

Request For Proposal
for Selection of a Firm for Pre-Assessment of IT/ ITeS Skill for Applicants
registered in Karmo Bhumi Portal of Govt. of West Bengal

Tender No.: 430-ITE/ 14021/2/2020_1

Issued By: -

Society for Natural Language Technology Research (SNLTR)
Department of Information Technology and Electronics
Government of West Bengal
Monibhandar (5th and 6th Floor)
Premises of Webel Bhavan
Block- EP & GP, Sector-V, Salt Lake,
Kolkata-700091

Disclaimer

This Notice Inviting e-Tender (NIT) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this NIT document is to provide applicants (bidders) with information to assist the formulation of their bid application (the “application”). Whilst the information in this NIT has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither Society for Natural Language Technology Research (SNLTR), nor any of its officers or employees, nor any of their advisers nor Bidders accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the NIT, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this NIT is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information (‘Information’) contained in this NIT document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of Society for Natural Language Technology Research (SNLTR) is provided to the applicant(s) on the terms and conditions set out in this NIT documents and any other terms and conditions subject to which such information is provided.

This NIT document is not an agreement and is not an offer or invitation by Society for Natural Language Technology Research (SNLTR). to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. Department of IT & E, Govt. of West Bengal reserves the right to accept or reject any or all applications without giving any reasons thereof. Society for Natural Language Technology Research (SNLTR) will not entertain any claim for expenses in relation to the preparation of NIT submissions.

Abbreviation

Abbreviations	Descriptions
DoIT&E	Department of IT & E, Govt. of West Bengal
EMD	Earnest Money Deposit
GST	Goods & Service Tax
LOI	Letter of Intent
PBM	Pre-Bid Meeting
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PSU	Public Sector Undertaking
PO	Purchase Order
NIT	Notice Inviting e-Tender
SNLTR	Society for Natural Language Technology Research

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NOTICE INVITING E-TENDER

SNLTR under the aegis of DoIT&E, invites e-tender for the work mentioned in the Table 1 below. Bids are invited from reputed firms with experience in Skill Development, Skill evaluation and Pre-Assessment of skill required in IT and ITeS sector. Submission of bid should be through electronic bidding process. Duration of engagement is initially for 6 (six) months, extendable up to a period of Thirty six (36) months, based on mutual agreement between the selected firm and SNLTR.

Table 1: Brief about the Tender

Name of the Project –Selection of a Firm for Pre-Assessment of IT/ ITeS Skill for Applicants registered in Karmo Bhumi Portal of Govt. of West Bengal	Earnest Money Deposit in INR (Refundable)
Selection of a Firm for Pre-Assessment of IT/ ITeS Skill for Applicants registered in Karmo Bhumi Portal of Govt. of West Bengal.	Rs. 1,00,000 (Rupees one lakh only)

- a) Intending bidders to download the tender documents from the website <https://wbtenders.gov.in> directly.
- b) The Bidder shall pay EMD Rs. 1,00,000 (Rupees one lakh only) through net banking or through RTGS/NEFT in the portal of the website: <https://wbtenders.gov.in> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Financial Bid, to be submitted through the website <https://wbtenders.gov.in>
- c) Submission of the Bid should be made as per the stated time schedule mentioned in “IMPORTANT DATES & INFORMATIONS” section of the RFP.
- d) The Financial Bid of the prospective bidder will be considered only if the Technical Bid is found qualified by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.

GENERAL GUIDANCE FOR E-TENDERING

Instructions / guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

i. Registration of Bidder:

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://wbtenders.gov.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature Certificate (DSC):

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iii. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job in the capacity of prime and only bidder. If, found to have applied severally in a single job, all the concerned applications shall be rejected.

iv. Submission of Tenders:

Tenders are to be submitted online to the website in two folders at a time for each tender (one is Technical Proposal & the other is Financial Proposal) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

IMPORTANT DATES & INFORMATIONS

Table 2: Fact Sheet

1.	Tender No. & Date	430-ITE/ 14021/2/2020_1 dated 11 November 2020
2.	Tender Version	1.0
3.	Brief description of project	The objective of this RFP is to on-board a firm to assist DoIT&E, GoWB and SNLTR to enthuse and guide the applicants registered in Karmo Bhumi to enhance their IT/ITeS based skill profiles, help them understand key market trends in different IT/ITeS domains, and possible job opportunities in their domain of expertise. The bidder is expected to carry out counselling exercises in the IT/ITeS based skill-sets mentioned as under, and conduct initial pre-screening of the applicants resulting in providing inputs on their Knowledge, Skills, Abilities and upskilling recommendation best suited for them.
4.	Earnest Money Deposit	The Bidder shall pay EMD of Rs. 1,00,000 (Rupees one lakh only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.
5.	Tender issuing entity	Society For Natural Language Technology Research (SNLTR)
6.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	2 pm IST on 11 November 2020
7.	Documents download start date (Online) and time	2 pm IST on 11 November 2020
8.	Last Date and time of sending the queries	By 2 pm IST on 18 November 2020
9.	Pre Bid Meeting (Online)	Date: 18 November 2020 (Intimation mentioning the online meeting link and time shall be shared accordingly) Queries will be sent to Mr. Sibanshu Mukherjee,

		E Mail: sibansu.nltr@wb.gov.in
10.	Corrigendum, if any, will be published Online	By 23 November 2020
11.	Bid Submission start date & time (Online)	2 pm IST on 12 November 2020
12.	Last Date & time of submission of original Earnest Money Deposit	By 4 pm IST on 1 December 2020
13.	Bid Submission closing date & time (Online)	By 4 pm IST on 1 December 2020
14.	Bid opening date & time for Technical Proposals (Online)	4 pm IST on 3 rd December 2020
15.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any).	Date: To be notified later on
16.	Opening of Financial Bid (Online) and declaration of result	Date: To be notified later on
17.	Contact Person	Mr. Sibanshu Mukherjee, E Mail: sibansu.nltr@wb.gov.in

SECTION-A: INTRODUCTION & OBJECTIVE OF THE PROJECT

1. Background:

The Society for Natural Language Technology Research (SNLTR) on behalf of the Department of Information Technology & Electronics (DoIT&E), Government of West Bengal has conceptualized and established an electronic platform – “**Karmo Bhumi**” (<https://karmobhumi.nltr.org/>) for capturing the skills of the retrenched and/or repatriated professionals of IT/ITeS and sectors. This platform was conceived as a front-end web portal, with a flow-based application running in the background and integrated with analytics to establish an optimum match between the IT professional's credential and IT/ITeS employer's requirements.

The application portal for accessing this platform was developed by the Society for Natural Language Technology Research (SNLTR) under the aegis of the Department of Information Technology & Electronics, Government of West Bengal. It was launched in the public domain on 14th June 2020 by Hon'ble Chief Minister of West Bengal.

