



**Request for Proposal (RFP) for selection of Skill Training Partner for imparting training to APBOCWW Board Registered Workers and their Dependents (2<sup>nd</sup> Call)**

**Tender Notice No: ITC51-15027/2/2026-PROC-APTS, Dt. 01-04-2026**

Issued by  
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(Government of AP Undertaking)  
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RFP for selection of Skill Training Partner for imparting training to APBOCWW Board Registered Workers and their Dependents

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## 2. DISCLAIMER

1. No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of TIA except to the extent required for submitting the bid and no more. The guidelines referred are indicative and the bidder is bound by other appropriate guidelines related to the subject.
2. The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the TIA or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
3. This RFP is not an agreement or an offer by the TIA to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.
7. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
8. The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
9. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its

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Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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### 3. Request for Proposal

Dear Sir/Madam

Sub: APTS – Proc 2 - Request for Proposal (RFP) for selection of Skill Training Partner for imparting training to APBOCWW Board Registered Workers and their Dependents – Reg.

You are hereby invited to submit your proposal to APTS.

**Table 1: Bid data sheet of the RFP**

1.	Tender Document No.	ITC51-15027/2/2026-PROC-APTS
2.	Name of the Consultancy assignment	Request for Proposal (RFP) for selection of Skill Training Partner for imparting training to APBOCWW Board Registered Workers and their Dependents (2 <sup>nd</sup> Call)
3.	RFP Issue Date	01-04-2026
4.	Bid documents downloadable from	01-04-2026, 5.00 PM onwards
5.	Pre-bid Meeting Date & Time	06-04-2026, 12PM
6.	Last date/time for receipt of clarifications	06-04-2026, 03PM
7.	Last date & time for submission of Proposal (Bid Due Date) (BDD)	15-04-2026, 3:00 PM through e- Procurement Portal of AP ( <a href="https://tender.apecurement.gov.in/login.html#">https://tender.apecurement.gov.in/login.html#</a> )
8.	Date & time for opening of bids	15-04-2026, 3.30PM
9.	Bid Document Fee (Non-Refundable)	Rs. 50,000/- (Rupees Fifty Thousand only)  To be paid through AP E-procurement Portal online
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 70,00,000/- (Rupees Seventy Lakhs only)  The vendor should submit EMD through challan/online/BG valid up to 135 days from the date of bid opening specific to this tender in favor of The Managing Director, A. P. Technology Services Limited, Vijayawada.  The scanned copy of BG should be uploaded on e-procurement website. The Original Copy of BG should be submitted before 5Pm of next working day.
11.	Transaction Fee	Transaction fee: All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase upto Rs.50 crores and Rs.25,000/- if the purchase value is above Rs.50 crores & service tax applicable @ 15% / as levied by Govt. of India on transaction fee through online in favor of Managing Director, APTS.  The amount payable to APTS is non-refundable.

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		Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through online (EPROC PORTAL) in favour of Managing Director, APTS, towards corpus fund at the time of concluding agreement.
12.	Validity of the proposal	90 days from the Bid Due Date (BDD)
13.	Signing of Agreement	Within 7 Days of from the date of receipt of Letter of Award
14.	Performance Security	As per clause 4.8.
15.	Term of the contract	All the courses are to be completed in all respects including assessment and certification within 285 days from the date of issue of Notification of Award.
16.	Contract signing authority	MD APTS
17.	Procedure for bid submission	<ul style="list-style-type: none"> <li>• Bids shall be submitted online on <a href="https://tender.a procurement.gov.in">https://tender.a procurement.gov.in</a> platform</li> <li>• The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="https://tender.a procurement.gov.in">https://tender.a procurement.gov.in</a></li> <li>• Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital Certificates.</li> <li>• The bidders who are desirous of participating in the tender process shall submit their Pre-Qualification bids, technical bids and price bids as per the standard formats available at the procurement website.</li> <li>• The bidders should sign, scan and upload the respective documents in technical bid and Financial documentation as detailed at Appendix-I, Appendix II and Appendix III of the RFP including EMD.</li> <li>• The bidders shall sign &amp; affix stamp on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.</li> <li>• The rates should be quoted online only.</li> </ul>
18.	Contact officer	K. Shyam Sunder Manager (Proc 2), 9963029402 <a href="mailto:Shyamsunder.k@gov.in">Shyamsunder.k@gov.in</a>

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## 4. Scope of Work

### 4.1 About APBOCWBB

1. The Andhra Pradesh Building & Other Construction Workers Welfare Board (APBOCWBB) was established by the Government of Andhra Pradesh under Section 18 of Building & Other Construction Workers (RE&CS) Act, 1996 primarily for formulating and implementing the various Welfare schemes for the benefit of the Building & Other Construction Workers in the Andhra Pradesh. The Board has come into existence with effect from 30-04-2007.
2. The Andhra Pradesh Building & Other Construction Workers Welfare Board is a tripartite body consisting of worker representatives, employer representatives and Government officials. The Board has carried on extensive drives and registered more than 20 lakhs construction workers as beneficiaries and also formulated and have been **implemented** various schemes such as marriage gift, Maternity Benefit, Fatal Accident Relief, Disability Relief, Natural Death Relief, Hospitalization relief, Funeral Expenses and Pension Scheme (NPS), Skill Upgradation.
3. APBOCWBB has acquired permission from Government to conduct skill development & skill upgradation training programs during the financial year 2025-26 for registered BOC workers of their dependent children and family members across all districts of State. The proposed training program for dependents covers 41 courses (NSQF Level 3 and above under National Occupational Standards) with durations ranging from 3 to 6 months to be delivered through online and hybrid (offline+online) modes. The expected number of beneficiaries will be approximately 60,000 Nos.
4. Hereinafter, the APBOCWBB is referred to as Client in this document.

