TENDER/BID NOTICE No. 16/2019

BID FOR MIGRATION SUPPORT CENTRE PROVIDER

RSLDC invites tender/Bid online from the eligible bidders for providing the services of Migration Support Centre. The last date & time for submission of bid is 05.12.2019 up to 03.00 PM. Tender/Bid document and other related information can be downloaded from the websites:

i) www.sppp.rajasthan.gov.in
ii) www.livelihoods.rajasthan.gov.in
iii) http://eproc.rajasthan.gov.in

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Location</th>
<th>Capacity</th>
<th>Estimated Project cost</th>
<th>Bid Security</th>
<th>Tender/Bid Document cost</th>
<th>Tender/Bid Processing Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jaipur</td>
<td>100 Placed Female Candidates</td>
<td>Rs. 20.00 lacs (For 2 Years)</td>
<td>Rs. 40000/-</td>
<td>Rs. 1000/-</td>
<td>Rs. 1000/-</td>
</tr>
<tr>
<td>2</td>
<td>Alwar (Bhiwadi)</td>
<td>50 Placed Male Candidates</td>
<td>Rs. 10.00 lacs (For 2 Years)</td>
<td>Rs. 20000/-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Managing Director
**NOTICE INVITING TENDER – NIT/NIB**

e-NIB are invited from eligible and reputed bidders for providing services of Migration Support Centre to Rajasthan Skill and Livelihoods Development Corporation (RSLDC) to facilitate post placement services in Jaipur and Alwar (Bhiwadi) location. The tender/Bid shall only be submitted through online tendering system of [www.eproc@rajasthan.gov.in](http://www.eproc@rajasthan.gov.in).

The schedule of dates and other information is mentioned below:

<table>
<thead>
<tr>
<th>Nature of Bid</th>
<th>Selection of a caretaker centre provider to render services of Migration Support Centre for Post Placement Service of placed candidates of Rajasthan Skills and Livelihood Development Corporation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Tender/Bid Document (Non refundable)</td>
<td>Rs. 1,000/- (Rupees One Thousand Only) In form of Demand Draft/Banker’s Cheque in favour of RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION payable at Jaipur.</td>
</tr>
<tr>
<td>Tender/Bid Processing Fees (Non refundable)</td>
<td>Rs. 1000/- (Rupees One Thousand Only) in form of DD/ Banker’s Cheque in favour of the Managing Director, Raj-Comp Info Services Limited, Jaipur, payable at Jaipur</td>
</tr>
</tbody>
</table>
| Estimated Project cost | 1. Rs. 20.00 lacs For Jaipur Centre (100 Placed Female Candidates)  
2. Rs. 10.00 lacs For Alwar (Bhiwadi) Centre (50 Placed Male Candidates) |
<p>| Duration of Assignment | Two year |
| Bid Security | Rs. 40000/- for Jaipur Centre, Rs. 20000/- for Alwar (Bhiwadi) Centre and Rs. 60000/- if applying for both locations in form of DD/ Banker’s Cheque in favour of RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION payable at Jaipur. |
| Publishing Date &amp; Time for BID | 20.11.2019 at 03:00 PM |</p>
<table>
<thead>
<tr>
<th><strong>Document Download Start Date &amp; Time</strong></th>
<th>20.11.2019 at 03:00 PM onward</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bid submission Start Date &amp; Time</strong></td>
<td>20.11.2019 at 03:00 AM</td>
</tr>
<tr>
<td><strong>Pre-Bid Meeting Date, Time &amp; Venue</strong></td>
<td>25.11.2019 at 03:00 PM at Board Room, Kaushal Bhawan, RSLDC, Jaipur</td>
</tr>
<tr>
<td><strong>Document Download End Date &amp; Time</strong></td>
<td>05.12.2019 at 03:00 PM</td>
</tr>
<tr>
<td><strong>Bid Submission End Date &amp; Time</strong></td>
<td>05.12.2019 at 03:00 PM</td>
</tr>
<tr>
<td><strong>Last date &amp; time of Submission of Banker’s Cheque/Demand Draft for Tender Fee, Bid Security, and Processing Fee</strong></td>
<td>Up to 05.12.2019 at 02:00 PM physically in the office of RSLDC to Manager DDUGKY at Room No. 213. (In case any of the bidders fails to physically submit the Banker’s Cheque/Demand Draft for Tender/Bid Document Fee, Bid Security and Processing Fee up to 02.00 PM on dated 21.11.2019 to RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION, JAIPUR, its Bid shall not be accepted.)</td>
</tr>
<tr>
<td><strong>Mode of Bid Submission</strong></td>
<td>Online through e-Procurement/e-Tendering system at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a></td>
</tr>
<tr>
<td><strong>Technical Bid Opening Date, Time and Venue</strong></td>
<td>05.12.2019 at 4:00 PM online at Board Room, Kaushal Bhawan, RSLDC, Jaipur</td>
</tr>
<tr>
<td><strong>Financial Bid Opening Date &amp; Time</strong></td>
<td>Will be intimated later to the qualified Bidders in Technical bid</td>
</tr>
<tr>
<td><strong>Websites for downloading Tender Document, Corrigendum's Addendums etc.</strong></td>
<td><a href="http://www.livelihoods.rajasthan.gov.in">www.livelihoods.rajasthan.gov.in</a> or <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> or <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a></td>
</tr>
<tr>
<td><strong>Tendering Authority</strong></td>
<td>Managing Director, Rajasthan Skill and Livelihoods Development Corporation</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Document Type</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Tender/Bid Document Fee</td>
</tr>
<tr>
<td>2.</td>
<td>RISL Processing Fee</td>
</tr>
<tr>
<td>3.</td>
<td>Bid Security</td>
</tr>
</tbody>
</table>

**Technical Documents**

4. Covering letter-Technical Bid  
   As per FORM TECH-1 on bidder’s Letter Head duly signed by authorized signatory.

5. Tender Form and all the documents mentioned in the “Eligibility Criteria”, in support of the eligibility  
   As per FORM TECH-2

6. Bidder’s organization & Experience  
   As per FORM TECH-3

7. Power of Attorney for Lead Member in case of Consortium Bidding  
   As per Annexure-B

8. Joint Bidding Agreement  
   No pre-set format

9. Under taking by the Bidder  
   As per Annexure-C

    Annexure - D

11. Declaration By Bidder  
    Annexure - E

**Document Comprising With Financial Bid**

<table>
<thead>
<tr>
<th>Financial Bid</th>
<th>Financial Bid/BOQ</th>
<th>As per FIN-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Validity of bids**  
90 days from the last date of bid submission

**Language of Bid**  
Proposal shall be submitted in English language.  
All correspondence exchange shall be in English/Hindi language.

