

Request for Proposal

Selection of
Soft Skill Training Firms for

Providing Soft Skill Training to Various Stakeholders
Additional Skill Acquisition Programme

RFP. NO. HEDN-364(1)/C4/2016/HEDN

Date of Issue	04/04/2017
Last date of Submission	27/04/2017

Issuing Firm:

Additional Skill Acquisition Programme (ASAP)
(An Initiative of Departments of Higher Education and General Education
Government of Kerala)
3rd Floor Trans Towers, Vazhuthacaud,
Thiruvananthapuram, Kerala -695014
0471-2772500, 510, 527
Email procurement@asapkerala.gov.in

SECTION 1. LETTER OF INVITATION

Ref No. HEDN-364(1)//C4/2016/HEdn, Higher Education (c) Department

Project: Additional Skill Acquisition Programme
Assignment: Selection of Soft Skill Training Firms.

Place: Thiruvananthapuram

Dated: 03th April 2017

Dear Sir/Madam,

Sub: Additional Skill Acquisition Programme- Vocational Skill Training Programme – Selection of Soft Skill Training Firms-Request for proposal- reg.

1.1 The Chief executive officer, Additional Skill Acquisition Programme (hereinafter called ASAP) invites proposals from training firms shortlisted as per proceedings no. ASAP/PO/938/2016 Dated 23/01/2017, to provide soft skill training to various stake holders of ASAP including Skill Development Executives.

1.2 More details on the Services to be provided are specified in the Terms of Reference (Section 3).

1.3 This Request for Proposal (RFP) has been addressed only to the firms shortlisted through the Expression Of Interest (EoI) notice No.364/C4/2016/HEdn dated 22-08-2016, as per proceedings no. ASAP/PO/938/2016 Dated 23/01/2017.

1.4 Purpose of the assignment

i. National Skill Development Mission has estimated that there is an increased demand for skilled manpower to sustain the industrial growth and thereby the economic growth of the nation. To develop such trained manpower in the required quantity, it is essential to give training that will provide assistance for skill formation to the general populace that will enhance their capacity to undertake gainful self-employment as well as access to better salaried employment in industries through identified skill sectors. In the above background, Government of Kerala has developed a unique strategy to equip students with required skill sets along with their regular academic studies in schools and colleges. ASAP has the mandate to support the skill training of approximately 3.1 Lakh candidates during project period, covering all the 14 districts of Kerala. Accordingly, ASAP intends to select **Soft Skill Training Firms** with relevant experience and good track record to provide soft skill training to various stake holders of ASAP including Skill Development Executives and Programme Managers.

ii. Soft Skill Training quality and implementation will be monitored and evaluated by ASAP, as per its Quality Standards and Procedures. (Please see the Annexure I). The training firms are expected to detail the Design, Conduct and documentation method of the proposed soft skill training. Refer details of cost items suggested by ASAP in Section 4.

1.5 It is not permissible to transfer this invitation to any other firm, such as the Training Firms parent company, subsidiaries and affiliates. ASAP will reject a proposal if the Training Firm drops a JV partner without ASAPs prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.

1.6 Details/documents provided for the submission of Proposal

- (a) Letter of Invitation – Section 1
- (b) Instructions to Bidders– Section 2
- (c) Terms of reference (ToR) – Section 3
- (d) Selection Process – Section 4
- (e) Bidding formats (Technical and Financial)- Section5
- (f) Annexure1–ASAP Soft Skill Training Standards
- (g) Annexure2–Format of Bank guarantee

1.7 Please inform by 09/04/2017, through the email procurement@asapkerala.gov.in

(a) whether you intend to submit a proposal or not and, if affirmative

(b) Whether you intend to enhance your experience by requesting permission to associate with other firm(s).

(c) We hereby declare that we including our associate firms for this RFP purpose have not been sanctioned by Government of Kerala or Government of India.

1.8 In order to obtain the first hand information on the assignment and the local conditions, it is desirable that a representative of your training firm shall contact and visit the office of Chief executive officer, Additional Skill Acquisition Programme and meet assigned officer. Please ensure that advance intimation regarding your visit is sent to the Additional Skill Acquisition Programme (ASAP) so as to enable him to make appropriate arrangements.

1.9 Pre bid meeting

A pre-bid meeting is arranged at 11.00AM on 11th April 2017 to provide information on the assignment at ASAP Secretariat Annexe, India Height Building, Vazhuthacaud, Thiruvananthapuram-14.

1.10 Interested bidders send their queries to ASAP only by email procurement@asapkerala.gov.in with subject “RFP Soft Skill Clarification” on or before 5pm 09th April, 2017. The queries received without the subject line specified will not be considered. Telephone calls related to queries will not be entertained. ASAP will not be responsible for any of the bidder’s email related to the query has not been delivered to the address mentioned above. The queries from the bidders will be considered in the following format only.

Sl no:	Queries	Ref. Section, Page No: and Clause in the RFP Document
1		
2		

1.11 Submission of Proposals:

- i. Proposals must be direct, concise, and complete. ASAP will evaluate bidder's proposal based on its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- ii. Bidders shall furnish the required information on their technical and financial proposals in the enclosed formats only. Any deviations in format, the tender will be liable for rejection.
- iii. Submission of both Technical and Financial bids shall be online through <https://etenders.kerala.gov.in> only and in accordance to the instructions given in the RFP. Shortlisted applicants need to pay **Rs.2500/-** (Rupees Two Thousand Five Hundred Only) towards **tender processing fee** through the e-tender portal of Government of Kerala. Detailed information on online payment is available on the home page (bidder manual kit) of Government of Kerala's e-procurement website www.etenders.kerala.gov.in.
- iv. Each proposal should be submitted in two parts, viz Technical Bid and Financial Bid as specified elsewhere in the document.
- v. The financial bid should contain the financial bid details offering the soft skill training rate per student per day. The offered rate per student per day excluding service tax should cover all costs that are required for including, but not limited to; all documents, equipments, properties, necessary for the conduct of training and its freight charges, field visits/ training, management cost, cost for participants orientation if any, accommodation, food expenses, refreshment charges, training of trainers by approved firms, assessment of participants, evaluation, documentation charges, management expenses, etc. Any additional expenditure specific to the course may also be included with specific details.
- vi. Both the bids should be submitted online on or before **5:00 PM 27th April 2017**.

1.12 Opening and evaluation of Proposal

- i. Technical proposals will be opened online, by Chief executive officer or his authorized representative or by a committee constituted for this purpose, on 2nd May, 2017, 1 pm. Thereafter ASAP will intimate the firms for a presentation as mentioned in the ToR. Please note that the financial bid will not be opened until technical evaluation has been completed and the result approved and notified to all qualified companies/firms/enterprises eligible for financial bid opening.
- ii. ASAP will follow the Quality and Cost Based Selection (QCBS) process. The weights to be given to technical and financial proposals will be in the ratio of 70:30. An agreement will be signed between ASAP and the selected four (4) firms for delivering of the services based on the successful selection through this RFP for the delivery of services in the specified centres anywhere in the State.

1.13 Key Events

Sl No	Event	Date / Details
1	Date of Issue	04 th April, 2017.
2	Pre Bid Meeting	11 th April 2017, 11.00 AM
3	Last date for Bid submission	27 th April 2017, 5.00 PM
4	Technical Bid Opening date	2 nd May 2017, 1.00 PM
5	Tender Processing Fee	Rs2500/-
6	EMD	Rs 25000 /-

Yours faithfully,

*Chief executive officer
Additional Skill Acquisition Programme
Government of Kerala.*