### 4.2 Objective of the RFP

1. As per the National Education Policy (NEP) 2020, emphasizing future skills and Industry 4.0 standards, the Government of Andhra Pradesh Building & Other Construction Workers Welfare Board (APBOCWBB) aims to transform skill education delivery for registered BOCW workers and their dependents across all educational levels—including Secondary (10th), Senior Secondary (12th), ITI, Diploma, and Degree and Engineering programs.
2. The Board has observed the latest advancements, research and studies on construction sector and in order to enhance the productivity and employability of the families of the BOC workers and is committed to enhancing knowledge and skill development for all workers and dependents to foster a deeper understanding of contemporary concepts. Historical educational approaches have created substantial gaps between industry requirements and classroom instruction, resulting in critical challenges:
  - a) **Skill Gap and Unemployment:** The disparity between industry-required competencies and delivered education has created a significant skill gap, contributing to unemployment—one of India's most pressing challenges.
  - b) **Limited Guidance and Resources:** Students face limited resources and guidance when navigating diverse educational pathways. BOCW dependents, require a comprehensive platform offering integrated knowledge, guidance, and practical exposure.

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- c) **Building IT-IT Enabled Skill Eco System:** For Adopting towards a IT-ITES enabled skill eco system and for giving more emphasis to digital learning towards 21<sup>st</sup> Century Blended learning system
3. To address these challenges, APBOCWBB has implemented a Welfare Scheme providing comprehensive skill training to registered BOCW workers and dependents through an online learning platform, enabling skill upgradation regardless of geographic location.
4. The online training platform is designed to be device-agnostic and accessible 24/7 from any internet-connected device. The curriculum is delivered through high-definition video lectures, enabling learners to progress at their own pace without requiring geographic relocation. This approach substantially benefits rural users by reducing travel time and associated costs.
5. APBOCWBB, in coordination with APTS, seeks to identify and engage qualified training providers to deliver comprehensive online skill training across 41 specialized courses to 60,000 children of construction workers registered with APBOCWBB, thereby developing a skilled youth workforce.

### 4.3 About Program

#### 4.3.1. Program Objectives

- a. The Andhra Pradesh Construction Workers Welfare Board (APBOCWBB) aims to facilitate the acquisition of additional skills under the Skill Development Program (Online) for children of construction workers engaged in building and allied construction activities. Given the opportunities for enhanced employment in the digital economy and the current shortage of skilled professionals, this program is designed to:
  - b. Enhance employability through industry-relevant skill development
  - c. Prepare candidates for entrepreneurial ventures across various sectors
  - d. Support professional advancement and career progression

#### 4.3.2. Program Scope and Implementation

APBOCWBB extend the skill development programs online (including hybrid mode) to children of construction workers. Applicant training agencies must adhere to relevant guidelines for online skill training programs as established by the Board and Department from time to time.

#### 4.3.3. Beneficiaries Eligibility Criteria

Only registered BOCW workers and their dependents registered with the Andhra Pradesh Building and Other Construction Workers Welfare Board are eligible to avail benefits under this Skill Upgradation Training scheme.

#### 4.3.4. Methodology

Training partners shall establish a dedicated Call Centre (locations of the call center will be specified by APTS in coordination with BOCW Board) for trainee identification and

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registration. Following the COVID-19 pandemic and aligned with NEP 2020 mandates, online skill development training is in substantial demand. National initiatives such as PMKVY 4.0 (Pradhan Mantri Kaushal Vikas Yojana) are introducing hybrid online and offline training models, and Skill India Digital is actively promoting digital education platforms.

#### 4.3.5. Target Users

The program serves registered building and other construction workers, spouse and their dependent children limited to two persons only per family of the registered construction worker for the training across three categories:

- a) **Current Students:** Students at 10th, Senior Secondary (12th), Diploma, ITI, Degree, and Engineering levels seeking to acquire new skills or upgrade existing competencies.
- b) **Education Completers:** Students from ITI, Diploma, Degree, and Engineering programs seeking skill acquisition and upgradation for employment purposes.
- c) **Working Professionals:** Employed individuals seeking professional skill upgradation and career advancement including drop outs from their studies mentioned above depending on their eligibility for the courses offered.

#### 4.3.6. Training Platform and Technical Requirements

- a) Training partners (TP) shall develop curriculum structured into logical sections and topics aligned with specified National Qualification Framework (NQR) and Qualification Pack (QP) codes. Each topic-specific curriculum must include high-quality pre-recorded video content with 2D animations. Screen-recorded videos or free resources (e.g., YouTube content) are not acceptable. Training partners are required to develop a comprehensive Learning Management System (LMS) accessible via web and mobile applications to host all course content.
- b) The LMS platform shall be designed for device compatibility with all internet-connected devices, enabling 24/7 access for all stakeholders. The platform provides:
- c) Device-agnostic accessibility (web and mobile compatibility)
- d) 24/7 availability enabling self-paced learning
- e) Geographic flexibility for rural and remote learners
- f) Toll-free support for doubt clarification during training
- g) Each student receives individual user credentials (user ID and password) for accessing course-specific content. Upon credential delivery, trainees can download and install the mobile application or access content via any available device and commence video-based training. A dedicated toll-free support line facilitates real-time doubt clarification and technical assistance.
- h) Before starting the program, the content providing by the service provider has to submit to the APBOCWW Board.

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#### 4.3.7. Candidate Technical Requirements

**a) Device Specifications:**

- Mobile devices (Android version 4.0 or higher)
- Tablets
- Personal computers or laptops
- Android TV/smart television

**b) Internet Connectivity:**

- Minimum 1 Mbps bandwidth for video content streaming
- Minimum 100 kbps bandwidth for portal navigation

**c) Data Usage:**

- Approximately 250–500 MB per hour of video content consumption

#### 4.3.8. Trainee Mobilization, Course Selection, and Training Program

##### Trainee Mobilization Process

Training partners shall establish a dedicated Call Centre responsible for trainee identification, registration, course selection support, technical assistance, doubt clarification, and examination/certification coordination. The following structured process shall be followed:

1. **Data Collection and Identification:** TP collects registered BOCW worker data from the BOCW Board and initiates district-wise outreach calls to identify dependent children meeting the 10th standard or higher education threshold. Contact information of eligible dependent children is compiled.
2. **Interest Assessment and Registration:** The Call Centre contacts identified dependents to assess interest in online skill training. Interested candidates complete registration forms, providing required documentation including BOCW card number, Aadhar number, and photograph.
3. **Verification and Approval:** The concerned District Nodal Officer or Assistant Labour Officer (ALO) verifies the registration of the building and other construction worker and approves trainee eligibility.
4. **Credential Issuance:** Approved trainees receive user IDs and passwords via registered mobile numbers.
5. **Application Setup and Training Commencement:** Following credential issuance and official approval, candidates receive detailed instructions for mobile application download and installation. The Call Centre provides personalized support for course selection and training initiation.
6. **Duplication of training:** The candidates who were selected for other programs relating to skill trainings organised by Government of India or Skill development department or other departments of State government for the same trade will not be allowed and not considered as candidate. It is the responsibility of the service provider to avoid duplicates. If any such cases are detected at a later date, the payments will not be released for such cases.