2. Objective of The Project

The objective of this RFP is to on-board a firm to assist DoIT&E, GoWB and SNLTR to enthuse and guide the applicants registered in Karmo Bhumi to enhance their IT/ITeS based skill profiles, help them understand key market trends in different IT/ITeS domains, and possible job opportunities in their domain of expertise. The bidder is expected to carry out counselling exercises in the IT/ITeS based skill-sets mentioned as under, and conduct initial pre-screening of the applicants resulting in providing inputs on their Knowledge, Skills, Abilities and upskilling recommendation best suited for them. Currently, the applicants in the Karmo Bhumi portal can register with their mobile number. The candidates are required to put their current skill sets while registering in the portal. The specific registered skills of the candidates, mainly in IT and ITeS sector are required to be counselled and evaluated as well as the recommendation for need of any upgradation of skill or re-skilling to be given by the competent organization (selected bidder).

SECTION - B: INSTRUCTION TO BIDDER

1. Definitions

In this document, the following terms shall have the following respective meanings:

“Agreement” means the Agreement to be signed between the successful bidder and SNLTR including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.

“Contract” is used synonymously with Agreement.

“Deliverables” means the documents as mentioned in this RFP

“Default Notice” shall mean the written notice of Default of the Agreement issued by one Party to the other.

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the SNLTR and eventually Govt. of West Bengal of the benefits of free and open competition.

“Law” shall mean any Act, notification, by law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Government of India and/or the Government of West Bengal or any other Government or regulatory authority or political subdivision of government firm.

“GoI” means Government of India

“LOI” means issuing of Letter of Intent shall constitute the intention of the SNLTR to place the Purchase Order with the successful bidder.

“Services” means the work to be performed by the Bidder pursuant to this Contract, as described in the detailed Scope of Work.

2. Submission of BID

Bids are to be submitted through online to the website stated earlier in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Only the Digitally Signed documents are to be uploaded after proper virus scanning. The documents will get encrypted (transformed into non-readable formats).

3. Pre-Bid Meeting

- i. SNLTR may host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts/seek clarification or additional information necessary for them to submit their bid.

- ii. All enquiries from the bidders relating to this Bid Document must be submitted to the designated contact person, as mentioned earlier via email. The queries should necessarily be submitted in the following format:

Table 3: Format of Pre-bid queries

#	RFP Document Reference			Content of the RFP requiring clarification	Clarification Sought
	Section No.	Sub-Section	Page No.		
1					
2					

4. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. Neither DoIT&E nor SNLTR shall be responsible for these costs regardless of the conduct or outcome of the bidding process.

5. Bid Document

Bidders are expected to examine all instructions, forms, terms and requirements in the bid document. The invitation to bid together with all its attachment thereto shall be considered to be read, understood and accepted by the bidder. No deviations will be accepted. Failure to furnish all information required by the bid document or a bid not substantially responsive to the bid document in every respect may result in rejection of the bid, subject to the discretion of tender evaluation committee

6. Amendment of Bid Document

At any time prior to the deadline for submission of proposals, SNLTR on behalf of DoIT&E reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which shall be published on the website. The Corrigendum shall be binding on all bidders and will form part of the bid documents. Corrigendum can be published at least 3 days prior to the last date of Bid submission, with extension of 4 days of bid submissions deadline, such that the bidder gets at least 7 days to submit the bid after a corrigendum is published.

7. Modification and Withdrawal of Bids

The bidder may modify or withdraw its bid after submission, before the deadline prescribed for bid submission.

8. Language of Bid & Correspondence

The proposal will be prepared by the Bidder in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & SNLTR will be in English language only. The correspondence by e-mail must be subsequently confirmed by a duly signed formal copy.

9. Earnest Money Deposit (EMD)

The Bidder shall pay EMD of Rs. 1,00,000 (Rupees one lakh only) through net banking or through RTGS/NEFT in the portal of the website: <https://wbtenders.gov.in> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Any bid not accompanied with the EMD shall be rejected. The validity of EMD instrument will be initially 6 months, to be extended, if required.

10. Forfeiture of EMD

EMD by Bidder may be forfeited under the following conditions:

- If Bidder withdraws the proposal before the expiry of bid validity period.
- During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process. The decision of SNLTR regarding forfeiture of EMD shall be final and shall not be called upon for explanation under any circumstances.
- If Bidder violates any of the provisions of the terms and conditions of the proposal.
- In the case of successful Bidder, if Bidder fails to:
 - a) Accept the work order along with the terms and conditions.
 - b) Furnish performance security.
 - c) Abide by any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
 - d) Ensure submitting false/misleading information/declaration/documents/proof/etc.

The decision of SNLTR regarding forfeiture of EMD shall be final and shall not be called upon to any explanation under any circumstances.

EMD of unsuccessful bidders shall be returned after the signing of LoA with the successful bidder, as per refund and settlement procedure of e-tender portal.

11. Forms and Formats

The various inputs for the Technical as well as Price bid are to be submitted in the format specified. The bidder shall use the form, wherever specified, to provide relevant information. If form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the bidder shall design a form to hold the required information.

12. Lack of Information to Bidder

The bidder shall be deemed to have carefully examined the Bid document to his entire satisfaction. Any lack of information shall not relieve the bidder of his responsibility to fulfil his obligation under the bid. If bidder has any queries related to the bid document, then they can send the queries before/during the Pre-Bid Meeting.

13. Evaluation Procedure

- Bidders who have submitted the valid Bid Security, i.e., EMD, and NIT Declaration (Annexure– 2) as per requirement shall be considered as pre-qualified for further evaluation. Absence of these pre-qualifying documents may lead to rejection of the bid.
- The Eligibility Criteria (Annexure– 3) will be evaluated by the Tender Committee and those who qualify will be considered for further evaluation.
- The Tender Committee shall perform the Technical Evaluation for qualified bidders. In order to facilitate the evaluation, the marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of **75% marks** in the Technical Evaluation will **only** be considered for Price Bid evaluation.
- Price bid will be opened for evaluation only for those bidders who have technically qualified.
- The basis of bid evaluation shall be “**Combine –Quality-cum-Cost Based Selection (CQCCBS)**” with 70:30 ratio, where the weightage on the Technical part will be 70 percent and 30 percent weightage will be given to the price bid
- The bidder with the highest total score will be declared successful and will be allowed to start the engagement initially for a period of 6 (six) months, extendable up to a period of Thirty six (36) months, based on mutual agreement between the selected firm and SNLTR.
- The quoted cost will be firm for the entire duration of the project

14. Performance Bank Guarantee (PBG)

Within 21 days of notifying the acceptance of proposal for the award of contract, the successful bidder shall furnish a Performance Bank Guarantee (PBG) from an Indian nationalized bank, as per Annexure-11, amounting to the 10% of the total bid value for the entire contract period as its commitment to perform services under the contract.

PBG should be valid for the contract period and 90 days beyond the contract end date. Bidder may be asked to extend the PBG according to project progress.

Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released after expiry of contract provided there is no breach of contract on the part of the bidder. No interest will be paid on the PBG.

15. Signing of Agreement

SNLTR will award the contract to the bidder as per the evaluation process stated in the tender.