**Address for communication**  
Rajasthan Skill and Livelihoods Development Corporation  
EMI Campus J-8B Jhalana Institutional Area,  
Jaipur—302004

**Contact Phone number**  
0141-2715800 For Helpline 0141-2715888

**Bid File Format**  
(a) Technical Bid : online .pdf format  
(b) Financial Bid/BOQ : online .xlsx format
| Bid Opening Place (Technical / Financial) | Opening of Technical and Financial Proposals online shall take place at: Board Room Rajasthan Skill and Livelihoods Development Corporation EMI Campus, J-8-B, Jhalana Institutional Area, Jaipur - 302 004 Opening Date and Time of Technical Bid 21.11.2019 at 03:00PM Opening Date and Time of Financial Bid: will be intimated later to the qualified Bidders in Technical bid. |
| Least Cost Selection Only (LCS Only) | The procurer will select the bidder with evaluated lowest charges rate (LCS) among those Bidders who are technically qualified. |

Managing Director
RSLDC

Page 5 of 36
General Instruction for Filling of E-Bid


1. Bidders who wish to participate in this bidding process must register on http://eproc.rajasthan.gov.in.

2. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safe crypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

3. Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for Technical and financial proposal. However, DD’s / Banker’s cheque for tender fee, Bid Security and processing fee Should be submitted physically at the office of RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION, Jaipur and Scanned copy of same should also be uploaded along with the technical bid/ cover.

4. RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION, JAIPUR (RSLDC) will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid Last hours issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.

5. Bidders are also advised to refer “Bidders Manual Kit” available at eProc website for further details about the e-tendering process.

6. No contractual obligation whatsoever shall arise from the bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful Bidder.

7. Training for the bidder on the usage of e-Tendering system (e-Procurement) is also being arranged by RISL on regular basis. Bidder interested for interested for training may contact e-Procurement Cell RISL for booking the Training slot.
   a) Contact No. 0141-4022688/Helpline Toll Free no. 1800-3070-2273 (Help desk 10 AM to 6 PM on all working days)
   b) E-mail: eproc@rajasthan.gov.in
   c) Address: E-Procurement cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.
Rajasthan Skill and Livelihoods Development Corporation
EMI Campus, J-8-B, Jhalana Institutional Area, Jaipur – 302004 (Raj.)

The RSLDC is going to establish a Migration support centre at Jaipur & Bhiwadi (Alwar) to provide a facility of hostel those have duly trained in DDU, GKY schemes (a GOI sponsored scheme). As per scheme guidelines the training provider is liable to place, trained candidates during the process the training provided have to migrated the candidate for placement. To support a migration process it is propose to provide all facilities for staying to job seekers without any charges up to 3 months.

The bidder have to develop infrastructure and to run properly these migration support centre.

To be eligible for evaluation of its Proposal, the Applicant shall fulfil the following:

A. Basic Eligibility criteria

a. The bidder must be registered with Indian Trust Acts/Any State Society Registration Act/Any State Cooperative Societies/Multi State Cooperative Acts/The Companies Act 2013 or any individual with prior experience of running such establishment which provide accommodation services. The bidder must submit a copy of certificate of registration and copy of certificate of incorporation under relevant act, Memorandum/Article/By Laws or any relevant documents that proves running the accommodation centre.

b. The bidder should either have 2 years operational experience in providing any residential facility or 1 year of experience in Migration Support Service, within last 5 years.

c. Valid PAN card and GST registration in India.

d. Organization should have the required land and/or building (either through ownership or rental, including long term lease which could host the MSC at the applicable location i.e., Jaipur and Alwar (Bhiwadi). Rent Agreement/Lease Agreement of the existing infrastructure should be supplied with the bid for the same.

e. Average annual turnover of Rs. 30 lacs in last 3 (three) Financial Years i.e., 2016-17, 2017-18 and 2018-19 (If audit for 2018-19 is not ready then bidder should provide for Financial Years i.e., 2015-16, 2016-17 and 2017-18). Copy of Audited Financial Statement of last three financial years as mentioned audited by a statutory auditors along with copy of balance sheet and income tax return should be provided.

f. In the event that Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

g. The Applicant should submit a Power of Attorney of authorized representative, Power of attorney in case of consortium for authorizing the lead member to act on behalf of other member may also be given.

h. Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

i. An Applicant or its Associate should have, during the last three financial years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the
Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.

j. While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format, without changing the content of the forms, making due provision for incorporation of the requested information.

B. Submission of Proposals

1. The Tender/Bid document can be downloaded from the website of the RSLDC www.livelihoods.rajasthan.gov.in or website of www.sppp.rajasthan.gov.in or http://eproc.rajasthan.gov.in.

2. The cost of Tender/Bid Document Rs. 1000/- (Rupees One Thousand only) and Bid Security Rs. 40000/- for Jaipur Centre, Rs. 20000/- for Alwar(Bhiwadi) Centre and Rs. 60000/- if applying for both locations in form of DD/ Banker’s Cheque in favour of RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION payable at Jaipur.

3. A Demand Draft/Banker’s Cheque for Rs. 1000/- (Rupees One Thousand only) should also be drawn in the name of Managing Director, Raj-Comp Info Services Limited, Jaipur, payable at Jaipur for processing fee.

4. The entire Banker’s Cheques/Demand Drafts should be deposited physically in RSLDC office at Jaipur up to the stipulated date and time.

5. **Technical Bid Format & Content**
   The Technical Bid shall not include any financial information. A Technical Bid containing material financial information shall be declared non-responsive.
   Depending on the nature of the assignment, the Bidder is required to submit a Full Technical Bid (TECH-1 to TECH-3), as indicated in the TECH Standard Formats provided with bid.

6. **Financial Bid Format & Content**
   The Financial Bid shall be prepared using the standard Format FIN-1/BOQ provided with Bid.

7. The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must sign such corrections. Submission letters for Technical Proposals should be in the format of TECH-1.

8. The bidder should ensure that self-attested copies of all relevant documents required for Technical Bid have been uploaded on website all original documents/certificates/Licenses will be produced for verification at time of opening of Technical Bid, if demanded.

9. Both the proposal (Financial and Technical) will be submitted electronically/ online through the website http://eproc.rajasthan.gov.in within time frame for submission.

10. The Bidder or a person authorized by the Bidder shall sign all pages of bid documents. The authorization shall be in the form of a written power of attorney accompanying the Bid in prescribed format (Annexure – D) or in any other form demonstrating that the representative has been duly authorized to sign.

11. A Proposal submitted by a Consortium shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.

12. The bidder has to upload Annexure – C & E with Technical Bid

13. **Format and Signing of Bid:**
   a. The bid forms/templates/annexure, etc., wherever applicable in technical Bid shall be typed or written in indelible ink and shall be signed (all the pages) by a person duly authorized to sign, in token of acceptance of all the terms and conditions of the bidding
document. This authorization shall consist of a written letter of Authorization as per Annexure-D.

b. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the authorized person signing the bid.

c. The bid, duly signed (digitally) by Authorized signatory, should be uploaded on the eproc portal i.e. http://eproc.rajasthan.gov.in in respective file/format.

14. **Nature of Bid-Least Cost Based Selection**
The bid is a Item Rate bid. The final selection of the bidder will be based on LEAST COST BASED SELECTION (LCBS). The bidder should quote the rate for per person per day centre wise separately in the "Financial Bid"/BOQ online (FIN-1).

15. **Currencies of Proposal and Payments**
The quoted cost should be in Indian Rupees and all payments shall be made in Indian Rupees.