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#### **4.3.9. Course Selection Process**

During the mobilization phase, the Training Partner Call Centre shares detailed course information. Call Centre personnel shall:

- Communicate minimum education qualification requirements aligned with course-specific QP/NQR codes
- Explain course learning outcomes and related career pathways
- Facilitate informed course selection based on trainee interest and qualifications
- Complete course registration upon trainee confirmation

#### **4.3.10. Course Participation Modes**

##### **Mode 1: Online Model**

Students possessing personal computing devices (computer, desktop, tablet, or smartphone) and preferring flexible, self-paced learning shall select this option. Structured doubt clarification through live interactive sessions shall be conducted biweekly.

##### **Mode 2: Hybrid Model (In-Person Component)**

This mode is available under the following circumstances:

**Scenario A—Conceptual Clarity Requirement:** If a trainee requires enhanced understanding of specific video course sections or chapters, they may opt for in-person instruction through the Training Partner. This requires a minimum two-week advance notice to enable Training Partner resource coordination.

**Scenario B—Practical Skill Development:** Courses incorporating hands-on practical components (such as Electrical/Fitter/Welder/Draughtsman Mechanical/Civil/Embedded Developer/IOT Software Analyst etc) shall include in-person practical sessions at partner training centers.

Training partners shall establish partnerships with Mandal/District-level computer institutes, colleges, CSC (Common Service Centers), or registered NSDC-approved providers. Student information shall be shared enabling self-selected participation based on individual convenience and remaining online training completion.

During initial mobilization, training partners shall request students to formally select Mode 1 (Online) or Mode 2 (Hybrid) based on individual learning preferences.

#### **4.3.11. Online Training Mode Delivery**

1. Training Partners shall develop and maintain a comprehensive Learning Management System (LMS), accessible through both web and mobile applications, for hosting all course content.
2. The LMS shall be device-agnostic and compatible with all standard internet-connected devices, ensuring 24/7 access for trainees, trainers, and other stakeholders.

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3. The platform shall support:
  - a) Self-paced learning through round-the-clock availability.
  - b) Geographic flexibility to effectively cover rural and remote learners.
  - c) Toll-free support for doubt clarification and technical issues during the training period.
4. Each trainee shall be issued a unique user ID and password to access course-specific content on the LMS.
5. Upon receipt of credentials, the trainee may download and install the mobile application or access the LMS via any compatible device and commence video-based training.
6. A dedicated toll-free helpline shall be available to provide real-time support for academic doubts and technical assistance.

#### **4.3.12. Hybrid Training Mode Delivery**

##### **a) Option Selection at Registration**

1. During the registration process, the Training Partner shall obtain confirmation from each trainee regarding their preferred mode of participation (Online-only or Hybrid).
2. The selected mode shall be clearly captured in the registration application and reflected in the trainee's LMS profile.

##### **b) Batch Formation and Centre Allocation**

1. Trainees opting for Hybrid Mode shall be grouped into separate batches at district or Mandal level, as applicable.
2. Based on the trainee's geographical location, the Training Partner shall identify and allocate the nearest available physical training centre.
3. The details of the allocated physical centre (address, contact person, tentative schedule) shall be communicated to the trainee within two weeks from the date of registration.

##### **c) Scheduling of Hybrid Sessions**

1. The Call Centre / Helpdesk shall proactively coordinate with hybrid-mode trainees for:
  - a) Scheduling and confirmation of practical sessions.
  - b) Scheduling theory reinforcement sessions, where required.
  - c) Arranging doubt-clearing sessions with the lecturer/faculty.
2. During the course, if an online-mode trainee wishes to switch to Hybrid Mode, the trainee shall call the designated helpline and place a request for offline (physical) sessions.
3. Such requests for offline sessions shall be made at least two weeks in advance to enable batch formation and centre scheduling.
4. Upon confirmation of the request, the Training Partner shall:
  - a) Share details of the nearest physical centre.
  - b) Confirm the dates, timings, and duration of the offline classes with the trainee through SMS/e-mail/LMS notification.

##### **d) Frequency and Nature of Physical Classes**

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1. Each trainee availing Hybrid Mode- Practical hands on training may attend physical classes up to a maximum of four full days of in-centre training per month.
2. Each trainee availing Hybrid Mode- Conceptual Clarity Requirement or Doubts clarification attend physical classes up to a maximum of Two full days of in-centre training per month.
3. During physical classes, the Training Partner shall provide classroom infrastructure and training delivery (theory/practical) as per the approved curriculum.
4. Boarding, lodging, food, and travel expenses shall be borne by the trainee; no reimbursement for such expenses shall be claimed from the Training Partner or the implementing agency.

#### e) Documentation and LMS Updates

1. Details of all practical sessions conducted in the physical centre (dates, duration, activities covered, attendance) shall be recorded by the Training Partner.
2. The Training Partner shall upload relevant practical session details, learning resources, and any associated assessments to the trainee's LMS dashboard in a timely manner, ensuring end-to-end traceability of learning and assessment.

#### 4.3.13. Course Progress Monitoring and Doubt Clarification

Upon credential receipt, trainees access the mobile application or preferred internet-connected device and commence video-based learning. A dedicated toll-free support facility enables real-time doubt clarification and academic support throughout the training duration.