16. Liability

In case of any default on bidder's part or other liability, SNLTR shall be entitled to recover damages from the Bidder. In each such instance, regardless of the basis on which SNLTR is

entitled to claim damages from the Bidder (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), the Bidder shall be liable for no more than:

- Payment referred to in the Patents and Copyrights clause.
- Liability for bodily injury (including death) or damage to real property and tangible personal property limited to that cause by the Bidder's negligence.
- As to any other actual damage arising in any situation involving non-performance by Bidder pursuant to or in any way related to the subject of this RFP, the charge paid by SNLTR for the individual product or Service that is the subject of the Claim.
- However, the Bidder shall not be liable for any indirect, consequential loss or damage, lost profits, third party loss or damage to property or loss of or damage to data or for any direct loss or damage that exceeds the total payment for Contract Price made or expected to be made to the Bidder hereunder.

17. Patents & Copyright

If a third party claims that a product delivered by the Bidder to SNLTR under this project, infringes that party's patent or copyright, the Bidder shall defend SNLTR against that claim at Bidder's expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the Bidder.

18. Governing Laws

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The Bidder shall keep himself fully informed of all current national, state and municipal law and ordinances. The Bidder shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law. These will be Bidder's entire obligation regarding any claim of infringement.

19. Termination for Default

In case the performance of Bidder is deemed unsatisfactory (manifested in delays, lack of quality, unavailability of resources, lack of results/outcomes as expected and agreed) the client reserves the right to issue a letter of concern in case of dissatisfaction with selected bidder's work. Selected bidder may be asked to submit clarifications or a reply regarding the same. In case of incomplete/delayed/dissatisfactory response or if the concerns are not adequately addressed, the client reserves right to issue letter of dissatisfaction to the Bidder stating the reasons. On issuance of two or more such letters of dissatisfaction the client (SNLTR) reserves the right to terminate the contract by issuing a 30 days' notice period to the Bidder. In such eventuality SNLTR will invoke the amount held back from the Bidder as PBG. Decision of SNLTR in this regard will be final and abiding without any prejudice to any other remedy or right of claim for breach of contract for the Bidder.

20. Jurisdiction Clause

Jurisdiction of the engagement shall be limited only to courts in Kolkata.

21. Arbitration Clause

In case of any disputes, the arbitrator may be selected based on mutual agreement between the client SNLTR and bidding firm.

22. Force Majeure

It is hereby defined as any cause, which is beyond the control of the Bidder or SNLTR as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- War, Hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war.
- Rebellion, revolution, insurrection, mutiny, usurpation of civil or military, government, conspiracy, riot, civil commotion and terrorist area.
- Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de facto authority or ruler, or any other act or failure to act of any local state or national government authority.
- Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage of power supply epidemics, quarantine and plague.
- Earthquake, landslide, volcanic activity, fire flood or inundation, tidal wave, typhoon or cyclone, hurricane, nuclear and pressure waves or other natural or physical disaster.

If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upto its or their performance of the Contract and to fulfil its or their obligation under the Contract but without prejudice to either party's right to terminate the Contract.

No delay or non-performance by either party to this Contract caused by the occurrence of any event of Force Majeure shall.

- Constitute a default or breach of the contract.
- Give rise to any claim for damages or additional cost or expense occurred by the delay or non-performance. If, and to the extent, that such delay or non-performance is caused by the occurrence of an event of Force Majeure

23. Corrupt or Fraudulent Practices

The Tender Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force.

The Tender Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Tender Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

24. Binding Clause

All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tender Committee reserves the right:

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision

25. Grafts, Commissions, Gifts, etc.

It is the Purchaser's policy to require that bidders, Bidder and Bidders under contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the Bidder or his partner, agent, officers, director, employee or servant or any one on his or their behalf in relation to the obtaining or to the execution of this or any other contract with SNLTR shall in addition to any criminal liability which it may incur, subject the Bidder to the cancellation of this and all other contracts and also to payment of any loss or damage to SNLTR resulting from any cancellation. SNLTR shall then be entitled to deduct the amount so payable from any monies otherwise due to the Bidder under contract.

26. Enforcement of Terms

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

27. Taxes & Duties

- **The prices quoted shall be inclusive of all taxes.**
- Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.
- Bidder submitting a tender shall produce up to date, Income Tax and Profession Taxes Certificate issued by the concerned Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of submission.

28. Discrepancies in Bid

In case of discrepancy in the total amount quoted by the bidder in the commercial bid format due to calculation error or any such mistake, the unit rate quoted in the said commercial bid shall be regarded as final and all subsequent evaluations/clarifications would be executed considering the quoted unit rate.

29. Late Bid

Late bid shall not be accepted by SNLTR

30. Contacting SNLTR

Bidder shall not approach SNLTR officers beyond office hours and/or outside SNLTR office premises from the time of the Bid opening to the time of finalization of successful bidder. Any effort by bidder to influence SNLTR office in the decision on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the bidder wishes to bring additional information to the notice of SNLTR, it should be in writing.

31. SNLTR's Right to Reject any or all Bids

SNLTR reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

32. Bid Currencies

Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, cess etc.

33. Price

Price should be quoted as per the Bill of Quantity (BOQ) template only. No deviation in any form in the BOQ template is acceptable.

Price quoted should be firm, inclusive of all charges, taxes and duties.

34. Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Bidders.

35. Non-Transferability of Tender

This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.

36. Formats & Signing of Bid

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory(ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialled by the person or persons signing the proposal. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialled with date by the authorized signatory after striking out the original words/figures completely.

37. Withdrawal of Bid

Bid cannot be withdrawn during the interval between their submission and expiry of Bid's validity period. Fresh Bid may be called from eligible vendors for any item(s) of work, if so required.

38. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or in doubt as to the true meaning of any part thereof, it shall make a written request to the tender inviting authority for correction/clarification or interpretation or can put in a separate sheet along with his technical bid document.

39. Compliance with Law

The Bidder hereto agrees that it shall comply with all applicable central, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required.

The Bidder shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labour legislation.

40. Clarification of Bids

During evaluation of the bids, the Customer/Tender Committee, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing (email) and no change in the substance of the bid shall be offered or permitted.

41. Authentication of Bids

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

42. General Obligations of the Bidder

- An agreement is to be signed between the successful bidder and SNLTR within thirty days from the date of placement of order.
- Tender conditions will be part of the agreement.

- Successful bidder may consider setting up branch office in Kolkata, West Bengal, India (clause is not binding upon the successful bidder).
- Exit Management: The Bidder shall provide all such information as may reasonably be necessary to effect as seamless a handover as practicable in the circumstances to the SNLTR and which the Bidder has in its possession or control at any time during the exit management period.
- The Bidder shall commit adequate resources to comply with its obligations under Exit Management Schedule.

