiative Scheme

Chamber of the Secretary (Edu.), Secretariat, Moti Daman.396220

Details of Pre Bid Documents:

1	Name of the Firm/ Company /Man Power Service Providers
2	Registration No
3	PAN details
4	Full address in capital letters
5	Name of Principal consultant, Phone No, Fax, Mobile no., e-mail if any
6	Professional Experience along with documentary evidence (extra sheet may be attached if necessary)
7	Details of the EMD: DD No._____ Dated _____ for Rs.300,000/- drawn on _____ payable at Daman in favour of “Daman & Diu Society for Skill Development Initiative Scheme”
8	Total value of the works executed during the immediate last three years with documentary proof as per the eligibility criteria laid out in the next page.
9	Total value of the work executed so with documentary proof
10	Any other relevant information the consultant would like to furnish for their evaluation (extra sheet may be attached if necessary)

Place:

Date:

Signature of Bidder

Seal