#### 4.3.14. Assignment Details

Training providers shall identify and enroll workers' children completing 10th standard through Senior Secondary (12th), ITI, Diploma, Degree and Engineering education levels. Following official approval by the concerned officer, training shall commence. Training providers shall deliver specialized instruction across 41 competency-based courses identified by APBOCWBB.

Proposed List of Online Courses (41) with price NQR/QP Code			
Sr.No	NQR/QP Code	Course Name	Notional hours
1	SSC/Q2212	Domestic Data Entry Operator	400
2	SSC/Q0110	Domestic IT Helpdesk Attendant	400
3	NIE/SSC/Q1004	Artificial Intelligence Associate	450
4	NIE/ITS/Q1002	Artificial Intelligence Application Developer	540
5	SSC/Q2202	Customer Care Sr. Executive	400
6	NCVET	Electrician	840
7	SSC/Q0510	C Programming Basic to Advance	390
8	SSC/Q0510	C++ Programming Basic to Advance	390
9	ICMA/BSC/Q2401	Excel Tally and ERP	480
10	SSC/Q0510	Python Basic to Advance	390
11	NIE/ELE/Q0203	Jr. Embedded Developer	600
12	NIE/ELE/Q0503	IoT - Software Analyst	540

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13		Simulation Software for Electrical Engineering	300
14	ASC/N8114	Computer Aided Product Design	60
15	CON/Q2110	BIM Modeler	300
16	SSC/Q0510	Core Java	390
17	SSC/Q0510	.net	390
18	NCVET	Draughtsman Mechanical	840
19	NCVET	Draughtsman Civil	840
20	NCVET	Fitter	840
21	NCVET	Welder	840
22	NCVET	Electronic Mechanic	840
23	NCVET	Computer Operator and Programming Assistant	840
24	THC/Q0102	Front Office Associate	280
25	HAR/ITS/Q0101	Digital Marketing Assistant	300
26	HSS/Q5501	Medical Records Assistant	900
27	SSC/Q0503	Python Web Development using Django	400
28	SSC/Q0503	Flutter for App Development	400
29	SSC/Q0508	Junior Software Programmer	400
30	QG-4.5-IT-02395-2024-V1-MSME	Software Engineer (Full Stack Java)	600
31	QG-4.5-IT-02395-2024-V1-MSME	Software Engineer (Full Stack Python)	600
32	ICE/ITS/Q0201	AI - Data Scientist	600
33	QG-04-IT-02394-2024-V1-MSME	UI and UX Design	390
34	SSC/Q8109	Database Administrator	320
35	SSC/Q8112	DevOps Engineer	268
36	QG-05-IT-04148-2025-V1-IITG	AI - Machine Learning Engineer	510
37	SSC/Q8303	Cloud Application Developer	390
38	MES/Q0509	AR/VR Developer	1230
39	SSC/Q0503	Web Developer	400
40	MES/Q0701	Video Editor/Animator/Graphic Designer	540
41	SSC/Q0510	Software Programmer with Soft Skills	400

**Program Notes:**

1. The course durations are six months.
2. Training providers must specify cost per hour in their financial bid in accordance with the latest Common Cost Norms (CCN) independent on CNN Category of the course .

**APBOCWBB, in coordination with APTS, invites qualified training providers to deliver comprehensive online skill training across 41 specialized courses to 60,000 children of construction workers registered with APBOCWBB.**

**4.3.15. Assessment and Certification**

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Upon course completion, eligible candidates gain access to the online assessment platform. Candidates who have completed 100% of the prescribed course duration are eligible to attempt the assessment. A third-party assessment agency, approved by APSSDC/NCVT/NSDC (Government of India), shall conduct the formal assessment. Candidates may complete the online assessment at their chosen location using their personal devices. Following successful assessment completion, candidates may download provisional certificates in soft copy format. Official certificates, bearing authorized signatures, shall be physically couriered via registered mail within a specified timeframe. If a student completes the course before the course duration of six months need to wait till his course duration 6months to be complete for attending the Assessment and Certification.

#### **4.3.16. Training Process Monitoring**

Training partners shall develop and maintain a comprehensive dashboard monitoring individual student registration, course progress tracking, examination completion, and certification issuance. All student activities from registration through certification are systematically recorded and retained for ongoing reference and quality assurance purposes.

#### **4.3.17. District-Wise Workshops**

To ensure superior training quality and sustained learner engagement, training partners shall conduct district-level workshops facilitating personalized interactions throughout the training lifecycle. These workshops enable comprehensive feedback collection, identification of improvement opportunities, and ongoing training process refinement. Workshops shall also include:

- Career guidance and advancement pathway counseling
- Strategies for securing gainful employment following certification
- Professional resume development and career positioning techniques

#### **4.3.18. Project Timeline**

The training in all 41 Courses are to be completed within 285 days from the date of issue of Notification of Award.

#### **4.3.19. District-Wide Employment Assistance**

Three distinct trainee categories participate in this program:

1. Current students acquiring new competencies
2. Education completers seeking skill acquisition and employment opportunities
3. Employed professionals pursuing professional skill upgradation

Training partners shall collect employment aspiration information during the training process. Following training completion, the Employment & Training Department, in coordination with APSSDC, Department of Industries, and the Training Provider, shall conduct district-wide job employment fairs within three months, facilitating direct placement opportunities.

#### **4.3.20. Expected Outcomes**

- a) The primary objective of this online skill training program is to enable registered BOCW workers and their dependents to acquire new skills and upgrade existing competencies,

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thereby enhancing productivity and employment prospects. Also, for Adopting towards a IT-ITES enabled skill eco system and for giving more emphasis to digital learning towards 21<sup>st</sup> Century Blended learning system. Successful assessment and certification enable workers to transition from skilled to upskilled status, expanding employment opportunities at both national and international levels. This comprehensive initiative aims to train approximately 60,000 construction workers' children across Andhra Pradesh through online instruction, facilitating skill acquisition and professional advancement.