SECTION - C: ELIGIBILITY CRITERIA

Table 4: Eligibility Criteria

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Experience of Bidder	<p>The bidder should fulfil work experience criteria as below:</p> <ul style="list-style-type: none"> • Minimum two IT/ITeS Skill Assessment engagements in the last 3 years • Minimum 1 year of direct skill development, skill assessment experience. 	Work Order issued by the client / satisfactory certifications from client for ongoing projects.
2.	Legal Entity	<ul style="list-style-type: none"> ○ The organizations have to be incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India. • The bidder should have existence in India for last two (2) years at the end of 31st March 2020 	Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration
3.	Other legal documents	<ul style="list-style-type: none"> • Income Tax Return (For FY 2017-18 and FY 2018-19) • Copy of PAN 	Copy of the valid documents
4.	Blacklisting	The responding firm must not be blacklisted by any Government entity for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any of the Department of Government of West Bengal, the work order will be cancelled.
5.	Power of Attorney	The bidder shall submit the Power of Attorney of Authorization for signing	Scanned copy of Power of Attorney needs to be uploaded

#	Basic Requirement	Eligibility Criteria	Document Proof
		the bid in Rs.10.00 Non Judicial Stamp Paper.	
6.	Submission of EMD	The Bidder shall pay EMD of Rs. 1,00,000 (Rupees one lakh only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal..	

Note:

- No consortium will be allowed.
- No sub contracting will be allowed
- In absence of any of the above, the bid will be treated as non-responsive and hence, shall be rejected.

SECTION - D: TECHNICAL EVALUATION CRITERIA

1. Technical Evaluation

Evaluation of Technical Bids will be as follows:

A. Specific experience of the Bidder (as a firm) relevant to the Assignment: [Max 35marks]

- Successfully completed/executing (for on-going projects) IT/ITeS Skill Assessment assignment - at least two projects with Public / Private Sector client(s) in India, in the last 3 years. 10 marks for each project. Maximum 3 projects shall be evaluated. [Max. 30 marks]
- Experience in direct skill development, skill assessment: [Max 5 Marks]
 - Experience of 1-2 years = 2 Marks
 - Experience of 2-3 years = 3 Marks
 - Experience greater than 3 years = 5 Marks

B. Adequacy and quality of the proposed methodology, and work plan in responding to the Scope of Work [Max. 35 marks]

- a) Approach and methodology detailing Skill Assessment Plan, Roadmap [Max. 20 marks]
- b) Work plan [Max. 5 marks]
- c) Presentation and Q&A [Max. 10 marks] (presentation should be given by the proposed Project Manager and may be supported by proposed team members). Duration and date of presentation shall be communicated to eligible bidders at least three working days in advance.*

Note: Tender Evaluation Committee will assess whether the proposed methodology is clear, responds to the Scope of Work, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts. Parameters such as staffing plan, work plan, governance model proposed by the bidder are significant parameters in ascertaining the effectiveness of the solution. Hence the bidder is expected to adhere to the work plans, staffing plans, governance model etc. proposed in this section during the execution of the project.

C. Key Experts' qualifications and competence for the Assignment [30 marks]:

a) 1 Team Leader [Max. 7.5 marks]

Team Leader should meet the following criteria;

- BE/B.Tech./MBA/ MCA [Max. 2 marks]
- 6 years of experience in IT/ITeS Skill Development/ Assessment/Counseling [4 marks]
- Must be having experience in at least 3 skill assessment projects in IT/ITeS domain [Max. 1.5 mark]

b) 1 IT Expert [Max. 7.5 marks]

IT Expert should meet the following criteria;

- B.Tech. in IT/ Computer Science. [Max. 2 marks]
- At least 3 years of hands on experience in API formulation and integration of ICT systems [Max. 4 marks]
- Must have demonstrated project management skill in at least 3 projects with reputed client [Max. 1.5 marks]

c) 1 Assessment / Training Co-Ordinator [Max. 7.5 marks]

The expert should meet the following criteria;

- MBA/PGDM [Max. 2 marks]
- At least 3 years of hands on experience in IT/ITeS skill development/assessment [Max. 2.5 marks]
- Experience in three (3) IT/ITeS skill development/assessment project [Max. 3 marks]

d) 1 Skill Counselling Content Developer [Max. 7.5 marks]

The expert should meet the following criteria;

- MBA/PGDM [Max. 2 marks]
- At least 3 years of hands on experience in IT/ITeS skill content development [Max. 2.5 marks]
- Experience in three (3) IT/ITeS skill development/assessment project [Max. 3 marks]

Total points for criterion C = 30

Note to Bidder:

Each position number corresponds to the same for the Key Experts mentioned in Team Structure mentioned under Section-E of this RFP

Total points for the three criteria: 100

The minimum technical score (St) required to pass is: 75 marks

2. Selection Methodology

The evaluation committee will evaluate each of the bids on the basis of Technical Evaluation criteria. At the stage of technical evaluation, SNLTR will assign points (quality of services score) to the pre-qualified bidders based on the technical evaluation criterion mentioned in this RFP.

To qualify the technical evaluation stage, the bidder must score a minimum of 75 marks.

The commercial bid of the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive in respect of commercial considerations. **The evaluation will be made on the basis of Combined-Quality-cum-Cost-based-selection (CQCCBS) with 70:30 ratio, where the weightage on the Technical part will be 70 percent and the weightage on commercial bid shall be 30 percent.** The bidder with the highest total score shall be declared successful.

The cost indicated in the Commercial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only. In the commercial proposal bidder is required to quote the fee required to execute the project. The lowest Commercial Proposal (Fm) will be given a score (Sf) of 100 points.

The Financial scores (Sf) of the other Commercial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

In which Sf is the Commercial score, Fm is the lowest Commercial Proposal, and F is the Commercial Proposal (in INR) under consideration.

Proposals will be finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Commercial Proposal that will be in the ratio of 70:30.

For Additional information/clarification (if reqd.), SNLTR reserves the right to ask for any additional information. Bidders that fail to submit additional information or clarification as sought by evaluation committee within 10 days of the receipt of letter requesting for such additional information and/or clarification from SNLTR, their bids will be evaluated based on the information furnished along with the bid proposal.

SECTION-E: SCOPE OF WORK

1. Scope of Work

The objective of this RFP is to on-board a firm to assist DoIT&E, GoWB and SNLTR to enthuse and guide the applicants registered in Karmo Bhumi to enhance their IT/ITeS based skill profiles, help them understand key market trends in different IT/ITeS domains, and possible job opportunities in their domain of expertise. The bidder is expected to carry out counselling exercises in the IT/ITeS based skill-sets mentioned as under, and conduct initial pre-screening of the applicants resulting in providing inputs on their Knowledge, Skills, Abilities and upskilling recommendation best suited for them. Currently, the Karmo Bhumi portal has the following IT/ITeS domain specific skills mentioned (this may be expanded basis future industry trends):