16. **Only One Proposal**
The bidder may quote rates either for only migration support centre at Bhiwadi or only for migration support centre Jaipur or for both in prescribed formats FIN 1 in one proposal. Submission of more than one Tender/Bid paper by a bidder for a particular bid shall be disqualified and rejected.

17. **Period of Empanelment**
The contract initially empaneled for a period of Two (2) years from the date of signing of the agreement which may be further extended for a period for next one year based on the performance and mutual consent of the both parties.

C. Opening Of Bid

1. **Bid Opening/ Opening of Tenders:**
a. The Bid Evaluation Committee will perform the bid opening, which is a critical event in the bidding process.

b. The Technical Bids shall be opened in presence of the bidders or their authorized representatives.

c. All the bids uploaded up to specified date and time shall be opened online, on date and time at the specified place in presence of bidders or their authorized representatives who may choose to be present as per procedure laid down in RTPP Rules 2013. Alternatively, the bidders may also view the bid opening status/ process online at e-Proc website http://eproc.rajasthan.gov.in.

d. All the documents comprising of technical bid/ cover shall be opened ONLINE on the e-Proc website (only for the bidders who have submitted the prescribed fee(s) physically to RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION, JAIPUR (Herein after referred as RSLDC).

e. The technical bid no accept without requisite fee at stated in NIB a submission of proposal.

D. **Evaluation of Technical Bid**

1. The evaluation shall be completed by the Bid Evaluation Committee as early as possible after opening of technical bids.

2. The eligible bidders whose bid is determined to be substantially responsive shall be considered to be qualified in the technical evaluation, unless disqualified pursuant to clause “Conflict of Interest” or “Disqualification”.

3. The Technical Evaluation Committee will assess the ability of the bidders to render the services of Migration Support Centre based on the documents, proposed migration support centre layout and its location & on other such criteria. Only those found fit will be eligible for financial bid opening.

4. The bidders qualifying in technical evaluation will be informed.

5. The bid evaluation committee shall have full powers to undertake negotiations, if any.
6. Tendering authority’s Right to accept/ Reject any or all of the Bids: The tendering authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the bidders.

7. Price preference in evaluation: Price preference notified by the State Government shall be considered in the evaluation of bids and award of contract.

E. Evaluation of Financial Bids

1. The financial bids/ cover of bidders who qualify in technical evaluation shall be opened ONLINE at the notified time, date and place in the presence of the bidders or their representatives who choose to be present. Alternatively, the bidders may also view the financial bid opening status/ process online on e-proc website.

2. The process of opening of financial bids/ covers shall be similar to that of technical bids.

3. Acceptance of the Tender/ Bid:
   a. The tendering authority shall award the Contract to the bidder whose proposal/ bid has been determined to be the lowest value bid.
   b. The acceptance of an offer is complete as soon as the Letter of Acceptance/ Work order is posted/ emailed to the bidder(s).
   c. As soon as a bid is accepted by the tendering authority, its written intimation/ Letter of Acceptance/ Work order would be sent to the concerned bidder asking to execute an agreement on non-judicial stamp to be arranged by the successful bidder.
   d. The acceptance of the bid shall also be placed on websites www.livelihoods.rajasthan.gov.in, www.sppp.rajasthan.gov.in and http://eproc.rajasthan.gov.in for information to all.

4. Correction of Errors
   The bidders are required to quote their per person per day rates in both words and figures. If there is a discrepancy between words and figures, the bid evaluation committee shall correct arithmetical errors in substantially responsive bids, on the following basis, namely
   (a) If there is a discrepancy between words and figures, the amount in words shall prevail.

5. Disqualification
   Tendering authority may at its sole discretion and at any time during the processing of bids, disqualify any bidder/ bid from the bid process if the bidder:
   i. Has not submitted the bid in accordance with the bidding document.
   ii. Has submitted bid without submitting the prescribed Tender Fee, Processing Fee, Bid Security or the Bidder’s authorization certificate.
   iii. Has imposed conditions in his bid.
   iv. During validity of the bid or its extended period, if any, increases his quoted prices.
   v. Has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
   vi. Has failed to provide clarifications related thereto, when sought.
      i. Has submitted more than one bid. This will cause disqualification of all bids submitted by such bidders including forfeiture of the Bid Security.
      ii. Is found of canvassing, influencing or attempting to influence in any manner for the qualification or selection process, including without limitation, by offering bribes or other illegal gratification.

6. Agreement
   i. The successful bidder will enter into an agreement with this office on non-judicial stamp paper of Rs.500/- (Rupees Five Hundred Only) within 15 days from the date of award of work order. The above stamp paper cost will be by the bidder for execution of agreement. The agreement will be valid for a period of two year or extended period commencing from the start date of services of Migration Support Center to
RSLDC and shall continue to be in force in the same manner, unless terminated in writing.

ii. The format of agreement in prescribed format which will be shared in due course of time. Until a formal contract is prepared and executed the letter of acceptance shall constitute a binding contract.

F. Performance Security, Penalty and Liquidity Damages

1. Performance Security Deposit
Performance security deposit shall be solicited from the successful bidder. The amount of performance security deposit shall be 5% of the amount of the total contract value. The bidder shall deliver the performance security deposit to the RSLDC within 15 days after award of the work order in the form of an account payee demand draft or banker’s cheque of a scheduled bank in India / Bank Guarantee drawn in favor of “Rajasthan Skill & Livelihoods Development Corporation” payable at Jaipur. It shall be in the format given with bid document (Annexure – F). The submitted bank guarantee should be verified by issuing bank. The performance security deposit furnished in the form of a document shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Bidder. Any recovery which is not recouped from running bills shall be recovered from final settlement of PSD.

2. Penalty / Recovery:
There would be inspections conducted by RSLDC at the centre, in case the centre is found in violation any point below. The Bidder shall be penalized for first time violation the penalty imposed will be a fine of Rs. 5000/- (five thousands rupees) per violation. On successive repetition of violation the Bidder will be imposed a fine Rs. 10000/- (ten thousands rupees) per violation.

(i) Cleanliness & Basic hygiene.
(ii) Resources not present and the centre.
(iii) Attendance record not maintain properly.
(iv) Security & CCTV Cameras not maintained / working.
(v) Any amenities as per the RFP not being provided.

3. Liquidated Damages provision
Except as provided under terms of this document, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of Liquidated Damages in terms of this document, unless an extension of delivery period is agreed. Delivery period may be extended with or without liquidated damages, if the delay in the supply of service is on account of hindrances beyond the control of the selected bidder:

i. The selected bidder shall request in writing to tendering authority giving reasons for extending the delivery period of service, if he finds himself unable to complete the supply of service within the stipulated delivery period. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of delivery of service after which such request shall not be entertained.

ii. RSLDC shall examine the justification of causes of hindrance in the delivery of service and the period of delay occurred due to that. Subject to the satisfaction, RSLDC may grant extension with or without liquidated damages.
iii. If RSLDC agrees to extend the delivery period / schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued

A. In case of extension in delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of service which the selected bidder has failed to supply.

| No. | Conditions (Days rounded off to the nearest integer) | LD % |
|-----|--------------------------------------------------+-----|
| (a) | Delay up to ¼ period of prescribed start Date of centre | 2.5% |
| (b) | Delay exceeding ¼ but not exceeding ½ of prescribed period | 5% |
| (c) | Delay exceeding ½ but not exceeding ¾ period of prescribed period | 7.5% |
| (d) | Delay exceeding ¾ of prescribed period | 10% |

Note

i. Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

ii. The maximum amount of agreed liquidated damages shall be 10%.

iii. If the bidder required an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to MD RSLDC which has placed the supply order, for the same immediately on occurrence of hindrance but not after the stipulated date of completion of supply.