#### 4.4 Roles and Responsibilities of the Successful Bidder

The engagement objective is to conduct comprehensive online skill development training across 41 courses serving 60,000 children of construction workers. The service provider shall execute the following responsibilities, which are not limited to:

- a. Deliver skill upgradation training across 41 courses to 60,000 children of construction workers registered with the Andhra Pradesh Construction Workers Welfare Board.
- b. Facilitate high-quality, demand-driven training programs incorporating standardized curriculum delivered by qualified instructors.
- c. Strictly adhere to curriculum standards provided by APBOCWBB in training delivery, subject to periodic revision based on evolving skill requirements and potential course additions to the existing 41-course portfolio.
- d. Proactively mobilize candidates through specialized recruitment drives and camps, conducted independently or in coordination with APTS and the APBOCWBB.
- e. Develop and maintain a comprehensive dashboard displaying trainee participation metrics, training delivery monitoring, and performance evaluation data.
- f. Remit applicable taxes to the training provider in addition to contracted training costs.
- g. Complete assessment in accordance with established timelines and facilitate certification through joint coordination between the Training Provider and APTS/APBOCWBB.

#### 4.5 Roles and Responsibilities of the APBOCWBB

- a. Identification and approving the beneficiaries to avail courses offered.
- b. Addition/Deletion/Modification of Courses offered in the Program.
- c. Approving the overall program design.
- d. Transferring the cost of program including APTS service charges to APTS.

#### 4.6 Roles and Responsibilities of the APTS

- a. Tender Inviting Authority and overall bid process management.
- b. Identification of successful bidder for imparting training vocational and skill trainings in 41 courses through tender process, issue Notification of Award and enter in to agreement.

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- c. To monitor the skills trainings, courses and the entire training process.
- d. To release eligible payments to selected bidder as per terms and conditions of agreement.

#### 4.7 PAYMENT SCHEDULE

The selected bidder shall enter into a formal agreement with APTS, incorporating all contractual terms, conditions, deliverables, responsibilities, payment schedules, and project timelines. Training costs shall be released in three installments on a district-wise/Course wise basis by APTS upon completion of specified milestones:

Tranche	Percentage Released	Milestone Achievements	Required Documentation
<b>1st Tranche</b>	30% of total training expenditure	<ol style="list-style-type: none"> <li>1. Execution of Memorandum of Understanding (MoU)</li> <li>2. Training commencement.</li> <li>3. Training partner (TP) will submit approval list of trainees from the concerned district officer and TP will provide login ID and Password and training starts.</li> </ol>	<ol style="list-style-type: none"> <li>1. Executed Agreement copy</li> <li>2. Training Platform (web and mobile) operational readiness</li> <li>3. Student Registration Forms completed.</li> <li>4. Login ID and Password provided to each trainee</li> </ol>
<b>2nd Tranche</b>	50% of total training expenditure	<ol style="list-style-type: none"> <li>1. Successful completion of 50% of course duration (90 days from login date) and 50% of digital video Course hrs training activities.</li> <li>2. Dashboard data updates completed</li> </ol>	<ol style="list-style-type: none"> <li>1. 50% Training Completion Student List Report</li> </ol>
<b>3rd Tranche</b>	20% of total training expenditure	<ol style="list-style-type: none"> <li>1. Successful training completion 100 % of course duration (180 days from login date) and 100% of digital video Course hrs training activities.</li> <li>2. Assessment completion</li> <li>3. Certification issuance</li> <li>4. Social media promotional video submission</li> <li>5. Conducting Workshop for employment generation</li> </ol>	<ol style="list-style-type: none"> <li>1. Training Completion Report</li> <li>2. Certificate issuance confirmation</li> <li>3. Promotional video documentation</li> </ol>

Note:

1. TP shall claim only the trainee fee Tranche wise for successful trainee.
2. If a trainee completed 1<sup>st</sup> tranche and dropped in second tranche, TP will not get second and third tranche fee of that trainee.
3. During the training process, if a trainee drops in any of the three stages, then he will not be considered again to join the course again.

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#### 4.8 PERFORMANCE GUARANTEE

1. The selected bidder shall submit an irrevocable PERFORMANCE GUARANTEE of 10% (Ten Percent) of the 1<sup>st</sup> tranche amount for his proper Performance of the contract agreement. Bank Guarantee valid for 11 months in the prescribed Proforma issued by Client not with standing and/ or Guarantee without prejudice to any other provisions in the contract) within 7 Bank Working days of issue of Notification of Award.
2. PERFORMANCE GUARANTEE shall be released after completion of all contractual obligations.

#### 4.9 Project Timelines, Service Level Requirements & Penalties

S.No.	Task	Target	Penalty
1	Project kickoff meeting with APTS & APBOCWBB Officials, Submission of PBG, Entering in to agreement with APTS	Within 15 days from the date of NoA	
2	Establishment of Call Centre	Within 30 days from the date of NoA	Rs. 10,000/- per day or part there of
2	Identification of 60,000 beneficiaries	Within 75 days from the date of NoA	Rs. 10,000/- per day or part there of
3	Establishment and showcasing the Dashboard	Within 30 days from the date of Notification of Award	Rs, 10,000/- per day or part there of
4	Completion of all courses training for all identified beneficiaries	Within 255 days from the date of NoA	Rs. 10,000/- per day or part there of for the delayed courses/batches
5	Conducting workshops for employment generation and other contractual obligations	Within 285 from the date of NoA	Rs. 25,000/- per day or part there of.

Note: Penalties are applicable only for the delays from the service provider's side. In cases, where delays are not due to service provider's performance, penalties will not be imposed.