Skill/ Domain enlisted in Karmo Bhumi Portal	
1. Animations, Graphics Designing, 3D Modelling	16. ERP solutions
2. Application Maintenance	17. Full-stack Development
3. Artificial Intelligence and Machine Learning	18. Game Designing, Game Development
4. Augmented Reality, Mixed Reality, Virtual Reality	19. GIS, Geoinformatics
5. Blockchain	20. IoT, Embedded Systems
6. BPO/ KPO / LPO	21. IT Project Management
7. Business Analysis, Solution Design	22. Mobile App. Development
8. Cloud Computing - Cloud Services	23. PCB Designing, VLSI Designing
9. Computer Hardware Engineering, Maintenance	24. Programming
10. Computer Networking	25. Quantum Computing
11. CRM Application	26. RPA, Robotics
12. Cybersecurity	27. SEO, SEM, Digital Marketing, Web Content Management
13. Data Center Infrastructure Management (DCIM)	28. Testing, Debugging, Software Quality Assurance
14. Data Science, Analytics	29. UI-UX Designing, Front-end Development
15. Database Management, Big Data	30. Web Application Development (Back-end), Middleware

The firm on-boarded shall have to deliver the following three broad scope elements with respect to the above mentioned skill-sets:

1. Career Guidance and Counselling for Applicants in at least 30 IT & ITeS main skills enlisted in Karmo Bhumi
2. Conduct screening tests to ascertain eligibility of interested Applicants for Skill Validation assessment
3. Upskilling recommendations based on Applicant performance in the screening test

The detailed scope has been provided in the following sub-sections:-

A. Career Guidance and Counselling content for Applicants in at least 30 IT & ITeS skills enlisted in Karmo Bhumi Portal

The selected firm shall create content to engage applicants registered on Karmo Bhumi on multiple domains to improve their profile and be aware of the current trends in the market to improve their job seeking opportunities. Candidates will be encouraged to appear for the pre-qualification Assessment in their domain of preference. The counselling shall entail the following inputs from the selected firm for registered applicants.

- a) **Industry Trends and Insights:** Providing outline of the current market/industry trends, hiring requirements across different skills, job readiness assessment avenues, methods of preparation for employment processes, higher/vocational education required for various employment opportunities, scholarship opportunities available specially for the marginalized young people.
- b) **Creation of awareness** among the registered applicants on various career options with respect to at least 30 IT/ITeS skill-sets mentioned in Karmo Bhumi portal. Provide information on scope of future employment opportunities in particular domains.
- c) **Market Salary insights:** This shall provide overall current market salary trends in the respective main - skill domains. This shall be an overall median across multiple geographic locations across the country with respect to a specific skill / domain and shall not be restricted only to West Bengal
- d) **Resume Enhancers and Cover Letters:** Guide to improve and build their resume based on the current industry standards with templates can be downloaded by the applicant. Also, guidance shall be provided to understand nuance of formulating brief and succinct cover letters that shall outline their grasp on how to write one suited to their requirements.
- e) **Skill specific sessions:** Arrange for industry experts to take sector specific sessions which should cover available education and employment opportunities. State specific employment opportunity sessions to create awareness about jobs / internship /apprenticeship opportunities in the State.
- f) **Feedback mechanism:** Create a student online Q&A and feedback mechanism for counselling participants. These feedbacks should be documented and analysed and submitted as reports on a monthly basis.

B. Conduct screening tests to ascertain eligibility of interested applicants for Skill Validation assessment

The selected firm shall create an assessment mechanism to conduct skill assessments of the applicants registered in Karmo Bhumi for screening. The said assessment procedure shall adhere to the following;

- a) At least 30 domain/ skill based (as mentioned above) assessments shall be used with content/question relevant to industry knowledge and its applications to understand their domain proficiency.
- b) Timed assessment with security provisions to ensure a seamless and secured assessment.
- c) The test should ensure customized assessments for each applicant to enable desired cut-offs for every level of proficiency.
- d) The assessment system must allow applicants to access the examination through devices: Laptops, Desktops, Tabs and Mobiles.
- e) A single sign on structure to ensure a seamless transition of the user data to be captured from Karmo Bhumi to the platform of the onboarded firm and back. **Such integration activities with the Karmo Bhumi platform shall be carried out by the selected firm in consultation with the client's team.**

*[For example, an applicant having a particular Karmo Bhumi registration no. and a particular preferred skill for assessment shall be notified about the assessment examination in their Karmo Bhumi profile and subsequently if (s)he chooses to appear for a pre-assessment test, (s)he shall be able to navigate to the selected bidder's portal to take skill-assessment examination on the particular preferred skill-set. Post the assessment, the evaluation results should be reflected in their Karmo Bhumi portal profile dashboard. The entire data flow mechanism and integration between the two portals, has to be carried out by the selected firm in consultation with the client's team.]**

- f) The assessment duration shall be discussed and decided between the client and the onboarded firm for best gauging the skill levels of the applicants
- g) Applicants to be given a dynamic ranking/percentile based on their scores and performances of other applicants in their domain.
- h) A detailed infographic report outlining their performance structure, attempts, scoring median w.r.t other candidates need to be provided to all the assessed applicants.
- i) An overall metric of Basic, Intermediate, and Advanced to outline their proficiency needs to be mentioned in their assessment report. The score ranges for mapping the applicants to different skill categories shall be discussed and decided by the client and the selected firm.

*** Desired Functionalities**

- The selected firm for Skill pre- assessment is required to have an existing application platform to conduct online test or assessment of the afore-mentioned skills.
- The access to the application portal of the Agency would be through Single Sign On (SSO) authentication, with the session initiated through Karmo Bhumi portal; no login

credentials details of the Applicants (of the Karmo Bhumi portal) would be shared with the selected firm.

- The Karmo Bhumi portal would be sharing the following details with the selected firm through push API or Web services
 - S. no. Karmo Bhumi RPN
 - Skill-set chosen
 - Date of Application for Assessment
- The application platform should be able to conduct the assessment in auto-proctored mode
- The application platform should be able to generate a scorecard as mentioned above.
- The application platform should be pushing the scorecard along through API or Web services to the Karmo Bhumi portal as mentioned above.

The Agency participating in this tender document is advised to visit the Karmo Bhumi portal to conduct a detailed understanding of the Applicant profile.

C. Upskilling recommendations based on applicant performance

The firm shall provide the applicants with recommendations for multiple courses to improve their skill set, based on the applicant's performance in the previously mentioned screening test. Candidates can then make the most desirable choice on the same. Following are salient details on the requirement under this work-stream.

- a) The selected firm shall recommend **at least four (4) relevant courses** on different skill-sets based on applicant's performance in the previously mentioned screening test.
- b) Four (4) different sets of upskilling online course recommendation shall be provided for different categories of applicants (per their screening test performance) mentioned as under:
 - Advanced skilled applicant
 - Intermediate skilled applicant
 - Basic skilled applicant
 - Beginner
- c) The recommended courses along with certification should be affordable in nature keeping in mind the perspective of marginalized young IT/ITeS employees. Individual course fees of the recommended online courses should not exceed INR 1000 per course per applicant.
- d) The recommendation of courses should be prioritized according to industry requirements and assessed skill level of the applicant, the course with the highest priority being at the top. Hence for each of the 30 skill sets mentioned, following details are required to be provided by the selected firm:

Skill / Domain:				
	Sl. No.	Course Name	Course Link	Course fee
Assessed Skill Level: Advanced / Intermediate / Basis / Beginner	1	Course- 1
	2	Course- 2
	3	Course- 3
	4	Course- 4

Recommendations: Course 1 with the highest priority, Course 2 with second highest priority, and so on.