B. Delay period may be extended with or without liquidated damages if the delay in supply of deliverables is on account of hindrances beyond the control of the bidder.

C. Any Liquidated Damages would be deducted from the due payment.

GENERAL CONDITIONS OF CONTRACT

1. Bidder will ensure deployment of persons as defined in terms of reference.

2. Neither the Bidder nor the resources appointed by the Bidder should not have any adverse Police records/criminal cases against them. The Bidder should make adequate enquiries about the character and antecedents of the resources deployed at the centres. The Bidder should ensure to verify the character and antecedents of persons before deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph. Police verification report may be asked, if needed, by RSLDC. The Bidder will also ensure that the their resources are medically fit. The Bidder shall withdraw such resources who are not found suitable by the office for any reasons immediately on receipt of such a request.

3. The Bidder and his resources shall not claim any benefit/compensation/absorption/regularization of services from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or RAPSAR Act, 1999.

4. The Bidder and his resources shall not divulge or disclose to any person, any details of RSLDC, its placed candidates, operational process, technical know-how, security arrangements and administrative/organizational matters as of confidential/secret nature.

5. The Bidder and his resources should be polite, cordial, positive and efficient and follow official decorum while handling the assigned work. The Bidder shall be responsible for any act of indiscipline on the part of resources appointed by them. The Bidder shall be bound to prohibit and prevent any of their resources from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Department. The decision of the Officer-in-charge on any matter arising under the clause shall be final and binding on the Bidder.

6. The resources shall maintain dignity of office as well as desired decency of behavior to female colleagues/staffs/candidates and dress code should always be neat & formal.

7. That the resources engaged shall not be below the age of 18 years and not above 60 years.
8. This office may require the Bidder to dismiss or remove from the work place, any resources, appointed by the Bidder, who may be incompetent or for his/her their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its deliverables, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office.

9. The Bidder has to provide Photo Identity Cards, at his cost, to the candidates and staff deployed for carrying out the work. These cards are to be constantly displayed by the candidates at the centre and the resources deployed by the Bidder.

10. Subject to terms of this document, no variation in or modification of the terms of contract shall be made except by written amendment.

11. The Bidder shall ensure proper conduct of his resources/staff members and the candidates residing at their respective centres and enforce prohibition of consumption of alcoholic drinks, pan, smoking, other such banned contrabands and loitering without work.

12. The Bidder will provide the services at respective centre created temporarily for a shorter period also, in case of any exigencies, as per the requirement of this office.

13. The Bidder and his resources as deployed in the centre shall be contactable at all times and messages sent by phone/email/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Bidder shall strictly observe the instructions issued by the office in fulfillment of the contract from time to time.

14. This office shall not be liable for any loss, damage, theft, burglary or robbery of any belongings, equipments or vehicles of the candidates and/or the Bidder.

15. If this any candidate suffers any loss or damage on account of negligence, default or theft on the part of the Bidder, then the Bidder shall be liable to reimburse to the concerned party. The Bidder shall keep the candidates fully indemnified against the damage by any staff deployed by the Bidder. For any accident or casualty occurred within the premises of the centre during the course of stay of any candidate residing at the centre, the liability that will arise out of the accident will be borne by the Bidder. The responsibility will remain with the Bidder and this office will in no way be responsible for it or any other clause mentioned above.

16. The bidder shall use a bio-Metric machine to be installed by the Bidder himself at the respective centre in respect of attendance of occupant's candidates and the resources appointed by the Bidder. This bio-Metric device will be connected to RSLDC server for recording of attendance. The Bidder shall also maintain an Attendance Register as standby arrangement. In case of any discrepancy or for any other reason, the attendance recorded manually may also be considered subject to verification by the concerned officer.

17. All resources deployed by the Bidder at the centre should come to the office in prescribed uniform.

18. That on expiry of the agreement, the Bidder shall ensure that all its deliverables have deposited all the documents, files or any other material issued by RSLDC in connection with the smooth working. If necessary, hand over taken over may also be made within 30 day period.

19. The procurer will not be responsible relating to employment statutory provisions and rules (as applicable) regulatory issues.

20. **Payment Schedule**
   
a. The centre shall be paid a minimum guarantee amount of 80% of the total sanction strength beyond 80% of monthly occupancy after which the centre shall be paid on pro rata basis on per candidate per day as per contract.

b. The Bidder shall be paid on a quarterly basis by RSLDC based on attendance records of the occupants.

c. No advance amount will be provided for the establishment or maintenance of the centre.

d. The service provider will submit the bill (candidate wise) in duplicate in detail, month-wise in the first week of the succeeding quarter. The payment to the Bidder will be normally released within a month from the date of submission of claim, complete in all respects. Moreover, the
b) The bidder will not co-relate receiving payment to the services rendered by bidder to occupant's, in any
circumstances.

c) Payment will be made through Account payee Cheque/Banker Cheque/Demand Draft/
NEFT/RTGS. The mode and details of payments should be made available by the Bidder to
RSLDC.

d) Penalty and LD, if any shall be deducted from the due payments.

e) The Tax Deduction at Source (TDS) shall be made as per the provisions of Income
Tax/GST Act, as amended from time to time, and a certificate to this effect shall be
provided to the agency by the Department. The GST will be borne by RSLDC.

f) The bidder have to submit proof of deposit taxes in preceding bill for reimbursement
deposited tax.

21. Accounting, Inspection and Auditing
The Bidder shall keep, and shall make all reasonable efforts to keep, accurate and systematic
accounts and records in respect of the Migration Support Centre and its resources. Bidder will
ensure to make available always his books of accounts for inspection to RSLDC.

22. Compliance with the code of integrity and no conflict of Interest: The Bidder will follow the
code of integrity and no conflict of Interest as mentioned rule 80 and 81 respectively of RTTP
Rules-2013 in case of breach of any provision of the code of integrity by a bidder or a prospective
bidder as the case may be, the RSLDC may take appropriate action in accordance with the
provisions of sub-section (3) of section 11 and section 46 of RTTP Rules – 2013.