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## 5. Evaluation Criteria

### 5.1 Pre-qualification criteria

Bidders must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

S. No	Details	Supporting Documents to be submitted
1	Bidder must be registered as a training firm with APSSDC, NSDC or Skill India or Digital Skill India Portal.	<ul style="list-style-type: none"> <li>a) Proof of address and contact details</li> <li>b) Copy of Certificate of Incorporation</li> <li>c) Copy of GST registration certificate</li> <li>d) Copy of PAN</li> <li>e) Copy of registration as training firm</li> </ul>
2	All documents in the proposed bid, shall be signed by an authorized signatory, in whose name the Power of Attorney/ Board Resolution, should be duly issued.	Copy of power of attorney to be submitted.
3	Bidder’s average annual financial turn over , by way of professional receipts during the last three years (i.e. 2022-23, 2023-24 & 2024-25) should not be less than Rs. 20 Crore.	Certificate from the Statutory Auditor of the Company mentioning year-wise annual turnover, ITR Certificates and Copy of audited profit and loss statement highlighting the year-wise turnover
4	Net Worth of the bidder as on 31-03-2025 should be positive as per the audited financial results.	Certificate from Statutory Auditor clearly stating the Net worth of the Bidder.
5	Bidder should have successfully completed providing online/offline training courses to minimum 60,000 persons in the last three financial years (cumulative) in any government/PSU entities (trainings completed up to bid calling date will also be considered)	copy of the work orders/agreements and respective training completion certificate clearly mentioning the scope of work and the price, shall be submitted.
6	Bidder must have minimum staff of 50 employees (faculty/online content developers) on their rolls as of Bid calling date.	<ul style="list-style-type: none"> <li>• ESI and EPF registration document</li> <li>• 50 employees details certified by the Human Resources Head.</li> </ul>
7	<ul style="list-style-type: none"> <li>• <b>APGST Registration</b></li> <li>• Bidder should have at least one office with GST Registration in any of the 26 districts of AP.</li> <li>• Billing/Invoice should be done from offices located in AP only.</li> <li>• In case, Bidder does not have office in AP as on bid submission date, should submit an undertaking in Pre-qualification bid, to</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of AP GST Registration Certificate or Undertaking to open office in AP with GST Registration to be submitted.</li> </ul>

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S. No	Details	Supporting Documents to be submitted
	open the office in AP and register for AP GST. • All Invoices should be raised with APGST Number only.	
8	Bidder should not have been blacklisted by any State/Central Govt. Organization or any PSU in India as on the date of bid calling date.	Self-declaration by the bidder duly signed by the authorized signatory

Note:

- Consortium not permitted.
- Subcontract of work is not permitted.
- For hybrid mode of training for physical presence of trainee, bidder can use existing infrastructure of the third-party entities.

## 5.2 Technical evaluation criteria

1. Bidders who meet the pre-qualifications/eligibility requirements as on date of bid submission would be considered as qualified to move to the next stage of Technical and Financial evaluations.
2. Technical Proposal of only those bidders who have been found to be in compliance with the Pre-Qualification Criteria would be taken up by the TIA for further evaluation. The bidders who do not meet the pre-qualification criteria will not be taken up for further evaluation.
3. Only those Technical Proposal, wherein proposed solution complies with all the mandatory elements, shall be considered as responsive. Any Bidder whose solution fails to meet the mandatory specification shall be termed as non-responsive. The Bidder needs to provide compliance to all the mandatory requirements as per format in the bid document
4. The TIA based on technical evaluation framework mentioned in the RFP shall evaluate each proposal and give technical score as per the technical criteria.
5. TIA shall invite each bidder to make a presentation at a date, time and locations determined by it. The purpose of such presentations and demonstration would be to allow the Bidders to present their proposed solutions, approach, plan, etc. to the TIA along with the key points and strengths of their proposals. TIA would also be able to establish the capacity and capability of the proposal, previous experience and the verification of claims made in response to schedule of requirements by the Bidder.
6. In the technical evaluation, it is mandatory for the bidder to score **at least 60 marks** to be qualified to participate in the Financial Evaluation. Those Bidders who fail to attain this minimum score shall be technically disqualified and shall not be considered for further evaluation.
7. The scoring criteria to be used for evaluation shall be as follows:

S. No.	Technical parameters	Parameters	Max marks	Supporting documents
1	Average Annual Turnover of the bidder during the last 3 financial years (i.e. 2022-23, 2023-24 & 2024-25)	i) =Rs 20 crore & < Rs. 25 Cr- 14 Marks. ii) Two marks for each additional Five Crore or part	20 marks	Turnover certificate from a qualified Chartered Accountant for previous three FYs

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		there of up to maximum of 20 marks		2022-23, 2023-24 & 2024-25.
2	Offline/Online Cumulative Skill Training Experience in any Government/PSU entities in the last three years (i.e. 2022-23, 2023-24 & 2024-25). (up to bid calling date also will be considered)	i) =60,000 persons <65,000 Persons – 15 Marks. ii) Two marks for each additional 5,000 persons or part there of up to maximum of 25 marks.	25 marks	Copy of Work orders/Agreements and respective work completion certificate
3	Online Skill Development Training 3 to 6 months courses through State Government/ PSU/Central Government in any Govt. Department of the state or central entities in the last three years (i.e. 2022-23, 2023-24 & 2024-25).	Each Work Order with minimum 30000 Trainees Upto 2 Work Orders = 5 marks  3 and above work orders = 15 marks	15 marks	Copy of Work orders/Agreements and respective work completion certificate
4	Experience in providing Online skill training to BOC workers/dependents in other states in the last three years (i.e. 2022-23, 2023-24 & 2024-25).	Work Completion certificate in Other State with minimum 30000 Trainees	5 Marks	Copy of Work orders/Agreements and respective work completion certificate
5	<b>Approach and Methodology</b> including Technical Presentation	Technical Presentation including a) Project Appreciation b) Methodology/ Work Programme for the speedy project completion c) proposed key professionals of the consultants and their relevant experience of providing necessary services in this project. d) Demonstration of mobile app & web platform with course video content e) Live dashboard demonstration.	35 Marks	Presentation at the time & place mentioned in the bid document.
<b>Total 100 (60% Marks shall be Qualifying)</b>				

### 5.3 Evaluation of Financial Proposal

- The Financial Bids of technically qualified Bidders will only be opened on the e-procurement portal.
- Only fixed price financial bids indicating total price for all the services specified in this bid document will be considered.
- The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- Any conditional bid would be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is

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a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

- f) The commercial bids for technically qualified bidders will be evaluated as per the evaluation criteria mentioned below.
- g) Formula for evaluation of the financial proposal  $F_{score} = 100 \times (F_{min} / F_{bid})$  Where,  $F_{min}$  is the lowest evaluated price proposal  $F_{bid}$  is the proposal quoted  $F_{score}$  is the final financial score calculated for the proposal.