- e) Continuously update the above matrix according to changing industry requirements.
- f) Measure success of the program (after each month) through applicant survey and analysis and craft a plan for the next month incorporating the learning from previous phase

2. Expected deliverables / services

- Career Guidance and Counselling content for Applicants in at least 30 IT & ITeS skills as specified in Section – E. 1.A.
- Screening tests for at least **1,000 applicants** to ascertain eligibility for Skill Validation assessment as specified in Section – E. 1.B.
- Upskilling Recommendation for at least **1,000 applicants** based on applicant performance as specified in Section – E. 1.C.
- Measure success of the program (after each month) through applicant survey and analysis and craft a plan for incorporating the learning from previous month. These feedbacks should be documented and analyzed and submitted in the form of a monthly report.
- Counselling Content for different skill-sets should also be curated in Bengali.
- Regular reporting and monthly review on project progress and viewership.

3. Team structure

Bidder should have a core project execution team with 1 Project Leader and 3 experts. The required experience / qualifications of the mentioned personnel are as following:

Sl. No.	Name of position	Requirements
1.	Project Leader	BE/B.Tech./MBA/ MCA from premiere institute (in India or abroad) with minimum of 6 years of relevant experience in the IT/ITeS skill assessment and upskilling / training domain well versed with career guidance and counselling

Sl. No.	Name of position	Requirements
		aspects and should be able to connect Karmo Bhumi applicants with industry experts.
2.	IT Expert	<ul style="list-style-type: none"> • B.Tech. in IT/ Computer Science with 3 or more years of experience. • Hands on experience in API formulation and integration of ICT systems. Experience in preparation of comprehensive project report, data compilation and management of large data sets and information on population targeted.
3.	Assessment / Training Co-ordinator	MBA/PGDM from premiere institute (India or abroad) with at least 3 years of experience in implementing skill assessment / skill development
4.	Skill Counselling content Developer	MBA/PGDM from premiere institute (India or abroad) with at least 3 years of experience in content development for IT/ITeS based skill domains

Please note:

- The training/counselling content/modules/videos created under the project by the service provider will be submitted to DoIT&E and SNLTR and will be both DoIT&E's and SNLTR's intellectual property beyond project completion as well.
- All the communication and branding materials will include DoIT&E's and SNLTR's approval, logo and credits

SECTION – F: PROJECT TIMELINE & PAYMENT SCHEDULE

1. Project Timelines

S. No.	Deliverable / Services	Timelines
A.	Output: Final Content on Career Guidance and Counselling for Applicants in at least 30 IT & ITeS skills enlisted in Karmo Bhumi Portal in both English and Bengali accessible for the applicant through the Karmo Bhumi portal and User Acceptance Testing (UAT) in totally simulated environment using sample/ dummy Applicant(s)	T+1 month
B.	Integration between Karmo Bhumi and Online Proctored Skill Pre- Assessment Portal Output: Demonstration or simulation of SSO login of sample/ dummy Applicant(s)	T+0.5 month
C.	Output: Submission of Upskilling recommendations based on applicant performance	T+0.5 month
D.	Final User Acceptance Testing (UAT) in totally simulated environment using sample/ dummy Applicant(s) Output: UAT report	T+ 1 month
E.	Declaration of Go-Live of both the Career Guidance and Counselling section (written sign-off to be given by competent authority of SNLTR)	T+1 month
F.	Output: Monthly report detailing the number of applicants appeared for the pre-assessment test with respect to different skillsets and measuring success of the program through applicant survey and analysis and creation of a plan for incorporating the learning from previous month.	Every month

Note:

- T = Date of signing of agreement
- The application for online Skill Assessment should have at least 95% availability the application should not be unavailable for more than 1hour 12 minutes in a day.
- Failure to achieve the timelines may result in imposition of financial penalty @3% of the Invoice amount for that month, per week of delay. However, the maximum penalty would be capped at 10% of the Contract value.

- Failure to maintain the Application uptime would attract a penalty of 1% of the Invoice amount for that month, per day. However, the maximum penalty would be capped at 10% of the Contract value.
- All the project deliverable formats should be pre-approved by the project committee.

2. Payment Schedule

The selected bidder is expected to submit a **monthly invoice** for the 6 months of engagement (extendable upto 36 months). The payment would be released based upon the actual quantum of online proctored skill pre-assessments conducted for the applicants in that particular month (as mentioned in section E above), subject to meeting of the Project Timelines mentioned.

Failure to achieve the timelines may result in imposition of financial penalty @3% of the Invoice amount for that month, per week of delay. However, the maximum penalty would be capped at 10% of the Contract value. The decision of the competent authority of SNLTR would be final in this regard.

#	Milestone / deliverable	Payment
A	Conducting pre assessment tests for at least 1,000 applicants* to ascertain eligibility of interested applicants for Skill Validation assessment and providing Upskilling Recommendation for them and also proving final Content on Career Guidance and Counselling for Applicants in 30 IT & ITeS skills enlisted in Karmo Bhumi Portal in both English and Bengali accessible for the applicant through the Karmo Bhumi portal and User Acceptance Testing (UAT) in totally simulated environment using sample/ dummy Applicant(s)	Payment on monthly invoice based upon the actual quantum of online pre- assessments conducted in that particular month, as reflected in the MIS, subject to meeting of the Project Timelines mentioned in the previous section.

Note:

The bidder is expected to quote the per applicant cost for pre-assessment for **1000 applicants** in the commercial bid format. If, the actual number of applicants appearing for pre-assessment test in total, as reflected in the MIS and invoices raised, **are greater than 1000**, then the Client would remunerate for the additional amount of cost for pre-assessment exercise at pro-rata basis upto **a maximum of 3000 applicants** (this would be mutually discussed and decided by the client and selected bidder at a later stage and hence may be modified).

The selected firm needs to maintain an MIS and share the same with SNLTR along with the monthly Invoice submitted. An illustrative MIS format is given as follows:

S. No.	Name of the Skill/ Area of Working	No. of Assessments conducted
1	Skill 1	
2	Skill 2	
3	Skill 3	
4	Skill 4	
....	
....	
....	
....	
30	Skill 30	
	Total	

The Invoice should corroborate with the Total No. of Assessments mentioned in the MIS report of the corresponding month.

Success of milestones would be subject to the acceptance and approval of project committee.