23. Termination:

a) Termination for Default:

   i. The tender sanctioning authority of RSLDC may, without prejudice to any other remedy for
breach of contract, by a written notice of default, of at-least 30 days, sent to the Bidder/
   selected bidder(s), terminate the contract in whole or in part: -

   a) If the supplier/ selected bidder fails to deliver any or all quantities of the service
   within the time period specified in the contract, or any extension thereof granted by
   RSLDC; or

   b) If the Bidder/selected bidder fails to perform any other obligation under the contract
   within the specified period of delivery of service or any extension granted thereof;
   or

   If the Bidder/ selected bidder(s), in the judgment of the RSLDC, is found to be
   engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in
   executing the contract.

   c) If the Bidder/ selected bidder commits breach of any condition of the contract.

   II. If RSLDC terminates the contract in whole or in part, amount of PSD may be forfeited.

b) Termination for Insolvency: RSLDC may at any time terminate the Contract by giving a
written notice of at least 30 days to the Bidder/selected bidder(s), if the supplier/ selected
bidder become bankrupt or otherwise insolvent. In such event, termination will be without
compensation to the supplier/ selected bidder(s), provided that such termination will not
prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to
RSLDC.

c) Termination for Convenience:

   i. RSLDC, by a written notice of at least 30 days sent to the Bidder/ selected bidder(s),
may terminate the Contract, in whole or in part, at any time for its convenience. The
Notice of termination shall specify that termination is for the RSLDC convenience, the
extent to which performance of the Bidder/selected bidder under the Contract is
terminated, and the date upon which such termination becomes effective.

   ii. Depending on merits of the case the Bidder/selected bidder may be appropriately
compensated on mutually agreed terms for the loss incurred by the contract, if any, due
to such termination.

24. Exit Management: The Bidder may continue work under this contract during the duration of the
exit management period, which may be 1 month period from the date of expiry or termination of
the agreement, if required by RSLDC to do so. During this period the bidder will transfer all
knowledge to RSLDC or its nominated agency. The security deposit/PSD submitted by bidder will be returned after the successful transfer of knowledge.

a) **Transfer of data**
   The Bidder will promptly on the commencement of the exit management period shall supply to RSLDC the following:
   i. Documentation relating to Candidates, attendance, resources and centre activities;
   ii. All other information (including but not limited to documents, records and agreements) relating to the services reasonably necessary to enable RSLDC or its nominated agencies, or its replacement operator to carry out due diligence in order to transition the provision of the services to RSLDC or its nominated agencies, or its replacement firm (as the case may be).
   iii. Payments during the Exit Management period shall be made in accordance with the Terms of Payment Clause
   iv. It would be the responsibility of the Bidder to support the new nominated agency during the transition period.

25. "**Force Majeure**"
   For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Procuring either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procuring in writing of such conditions and the cause thereof. Unless otherwise directed by the Procuring in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
   Notwithstanding anything stated above, the provisions of RTPP rules 2013/ RSR/ GF & AR will be applicable with respective amendments made by Govt. of Rajasthan.

26. **Pre Bid clarifications:**
   Any clarification regarding this tender document clauses may obtained from the General Manager- 2, RSLDC during office hours till seven days prior to opening date of technical bid.

27. **Grievance redressal during the Procurement Process:**
   Any grievance of a bidder pertaining to the procurement process shall be by way of filing an appeal to the First or second Appellate Authority, as the case may be, in accordance with the provisions of chapter III of the RTPP Act and Chapter VII of the RTPP Rules.

   **First Appellate Authority: Managing Director, RSLDC**
   **Second Appellate Authority: Secretary, DSEE, Govt. of Rajasthan**

28. **Settlement of Disputes**
   General: If any dispute arises between the Bidder/selected bidder and RSLDC if any dispute arising out of contract shall be settled within jurisdiction of Jaipur procedurally during the execution of a contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ selected bidder on the points of dispute. The representation so received shall be examined by RSLDC. The Bidder/ selected bidder will also be given an opportunity of being heard. The Managing Director- RSLDC will take a decision on the representation and convey it in writing to the Bidder/ selected bidder(s) which would be final and binding to all.

29. **Jurisdiction**
   The contract shall be governed by laws of Rajasthan/India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

34. **Period of Validity of Bids:**
a. Bids shall remain valid for the period of 90 days, as specified in NIB, after the bid submission deadline date prescribed by the tendering authority. A bid valid for a shorter period shall be rejected by the tendering authority as non-responsive bid.
b. In exceptional circumstances, prior to the expiration of the bid validity period, the tendering authority may request bidders to extend the period of validity of their Bids. The Bid Security shall also be extended for a corresponding period. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify its bid.

The request and the responses shall be made in writing.

35. Deployment
The services of Migration Support Centre will have to be provided by the successful bidder within 30 days from the award of contract.

36. Sub-contracting: The bidder shall not assign, transfer, pledge or sub-let his contract or any substantial part thereof to any other agency without the permission of Procuree/ Tendering Authority.

37. BID SECURITY
Every bidder, if not exempted, participating in the bidding process must furnish the required Bid Security as specified in Notice Inviting Bid (NIB). The Bid Security of unsuccessful bidders shall be refunded soon after final acceptance of bid and award of contract. In case of best/ successful bidder(s), the Bid Security, may be adjusted in arriving at the amount of the PSD. Bid Security of a bidder lying with RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION, JAIPUR in respect of other bids awaiting decision will not be adjusted towards Bid Security for the fresh bids. No interest will be paid on amount of Bid Security Deposit.

38. Forfeiture of Bid security - The Bid security taken from the bidder shall be forfeited in following cases:
i. When the bidder withdraws or modifies his bid proposal after opening of bids.
ii. When the bidder does not execute the agreement in accordance of RTPP Rules provisions after placement of order within specified time.
iii. When the bidder fails to commence the supply of services as per work order/ letter of award within the time prescribed.
iv. When the bidder does not deposit the security money after the work order is placed.
v. Any dues against the firm from any other contract with RSLDC.
vi. When the successful bidder fails to complete the services satisfactorily within the time specified.
vii. If the successful bidder breaches any provisions of code of integrity prescribed for bidders in RTPP Act and chapter VI of the rules.

39. Price Validity & Rate Escalation
The rate quoted by the bidder shall be fixed for entire contract duration and no request for any change/modification shall be entertained.

40. Confidentiality:
a. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract award.
b. Any attempt by a bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of his bid.
c. From the time of bid opening to the time of Contract award, if any bidder wishes to contact the tendering authority on any matter related to the bidding process, he is allowed to do so in writing.

41. Conflict of Interest:
a. RSLDC considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. In pursuance of RSLDC Procurement Ethics requirement that bidders, suppliers, and Bidders under contracts, observe the highest standard of ethics, RSLDC will take appropriate actions against the bidder(s), if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently all bidders found to have a conflict of interest shall be disqualified.

b. A bidder may be considered to be in a conflict of interest if the bidder or any of its affiliates participated as a consultant in the preparation of the solicitation documents/RFP/Bid document for the procurement of the goods and services that are the subject matter of the bid.

c. It may be considered to be in a conflict of interest with one or more parties in the bidding process if:
   i. They have controlling shareholders in common; or
   ii. It receives or have received any direct or indirect subsidy from any of them; or
   iii. They have the same legal representative for purposes of the Bid; or
   iv. They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process.
1. **Form TECH-1**

**TECHNICAL PROPOSAL SUBMISSION FORM**
(On bidders letter head duly signed by authorized signatory)

{Location, Date}

To:
Managing Director,
Rajasthan Skill and Livelihoods Development Corporation
(RSLDC) EMI Campus, J-8-A, Jhalana Institutional Area,
Jaipur - 302 004
Rajasthan
Tel (0141) - 2708150

Dear Sir,

We, the undersigned, offer to provide services of Migration Support Centre to **Rajasthan Skill and Livelihoods Development Corporation (RSLDC)** in accordance with your NIB of dated ___/___/2019. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal online on eProc website http://eproc.rajasthan.gov.in.