#### 5.4 Final Evaluation of Bids using QCBS (Quality cum Cost Based Selection)

- a) The Bids received will be evaluated using Quality cum Cost Based Solution (QCBS), giving 80 percent weightage to the Technical Score and 20 percent weightage to the Financial Score.
- b) The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:-
- c)  $B_n = 0.8 * T_n + 0.2 * F_n$
- d)  $B_n$  = overall score of Bidder
- e)  $T_n$  = Technical score of the Bidder (out of maximum of 100 marks)
- f)  $F_n$  = Normalized financial score of the Bidder
- g) In the event the bid composite bids cores are ‘tied’, the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

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## 6. General Instructions to bidders

### 6.1 Scope of the Proposal

1. Detailed description of the objectives, scope of services, deliverables and other requirements are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process individually (the “Sole Firm”) in response to this invitation. The term applicant (the “Applicant”) means the Sole Firm participating in the Selection Process. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
2. Applicants are advised that the selection of the Consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.
3. The Applicant shall submit its Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted in the form at Appendix-I and the Financial Proposal shall be submitted in the form at Appendix-II.

### 6.2 Validity of the Bids

1. The Proposal shall be valid for a period of as per the Clause 3 of the Table 1 – of this RFP. In exceptional circumstances, prior to the expiry of the original proposal validity period, TIA may request firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, firms will not be permitted to modify their bids submitted already.

### 6.3 Payment in INR

1. All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP. The Consultant may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consultant. The fee shall be quoted in INR only.
2. The payment will be made on submission of deliverables as per the RFP.

### 6.4 Penalty clause

1. The deficiency on the part of firm/consultant may attract notices or suitable penalty of certain percentage of monthly payment of the person /persons as decided by the government.
2. However, Client shall communicate the deficiency in writing to the Firm and upon receipt of the memorandum on deficiency, the Firm shall furnish its reply within 7 days of receipt of such memorandum. Upon receipt of reply from the Firm, the decision of the Department shall be final, undisputable and binding.

### 6.5 Duration

1. The tenure of the contract will be as mentioned in bid data sheet.

### 6.6 Communications

All communications related to tender should be addressed to:

The Managing Director,

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A.P. Technology Services Limited  
3rd floor, R&B Building, Labbipet  
Vijayawada, Andhra Pradesh 520010  
Email: md\_apt@ap.gov.in  
The Official Website of the APTS is: <https://apts.gov.in/>

All communications should contain the title of the project, to be marked at the top in bold letters.

### **6.7 Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### **6.8 Visit to the Authority and verification of information**

Applicants are encouraged to submit their respective Proposals after visiting the office of the Authority and ascertaining for themselves the availability of documents and other data with the Authority, Applicable Laws and regulations or any other matter considered relevant by them.

### **6.9 Acknowledgement by Applicant**

It shall be deemed that by submitting the Proposal, the Applicant has:

- a. made a complete and careful examination of the RFP and subsequent amendments issued to the RFP if any;
- b. received all relevant information requested from the Authority;
- c. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred in the RFP;
- d. satisfied itself about all matters, things and information, including matters referred herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- e. acknowledged that it does not have a Conflict of Interest; and
- f. agreed to be bound by the undertaking provided by it under and in terms hereof.
- g. The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

### **6.10 Right to reject any or all Proposals**

1. Notwithstanding anything contained in this RFP, the TIA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons there for.
2. Without prejudice, the Authority reserves the right to reject any Proposal if:
  - a) At any time, a material misrepresentation is made or discovered, or
  - b) The Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
  - c) Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then the Authority reserves

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the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

### 6.11 Clarifications

- Applicants requiring any clarification on the RFP may send their queries to the TIA Contact Person in writing or in email-to-email id provided in Request for Proposal before the date mentioned in the Schedule of Selection Process. The envelopes or email (in the “Subject Line”) shall clearly bear the following identification:

*“Queries/Request for Additional Information concerning RFP for <<Title of the RFP>>”*

- The queries should necessarily be submitted in the following format:

S. No.	RFP Document References (Section & Page No.)	Content of RFP requiring clarifications	Points of Clarifications/ Queries
1.			
2.			
3.			

- The Authority shall endeavor to respond to the queries within the period specified therein but no later than 7 (seven) days prior to the BDD. The Authority will post the reply to all such queries on the e- Procurement Portal.
- The Authority reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this RFP shall be construed as obliging the Authority to respond to any question or to provide any clarification.

### 6.12 Amendment of RFP

- At any time prior to the deadline for submission of Proposal, the TIA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and post it on the e-Procurement Portal and TIA website.
- The amendments will be posted on the e-Procurement Portal along with the revised RFP containing the amendments and will be binding on all Applicants. Hence, bidders are advised to frequently visit the e-procurement portal and TIA website.
- In order to afford the Applicants a reasonable time for considering an amendment, or for any other reason, the TIA may, in its sole discretion, extend the BDD.

### 6.13 Language

- The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

### 6.14 Format and signing of Proposal

- The Applicant shall provide all the information sought under this RFP. The Authority would

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evaluate only those Proposals that are received in the specified forms and complete in all respects and which are submitted on the e-Procurement Portal on or prior to the BDD. Incomplete and /or conditional Bids or Bids not submitted online on e-Procurement Portal shall be rejected.