Note

- The Template of all the documents needs to be pre-approved by DoIT&E and SNLTR
- Monthly Project Activity Report to be submitted in an approved format.
- All payments to be released after approval of deliverables by DoIT&E and SNLTR

SECTION– G: FORMATS FOR ELIGIBILITY CRITERIA

Annexure-1: Power of Attorney

FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID

(On a Stamp Paper of Rs. 10/-)

Know all men by these presents, we(Name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms/Mrs..... (name and address of residence) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid in response to Request for Proposal for Selection of an Firm for Pre-Assessment of IT/ ITeS Skill for Applicants registered in Karmo Bhumi Portal of Govt. of West Bengal, RFP number, including signing and submission of all documents and providing information/responses to Society for Natural Language Technology Research (SNLTR) , representing us in all matters before SNLTR , and generally dealing with SNLTR in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature

(Name, Title and Address)

I Accept

.....

(Signature)

(Name Title and Address of the Attorney)

Annexure-2: NIT Declaration

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To,

The Project Manager,

Karmo Bhumi,

The Society for Natural Language Technology Research

Department of IT&E, Govt. of West Bengal

Ref: RFP No. 430-ITE/ 14021/2/2020_1 Dated:. 11 November 2020

Sub: Submission of proposal in response to RFP for Selection of a Firm for Pre-Assessment of IT/ ITeS Skill for Applicants registered in Karmo Bhumi Portal of Govt. of West Bengal

Dear Sir,

- We have examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP no. _____ dated _____ for “Selection of an Firm for Pre-Assessment of IT/ ITeS Skill for Applicants registered in Karmo Bhumi Portal of Govt. of West Bengal” in full conformity with the said RFP document.
- We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- In the event of acceptance of our bid, we do hereby undertake:-
 - To commence services as stipulated in the schedule of delivery forming a part of the attached proposal.
 - We affirm that the price quoted is inclusive of all taxes.
- We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of submission of the bid.
- The EMD as given in Notice Inviting Tender Section is attached with this proposal.
- The EMD of INR 1,00,000 (Rupees one lakh only) submitted by us may be encashed if we do not submit the requisite Performance Bank Guarantee within 21 days of award of contract.
- We further declare that we have agreed and accepted all the clauses / sub-clauses / formats / terms & conditions other requirements related to the said tender and we will abide by the same as mentioned in the tender document while participating and executing the said tender.
- We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
- We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

- We understand you are not bound to shortlist / accept any proposal you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure–3: Declaration for Eligibility Criteria

<<To be printed on bidder's letterhead and signed by Authorized signatory>>

ELIGIBILITY CRITERIA FOR BIDDER

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Experience of Bidder	<p>The bidder should fulfil work experience criteria as below:</p> <ul style="list-style-type: none"> • Minimum two IT/ITeS Skill Assessment engagements in the last 3 years. • Minimum 1 year of direct skill development, skill assessment experience. 	Work Order issued by the client / satisfactory certifications from client for ongoing projects.
2.	Legal Entity	<ul style="list-style-type: none"> ○ The organizations have to be incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India. • The bidder should have existence in India for last two (2) years at the end of 31st March 2020 	Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration
3.	Other legal documents	<ul style="list-style-type: none"> • Income Tax Return (For FY 2017-18 and FY 2018-19) • Copy of PAN 	Copy of the valid documents
4.	Blacklisting	The responding firm must not be blacklisted by any Government entity for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any of the Department of Government of West Bengal, the work order will be cancelled.
5.	Power of	The bidder shall submit the Power of	Scanned copy of Power of

#	Basic Requirement	Eligibility Criteria	Document Proof
	Attorney	Attorney of Authorization for signing the bid in Rs.10.00 Non Judicial Stamp Paper.	Attorney needs to be uploaded
6.	Submission of EMD	The Bidder shall pay EMD of Rs. 1,00,000 (Rupees one lakh only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal..	

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax :

Mobile Phone No :

E-mail address :

Annexure-4: Format for Bidder's Particulars

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

To,
The Project Manager,
Karmo Bhumi,
The Society for Natural Language Technology Research
Department of IT&E, Govt. of West Bengal

Bidder information Format

#	Description	Details (to be filled by the responder to the RFP)
1.	Name of the company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	Permanent Account Number (PAN)	

Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :
Designation :
Address :
Telephone& Fax :
E-mail address :

Annexure-5: Declaration for not being blacklisted

(Self-declaration for not being blacklisted by any Government Entity)

(To be submitted on the Letterhead of the responding firm)

(Place)

(Date)

To,

The Project Manager,

Karmo Bhumi,

The Society for Natural Language Technology Research

Department of IT&E, Govt. of West Bengal

Ref: RFP Selection of a Firm for Pre-Assessment of IT/ ITeS Skill for Applicants registered in Karmo Bhumi Portal of Govt. of West Bengal

RFP No. 430-ITE/ 14021/2/2020_1

Dear Sir,

In response to the above mentioned RFP I/We, _____, as _____
<Designation> of M/s _____, hereby declare that we are not blacklisted or ineligible to participate for bidding by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Annexure-6: Bidder’s Organisation & Experience

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, 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-Contractors who participated, the duration of the assignment, the contract amount and the Bidder’s role/involvement.

A - Bidder’s Organization

- i. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
- ii. Include organizational chart, a list of Board of Directors, and beneficial (if applicable)

B - Bidder’s Experience

- i. List only previous IT/ITeS Skill Assessment assignment(s) ongoing / successfully completed in the last 3 years.
- ii. List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (Amount paid to your firm in Indian Rupees in lakhs)	Role on the Assignment
{e.g., Jan.2009–Apr.2010 }	{e.g., “Improvement quality of. ”: designed master plan for rationalization of.....; }	{e.g., Ministry of ..., country}	{in Indian Rupees in lakh/crore }	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government ..” : drafted secondary level regulations on..... }	{e.g., municipality of , country}	{in Indian Rupees in lakh/crore }	{e.g., sole Bidder}

Annexure – 7: Undertaking on Total Responsibility

Date:
The Project Manager,
Karmo Bhumi,
The Society for Natural Language Technology Research
Department of IT&E, Govt. of West Bengal

Sub: Self-certificate regarding Total Responsibility

Dear Sir,

This is to certify that we undertake total responsibility for the successful completion of the assignment as per the scope of work mentioned in this RFP.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :
Designation :
Date :
Time :
Seal :
Business Address:

Annexure – 8: Format of Curriculum Vitae (CV)

Proposed Position: <<to be inserted later>>

Name of Firm:

Name of Staff:

Date of Birth:

Nationality:

Education:

Year	Degree	Institution

Countries of Work Experience:

Languages:

Language	Speaking	Reading	Writing

Employment Record:

From [Year]	To [Year]	Employer	Position held

Certification and training:

<<to be inserted >>

Detailed Tasks Assigned:

<<to be inserted >>

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

Name of Assignment/job or project	
-----------------------------------	--

Year	
Location	
Client	
Main project features	
Positions held	
Activities performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

Signature: <<to be inserted >>

Annexure-9: List of documents submitted

Technical Solution is to be documented in a structured manner. Check-list for the mentioned documents to be included in the Technical bid in following format:

#	Documents to be submitted	Submitted (Y / N)	Documentary Proof (Page No.)
1.	Eligibility Criteria Cover letter (Annexure-3)		
2.	Power of attorney / board resolution to the authorized Signatory of the Bid (Annexure-1)		
3.	Scanned copy of EMD		
4.	Bidder's particulars (Annexure-4)		
5.	Declaration for not being black-listed (Annexure – 5)		
6.	NIT Declaration (Annexure – 2)		
7.	Certified copies of valid PAN document/GST registration		
8.	Technical Capability / Past Projects (Annexure – 6)		
9.	Approach and methodology detailing Skill Assessment Plan, Roadmap		
10.	Work plan to execute the project		
11.	CV of Experts (Annexure – 8)		
12.	Commercial Bid (Separate document in sealed envelope (as per Section-H)		

Annexure-10: Format for Performance Bank Guarantee

(On non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)
PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT-CUM-PERFORMANCE GUARANTEE

Ref Bank Guarantee no.....