{If the bidder is a joint venture/consortium, insert the following: We are submitting our Proposal as a joint venture/consortium with: (Insert a list with full name and the legal address of each member, and indicate the lead member). We have attached a copy (insert: "of our letter of intent to form a joint venture/consortium" or, if a joint venture/consortium is already formed, "of the joint venture/consortium agreement" signed by every participating member, which details the lightly legal structure of and the confirmation of joint and severable liability of the members of the said joint venture/consortium.)}

OR

{If the bidder's proposal includes a Sub-bidder, insert the following: We are submitting our Proposal with the following firms as Sub-bidder: (Insert a list with full name and address of each Sub-bidder.)}

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the procurer.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid document.

(c) We have no conflict of interest as stated in the Bid.

(d) We meet the eligibility requirements as stated in Bid and we confirm over outstanding of over obligation to abide by the code of integrity.
(e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment not later than the date indicated in the Bid document.
We understand that the procurer is not bound to accept any Proposal that the procurer receives.

We remain,

Yours sincerely,

Authorized Signature (In full and initials): 

Name and Title of Signatory: 
Name of Bidder (Firm's/Company's Name or JV's Name): 

In the capacity of: 
Address: 

Contact Information (Phone and E-mail): 

{For a Joint Venture/Consortium, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}
Rajasthan Skill & Livelihood Development Corporation  
*Form TECH-2 (for Full Technical Proposal)*

I/We abide by all the terms and conditions mentioned in this form issued by the Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Parameters</th>
<th>Remar kks</th>
<th>Document Required</th>
<th>Document attached</th>
<th>Enclosed at Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The bidder must be registered with Indian Trust Acts/Any State Society Registration Act/Any State Cooperative Societies/Multi State Cooperative Acts/The Companies Act 2013 or any individual with prior experience of running such establishment which provide accommodation services. And have a valid PAN card and GST no.</td>
<td>Yes/No</td>
<td>(i) The bidder must submit a copy of certificate of registration and copy of certificate of incorporation under relevant act, Memorandum/Article/By Laws or any relevant documents that proves running the accommodation centre and experience as applicable. (ii) Valid PAN card GST registration certificate in the name of bidder.</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The bidder is not blacklisted/debarred by any department/organization/Board/undertaking/Corporation of Central/State Govt.</td>
<td>Yes/No</td>
<td>A self-certified letter by the designated official of the responding Company performa Annexure - C</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>
3. **Note:** In case of Joint Venture/Consortium, this must be an individual turnover of relevant projects and not that of group.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>Copy of Audited Financial Statement of last three financial years as mentioned audited by a statutory auditors along with copy of balance sheet and income tax return should be provided.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In the event that the Applicant is an individual or a consortium and does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annexure E – Declaration by the Bidder to be submitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Copy of contract/ client letter / rent deed agreement (certified &amp; self-attested)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attach a Copy of intent or a copy of existing agreement with a Power of Attorney.</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Organizations should have the required land and/or building (either through ownership or rental, including long term lease which could host the MSC at the applicable location i.e., Jaipur and Alwar (Bhiwadi). (Minimum 3 Years)

7. Rent Agreement/Lease Agreement of the existing infrastructure should be submitted along with layout/plan of the property.

<table>
<thead>
<tr>
<th>8. The requisite bid document cost amounting to Rs. 1000/- (Rupees One Thousand Only).</th>
<th>Yes/No</th>
<th>Scanned Copy of DD/BC No ........................................ Date........................................</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. The requisite processing fee amounting to Rs. 500/- (Rupees Five Hundred Only).</td>
<td>Yes/No</td>
<td>Scanned Copy of DD/BC No ........................................ Date........................................</td>
<td>Yes/No</td>
</tr>
<tr>
<td>10. The requisite Bid Security amounting to Rs. 40,000/- (Rupees Forty Thousand Only) (for Jaipur) and Rs. 20,000/- (Rupees Twenty Thousand Only) (for Alwar (Bhiwadi)) and Rs. 60,000/- (Rupees Sixty Thousand Only) in case applying for both the locations</td>
<td>Yes/No</td>
<td>Scanned Copy of DD/BC No ........................................ Date........................................</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of Bidder (Firm's/Company's Name or JV's Name):

In the capacity of:

Address:

Contact Information (Phone and E-mail):

(For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.)
Form TECH-3 (For Technical Bid Only)

BIDDER'S ORGANIZATION AND EXPERIENCE

Form TECH-3: a brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment. In the case of a joint venture/consortium, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Bidder's Key Experts and Sub-bidders who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-bidding, the amount paid to the Bidder), and the Bidder's role/involvement.

A – Bidder's Organization
1. Provide here a brief description of the background and organization of your firm/company, and – in case of a joint venture/consortium – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership (if applicable)

B – Bidder's Experience
1. List only previous similar assignments successfully completed in the last 5 years.
2. List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the joint venture/consortium partners. Assignments completed by the Bidder's individual experts working privately or through other Bidding firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-bidders. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references.

Authorized Signature (In full and initials): ________________________________
Name and Title of Signatory: ____________________________________________
Name of Bidder (Firm's/Company's Name or JV's Name/Representative Name in case of Consortium): __________________________________________
In the capacity of: ______________________________________________________
Address: ______________________________________________________________
Contact Information (Phone and E-mail): _________________________________

{For a Joint Venture/consortium, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}

<table>
<thead>
<tr>
<th>Duration</th>
<th>Assignments name/ &amp; brief description of main deliverables/</th>
<th>Name of Client &amp; Country of Assignment</th>
<th>Approx. Contract value (in Indian Rupees equivalent)/Amount paid to your firm</th>
<th>Role on the Assignment</th>
</tr>
</thead>
</table>
Authorized Signature (In full and initials): ____________________________________________
Name and Title of Signatory: ______________________________________________________
Name of Bidder (Firm's/Company's Name or JV's Name): ______________________________________
In the capacity of: ........................................................................................................
Address: ......................................................................................................................
Contact Information (Phone and E-mail): ........................................................................

{For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}
Scope of Work & Terms of Reference

1. Background

RSLDC was incorporated as Section 25 Company, a Not for Profit company, on 17th August, 2010 with the Chief Secretary as the Chairman of the Company. As part of its major action, it established skill Training mechanism by involving training partner agencies to execute the training program across the State. Currently in the state, RSLDC is running four schemes, of which two are Central managed and two are State managed, they are as under:

1. Deen Dayal Upadhayay Grameen Kaushalya Yojana (DDU GKY – CSSM)
2. Pradhan Mantri Kaushal Vikas Yojana (PMKVY – CSSM)
3. Employment Linked Skills Training Programme (ELSTP)
4. Regular Skills Training Programme (RSTP)

2. Migration Support Centre (MSCs) as Post Placement Support

Feedbacks from Training Partners and trained youth of various RSLDC programmes reveal that a large number of successful trainees tend to migrate in search of better (and/or relevant) placement opportunities (better pay, assured number of work-days, etc.). The starting salaries of trained youth range from Rs.6,000/- to Rs.8,000/- on an average in which it is a formidable task for his/her to survive in cities like Jaipur or Alwar (Bhiwadi). Supporting the person so employed for sustainability after placement is one of the key priorities of RSLDC.

Migration Support Centres (MSC) are a step further in this direction as they are conceptualized as walk-in resource centres for successful trainees of RSLDC, displaced from their native township in search of better employment prospects. MSCs, once they are set up residential services for a period of three months with caution money of just Rs. 500 payable to RSLDC to vulnerable displaced candidates to setup base in the cities and/or locations they are placed in. These centres will be set up at key locations. In the first phase, RSLDC plans to setup MSCs in Jaipur for women and Alwar (Bhiwadi) for men. The MSCs will be setup with standard accommodation facilities. The MSCs will be empaneled with RSLDC for a period of two years which will be extendable up to one year. The MSCs will not only facilitate better migration of the youths but also enable RSLDC to gain information on the needs and day to day requirements of the youth and the problems faced by them. The MSC and the information gathered from the youth will gainfully enable RSLDC to prove better post placement support and explore placement related issues of the migrants.

3. Scope of Work

The primary objective of this RFP is the selection and empanelment of Migration Support Centre services provider in Rajasthan who will setup/ establish the MSCs for one in Jaipur and one in Alwar (Bhiwadi) as per the norms and guidelines of RSLDC and operate and maintain the same till the end of contract period. The role of the MSCs, as detailed in this RFP is primarily for post-placement support services for RSLDC alumni. The role of MSCs under this RFP is that of a service provider.

The MSC at Jaipur will be aimed at providing support to female placed candidates with capacity for 100. Similarly, MSC at Alwar (Bhiwadi) will be aimed at providing support for male placed candidates with capacity for 50. The preference at both the centres will be given to the candidates who are placed from DDU GKY schemes from Rajasthan and thereafter the rest of
the placed candidates will be considered from rest of the three schemes i.e., PMKVY, ELSTP and RSTP schemes on first come first serve basis.

3.1 Physical Infrastructure

The overall space for the MSC may be planned as 3500 sq. ft. for Jaipur centre & 1750 sq. ft. for Alwar (Bhiwadi) Centre. Space for Residential area for per student is 25 sq. ft. The facility should be able to cater to 100 placed candidates in Jaipur and 50 placed candidates in Alwar (Bhiwadi). The Centre at Jaipur would be at specifically for the women placed candidates and likewise the facility at Alwar (Bhiwadi) shall cater to the male placed candidates. The major elements of the infrastructure (suggestive) are as follows. The Bidder could also plan to progressively enhance facilities as well:

1. Dormitory facilities: a dorm for occupants as transit accommodation with bedding and storage space that can be used as the first destination for 90-day period by an incoming migrant rural youth trained at RSLDC.
2. Bathroom and Toilets for Men in 10:1 ratio i.e., 1 toilet per 10 occupants and likewise 1 bathroom per 10 occupants with 24x7 water availability and for Women in 7:1 ratio i.e., 1 toilet per 7 occupants and likewise 1 bathroom per 7 occupants
3. An office cum reception area
4. A Computer with a printer, UPS and a broadband internet connection
5. Backup power supply to ensure that all lights, fans in dorm, bathrooms & toilets are provided with minimum three-hour backup (bathrooms and toilets should be separate from each other)
6. The center and rooms should be disabled friendly to the extent feasible
7. Safe drinking water facility with storage up to 1-month capacity
8. CCTV Camera at the entrance with three-month backup.
9. Visitor area with a visitor register to me maintained
10. Kitchen area
11. Height not less than 9 feet
12. Cupboard/Almira/Trunk with locking arrangements, minimum 1 per candidate, with prescribed length = 30 inches, width = 18 inches and height = 12 inches with 20% variation in dimension.
13. Lights, with a minimum of 1 florescent light (2400 lumens for each 150 sq.ft. or part thereof per room.
14. 1 ceiling fan per 150 sq. ft. or part thereof per room
15. Beds, either single or bunk in construction.
16. Electricity connection with proper power back up of up to 3 hrs
17. Biometric system for attendance

Note:
(a) The bidder would have to also submit the layout plan for the MSC along with recent images of the facility while submitting the bids.
(b) Post bids and allocation to the successful bidder, there would be regular inspections and visits to the centre, where in case if any violations of any of the above norms is found at the MSC, it would result in disqualification and non-refund of performance security deposit.

(c) The Kitchen Area, Reception Area, Bathroom, Toilets, Visitor Room will be exclusive to 25sq ft per student area and should have sufficient space to move around.

3.1.1. Key considerations for MSC

1. Approachability & Accessibility – The MSC should be conveniently located in the city where it is easy for workers to reach preferably within 100m radius to public transport e.g. bus stand/ station/ market/ work site. For example in case of Jaipur the MSC situated at areas like Sitapura would be preferred. The MSC situated in far-out or hard to access areas will not be considered.

2. On call help/support facility should be available 24x7

3. Dormitory services / shared rooms with bed, storage, toilets, light, water and security

4. First Aid and Basic medication along with Fire extinguishers

5. Ensure key compliance of policies and rules as set by RSLDC and to only provide occupancy to the placed candidates who are gainfully employed throughout their stay of 90 days.

3.1.2. Reports and Information Services

(a) The Bidder shall compulsorily maintain case file document on each migrant attached to the Centre along with the respective attendance of the placed candidates at the Centre

(b) The case file documents shall include student details such as permanent address, PIA and course details where the student was trained, employer details, monthly pay slips to ensure the occupant is employed throughout their stay at the MSC.