Date.....

PROFORMA OF BG FOR SECURITY DEPOSIT

KNOW ALL MEN BY THESE PRESENTS that in consideration of Society for Natural Language Technology Research, a Government of West Bengal Enterprise under the Department IT & Electronics, Govt. of West Bengal having its registered office at Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhan Nagar, Kolkata:-700091, (hereinafter called "The Purchaser") having agreed to accept from _____ (hereinafter called "The Bidder") Having its Head Office at _____, a Bank guarantee for Rs.

_____ in lieu of Cash Security Deposit for the due fulfilment by the Bidder of the terms & conditions of the Work Order No. _____ dated _____ issued by the Purchaser for _____ (hereinafter called "the said work order _____ dated _____"). We _____ (Name & detailed address of the branch) (hereinafter called "the Guarantor") do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. _____ (Rupees _____) only against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the Bidder of any of the terms and conditions contained in the said Work Order No. _____ dated _____ of which breach the opinion of the Purchaser shall be final and conclusive.

(2) AND WE, _____ DO HEREBY Guarantee and undertake to pay forthwith on demand to the Purchaser such sum not exceeding the said sum of _____ Rupees _____) only as may be specified in such demand, in the event of the Bidder failing or neglecting to execute fully efficiently and satisfactorily the order for _____ Work Order no. , _____ dated _____

(3) WE _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said Work Order No. _____ dated _____ including the warranty obligations and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said Work Order No. _____ dated _____ have been fully paid and its claims satisfied or is charged or till the Purchaser or its authorized representative certified that the terms and conditions of the said Work Order No. _____ dated _____ have been fully and properly carried out by the said Bidder and accordingly discharged the guarantee.

(4) We _____ the Guarantor undertake to extend the validity of Bank Guarantee at the request of the Bidder for further period of periods from time to time beyond its present validity period failing which we shall pay the Purchaser the amount of Guarantee.

(5) The liability under the Guarantee is restricted to Rs. _____ (Rupees _____) only and will expire on _____ and unless a claim in writing is presented to us or an action or suit to enforce the claim is filed against us within 6 months from _____ all

your rights will be forfeited and we shall be relieved of and discharged from all our liabilities (thereinafter)

(6) The Guarantee herein contained shall not be determined or affected by liquidation or winding up or insolvency or closer of the Bidder.

(7) The executants has the power to issue this guarantee on behalf of Guarantor and holds full and valid power of Attorney granted in his favour by the Guarantor authorizing him to execute the Guarantee.

(8) Notwithstanding anything contained herein above, our liability under this guarantee is restricted to Rs. _____ (Rupees _____) only and our guarantee shall remain in force up to _____ and unless a demand or claim under the guarantee is made on us in writing on or before _____ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

WE, _____lastly undertake not to revoke this guarantee during the currency except with the previous consent of the Purchaser in writing. In witness whereof we _____have set and subscribed our hand on this _____ day of _____.

SIGNED, SEALED AND DELIVERED

(Stamp of the executants)

WITNESS

1) _____

2) _____

(Name & address in full with Rubber Stamp)

INSTRUCTIONS FOR FURNISHING BANK GUARANTEE

1. B.G. for security Deposit-cum-Performance Guarantee, Earnest Money should be executed on the Non- Judicial Stamp paper of the applicable value and to be purchased in the name of the Bank.
2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents. The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
3. The B.G. should be executed by a Nationalised Bank/ Scheduled Commercial Bank preferably on a branch located in Kolkata. B.G. from Co-operative Bank / Rural Banks is not acceptable.
4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
5. Any B.G. if executed on Non-Judicial Stamp paper after 6 (six) months of the purchase of such stamp shall be treated as Non-valid.
6. Each page of the B.G. must bear signature and seal of the Bank and B.G. Number.
7. The content of the B.G. shall be strictly as proforma prescribed by SNLTR in line with Purchase Order /LOI/ Work Order etc. and must contain all factual details.
8. Any correction, deletion etc. in the B.G. should be authenticated by the Bank Officials signing the B.G.
9. In case of extension of a Contract the validity of the B.G. must be extended accordingly.
10. B.G. must be furnished within the stipulated period as mentioned in Purchase Order / LOI / Work Order etc.
11. Issuing Bank / The Vendor are requested to mention the Purchase Order / Contract / Work Order reference along with the B.G. No. For making any future queries to SNLTR

SECTION– H: FORMATS FOR COMMERCIAL BID

Annexure-11: Cover Letter for Commercial Bid

Date:
To,
The Project Manager,
Karmo Bhumi,
The Society for Natural Language Technology Research
Department of IT&E, Govt. of West Bengal

Sub: Submission of Commercial Bid documents

Dear Sir,

We, the undersigned, offer to provide the services for state government for Pre-Assessment of IT/ ITeS Skill for Applicants registered in Karmo Bhumi Portal of Govt. of West Bengal in accordance with your Request for Proposal Ref No.: 430-ITE/ 14021/2/2020_1 Dated: 11/11/2020 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)}{Insert amount(s) in words and figures}, [Insert “including”] of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :
Designation :
Date :
Time :
Seal :
Business Address:

Annexure-12: Summary of Costs

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	No. of Applicants	Units	Unit rate per Applicant in INR	Percentage of applicable GST levied	TOTAL AMOUNT inclusive of GST in INR	TOTAL AMOUNT in Words
1	2	3	4	5	6	7	8
1	Conducting pre assessment tests in 30 IT & ITeS skill sets, providing upskilling recommendations and preparation of Content on Career Guidance and Counselling for Applicants	1000	Nos				

- The bidder is expected to quote the per applicant cost for pre-assessment for **1000 applicants** in the commercial bid format. If, the actual number of applicants appearing for pre-assessment test in total, as reflected in the MIS and invoices raised, **are greater than 1000**, then the Client would remunerate for the additional amount of cost for pre-assessment exercise at pro-rata basis upto **a maximum of 3000 applicants** (this would be mutually discussed and decided by the client and selected bidder at a later stage and hence may be modified).

- All Price quoted shall be made in Indian Rupees only, inclusive of taxes. The parameter will be used to determine the successful bidder.
- During the payment stage, SNLTR reserves the right to ask the Bidder to submit proof of actual completion of work.