(c) In case an occupant is relieved from their respective job, the MSC should provide the information regarding the same to RSLDC immediately so that a new student can be given the facility

(d) The Bidder is required to also maintain a daily attendance record and a CCTV camera with 3 months of video backup. Attendance record would be required for Payment also. Both the attendance and the videos need to be produced as and when asked for by RSLDC.
### 3.2 Roles and Responsibilities of Stakeholders

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Stakeholder</th>
<th>Roles &amp; Responsibilities</th>
</tr>
</thead>
</table>
| 1.    | The Bidder/ MSC service provider | - Establish and operate the MSC as per the defined expectations of the SRLMs/ SSMS and as per this RFP in alignment with the MSC Reference Framework document.  
- Run the MSCs, providing defined services as per the service charges  
- Record, maintain and provide complete MIS reporting data to stakeholders  
- Issue iCard to the occupants and ensure to provide the PPS only to the candidates of RSLDC for 90 days who should be employed during the duration.  
- Have to open a separate account in scheduled commercial Bank. By which they have to maintain full account of refundable caution money @ Rs. 500/- per candidate to be submitted by PIA and bidder will be liable to settle the account of candidate by return of full caution money at the time the candidate vacates the MSC. The statement of account should be submitted along with quarterly invoice. |
| 2.    | RSLDC                            | - Preparation of Framework for the establishment and operations of the Migration Support Centres – reference Migration Support Centre – Framework.  
- Sharing Best Practices, Learning and Knowledge input from the implementation and continuous monitoring and evaluation of MSC  
- Take PIA’s request along with supporting documents like appointment letter for allocation of the seats for the MSC, and allocate after approval from the scheme OIC. |
| 3.    | Placed Candidates                | - Constitute the primary population and beneficiary of the services of the MSC  
- It is expected that the beneficiaries will be constitute of the migrant placed youth trained under the RSLDC, preference would be given to placed candidates from DDU GKY programmes from Rajasthan, thereafter the placed placed candidates from rest of the three schemes of RSLDC would be considered on first come first serve basis.  
- Candidate will have to provide proof of employment to the MSCs on monthly basis and as when called upon by PIA, CCP or RSLDC or any of its representatives |
| 4.    | PIAs                             | - Submit placed candidates request for accommodation along with details of refundable caution money to RSLDC collected from the placed candidates  
- Submit the approval of request from RSLDC to Bidder along with the Caution Money collected  
- Provide regular and timely information on significant issues like loss of track or contact, loss of job etc. to the CCP  
- Support MSCs in all activities as mandated by the RSLDC |
4. Student Allocation to Migration Support Centre

TP's/PIA's will approach RSLDC with the request regarding allocation of Migration Support Centre for the concerned student(s) which upon approval of the Scheme QIC would be allocated. The details of the placed candidates will be shared by RSLDC with the CCP.

5. Resource Requirement

A fully functional MSC may be manned by a team of minimum two persons for the Core services. The Migration Support Centre (MSCs) should have a Caretaker/Warden and a Security Guard/Peon. For Jaipur Centre the team deployed should comprise of women members as it will be intended for the women.

5.1. Qualifications of Key Resources

The tasks assigned for various positions are as follows. The following table presents the key roles and responsibilities of the various positions in the Team, including the qualification criteria for each position holders.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Key Roles &amp; Responsibilities</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caretaker/Warden</td>
<td>• Manage the day to day functioning of the MSC</td>
<td>Minimum 10+2 pass</td>
</tr>
<tr>
<td></td>
<td>• Provide on call support to the migrant workers including queries regarding programme and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>accommodation and the city</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Maintain and ensure availability of water and electricity at the MSC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure adherence to the rules and regulation at the facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure availability at the Centre and to the placed candidates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• May be organized on shift basis by the CCP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Should meet the minimum criteria</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• CCP can choose to employ a residential Warden at the MSC or employ on shift basis</td>
<td></td>
</tr>
<tr>
<td>Security Guard/Peon</td>
<td>• Provide security at the MSC</td>
<td>Literate</td>
</tr>
<tr>
<td></td>
<td>• Assist the caretaker in day to day operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Should be available round the year</td>
<td></td>
</tr>
</tbody>
</table>

(Note: There would be inspections conducted by RSLDC at the centre, in case any of the resource(s) as designated above is/are not allocated, the CCP will be liable to bear the penalty as per discretion of RSLDC. In case of leave of the resource CCP should ensure a viable replacement for the same, who should meet the qualifications as specified)

5.2. Reporting Structure

The Bidder shall report to MD RSLDC or a person appointed by MD, RSLDC.

6. Project Location

The project would be deployed in the following two locations as below:
1. Jaipur Centre (for Women) for total 100 placed candidates and
2. Alwar (Bhiwadi) (for Men) for total 50 placed candidates
Annexure B

Power of Attorney for Lead Member of Consortium
(if applicable)

Whereas Rajasthan Skill and Livelihoods Development Corporation (the “RSLDC” or the “Authority”) has invited bid response from interested parties for ____________ (the “Project”).

Whereas, M/s. __________________, and M/s. ____________________ (collectively the “Consortium”) being members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal (RFP) and other connected documents in respect of the Project, and Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, M/s. __________________ having our registered office at ____________, and M/s. __________________ having our registered office at ____________, (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s. __________________ having its registered office at ____________, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the qualification of the Consortium and submission of its bid for the Project, including but not limited to signing and submission of all bids and other documents and writings, participate in conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the Agreement with Authority is entered into.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____________ DAY OF __________ 20.....

For __________________ (Signature)
(Name & Title)

For __________________ (Signature)
(Name & Title)

Witnesses:
UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this Bid/tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We have signed all the pages in acceptance of the terms and conditions.

I/we further certify that I/we have not been debarred/ blacklisted by any department/organization/Board/undertaking/corporation of Central/State Govt.

I/We also undertake that I/We will not adopt any malpractices at any stage of bidding/execution.

Authorized Signature (In full and initials): ______________________________________

Name and Title of Signatory: ______________________________________

Name of Bidder (Firm's/Company's Name or JV's Name): ______________________________________

In the capacity of: ______________________________________

Address: ______________________________________

Contact Information (Phone and E-mail): ______________________________________

{For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}
BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}
To,
{Tendering Authority},

I/ We (Name/ Designation) hereby declare/ certify that (Name/ Designation) is hereby authorized to
Sign relevant documents on behalf of the company/ firm in dealing with Tender with RAJASTHAN
SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION, JAIPUR
He/ She is also authorized to attend meetings & submit technical & commercial information/
Clarifications as may be required by you in the course of processing the Bid. For the purpose of
Validation, his/ her verified signatures are as under.
Thanking you,

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -
Date: 
Place:

Verified Signature:
Declaration by the Bidder in compliance of Section 7 of the Act

Declaration by the Bidder

In relation to my/our Proposal submitted to ............................................(the Client) for procurement of ........................................ in response to their Request for Proposals No.................. Dated.................. I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that;

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;

2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;

3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;

4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date: ....................................................
Place: ..........................................................

Signature of bidder
Name
Designation:
Address:

[Signature]

Page 33 of 36
Performance Security

(To be given by a Scheduled Bank in India or other Issuer acceptable
to the Procuring Entity)

Date: ___________________ Contract Name and No.: ____________________

WHEREAS
(Hereinafter “the Consultant”) has undertaken, pursuant to Contract No. ___________________
Dated __________________ to provide consultancy services __________________
(hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Consultant shall furnish you with a Security ____________________________ issued by a reputable guarantor, for the sum specified therein as Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned ______________________, legally domiciled in ____________________________ (hereinafter “the Guarantor”), have agreed to give the Supplier a Security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Consultant, up to a total of ____________________________and we undertake to pay you, upon your first written demand declaring the Consultant to be in default under the Contract, without cavil or argument, any sum or sums within the limits of ____________________________ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Security is valid until the ____ day of ____________________________.

Name ____________________________

In the capacity of ____________________________

Signed ____________________________

Duly authorised to sign the Security for and on behalf of ____________________________

Date ____________________________

Bank’s Seal ____________________________