2. The Bidders shall submit both the Technical Proposal as well as the Financial Proposal, along with all the annexures thereto, on the e- Procurement Portal. Each page of the Proposal shall be signed digitally by the Bidder.
3. Applicants should note the BDD, as specified in the RFP, for submission of Proposals.
4. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents received by the closing time of BDD. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

### 6.15 Technical Proposal

1. Applicants shall submit the technical proposal in the formats at Appendix-I (the “Technical Proposal”).
2. While submitting the Technical Proposal on the e-Procurement Portal, the Applicant shall, in particular, ensure that:
  - a) All forms are submitted in the prescribed formats and signed by the prescribed signatories;
  - b) Power of attorney, if applicable, is executed as per Applicable Laws;
  - c) CVs of all Key Personnel have been included;
  - d) Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down of the RFP;
  - e) No alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished{clarification: Options will be not be allowed while submitting proposal with key persons. Bidder should propose the team that will be deputed to the project.};
  - f) The CVs have been recently signed and dated and countersigned by the Applicant.
  - g) The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
  - h) Key Personnel proposed have good working knowledge of English language;
  - i) Key Personnel would be available for the period indicated in the ToR;
  - j) No Key Personnel should have attained the age of 75 years at the time of submitting the proposal;
  - k) The proposal contains proof of payment of document fee i.e., copy of RTGS /NEFT slip or scanned copy of demand draft, as applicable; and
  - l) scanned copy of EMD is enclosed with the proposal.
3. Failure to comply with the requirements spelt out in this RFP shall make the Proposal liable to be rejected.
4. If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment of the Authority for a period of 3 (three) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.
5. Technical Proposal shall not include any financial information relating to the Financial Proposal.
6. The proposed team shall include experts and specialists (the “Professional Personnel”) in their respective areas of expertise and managerial/support staff (the “Support Personnel”) such that

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the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in this RFP shall be included in the proposed team of Professional Personnel. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy. The CV of each such professional personnel, if any, should also be submitted in the format of Appendix-I.

7. An Applicant may, from time to time, if it considers necessary, propose suitable Sub-Consultants in specific areas of expertise (where applicable). Credentials of such Sub-Consultants should be submitted by the Applicant in the form of Appendix-I. A Sub-Consultant, however, shall not be a substitute for any Key Personnel.
8. The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.
9. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.
10. In such an event, the Authority shall forfeit and appropriate the Performance Security, if available, as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

## 6.16 Financial Proposal

1. Applicants shall submit the financial proposal on the e-Procurement Portal in the formats at Appendix-II (the "Financial Proposal") clearly indicating the total cost of the Consultancy in both figures and words in Indian Rupees and digitally signed by the Applicant's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.
2. While submitting the Financial Proposal, the Applicant shall ensure the following:
  - a) All the cost associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
  - b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

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- c) Costs (including break down of costs) shall be expressed in INR.

### **6.17 Submission of Proposal**

1. The Applicants shall submit the Technical Proposal and Financial Proposal online on the e-Procurement Portal on or before the stipulated time on the BDD. Each page of the submission shall be digitally signed by the Authorized Representative of the Applicant as per the terms of this RFP. In case the proposal is submitted on the document downloaded from e-Procurement Portal, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.
2. The Technical Proposal shall be submitted online and uploaded on the e-Procurement Portal. For the online submission, each page of the Technical Proposal, including the annexures thereto, shall be signed digitally by the authorized signatory of the Applicant.
3. The Financial Proposal shall be submitted online on the e-Procurement Portal only in the format provided on the e-Procurement Portal. Physical hard copy submission of the Financial Bid shall lead to the Bid being declared as non-responsive.
4. The completed Proposal must be delivered on or before the specified time on BDD. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.
5. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.
6. The rates quoted shall be firm throughout the period of performance of the assignment upto and including discharge of all obligations of the Consultant under the Agreement.

### **6.18 Proposal Due Date**

1. Proposal should be submitted on or before BDD specified time in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.
2. The Authority may, in its sole discretion, extend the BDD by issuing an Addendum in accordance with RFP uniformly for all Applicants.

### **6.19 Late Proposals**

1. Proposals received by the TIA after the specified time on BDD shall not be eligible for consideration and shall be summarily rejected.

### **6.20 Modification/substitution/ withdrawal of Proposals**

1. The Applicant may modify, substitute or withdraw its Bid prior to BDD on the e-Procurement Portal. However, no Bid shall be modified, substituted or withdrawn by the Bidder on or after the BDD. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the BDD.
2. Any alteration / modification in the Proposal or additional information or material supplied subsequent to the BDD, unless the same has been expressly sought for by the TIA, shall be disregarded.

### **6.21 Forfeiture of Performance Security**

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1. The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Performance Security, if available, shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
  - a) If an Applicant engages in any of the Prohibited Practices specified in this RFP;
  - b) If the Applicant is found to have a Conflict of Interest as specified in this RFP; and
  - c) If the selected Applicant commits a breach of the Agreement.

### **6.22 Evaluation of Proposals**

1. The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
2. The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified in RFP and the criteria set out.
3. Applicants are advised that Selection shall be entirely at the discretion of the Authority.
4. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
5. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

### **6.23 Confidentiality**

1. Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not retained as a professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

### **6.24 Clarifications**

1. To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
2. If an Applicant does not provide clarifications sought under Clause above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

### **6.25 Negotiations**

1. The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall

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generally be for reducing the price of the Proposal and also will be for re-confirming the obligations of the Consultant under this RFP. Issues such as understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. A Key Personnel who did not score 50% (fifty per cent) marks as required under Clause 5 “Criteria for Evaluation” shall be replaced by the Applicant with a better candidate to the satisfaction of the Authority. In case the Selected Applicant fails to reconfirm its commitment, the Authority reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.

2. The Authority will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.
3. The Authority will examine the credentials of all Sub-Consultants proposed for this Consultancy and those not found suitable shall be replaced by the Selected Applicant to the satisfaction of the Authority.

#### **6.26 Substitution of Key Personnel**

1. The Authority will not normally consider any request of the Selected Applicant for substitution of the Experts as the ranking of the Applicant is based on the evaluation of the Expert and any change therein may upset the ranking. Substitution will, however, be permitted in exceptional circumstances if ANY Expert is not available for reasons of any incapacity or due to health or due to leaving the job, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.
2. The Authority expects the Key Personnel to be available during implementation of the Agreement. The Authority will not consider substitution of the Key Personnel except for reasons of any incapacity or due to health.
3. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

#### **6.27 Indemnity**

1. The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

#### **6.28 Award of Consultancy**

1. After selection, a Notification of Award (the “NoA”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the NoA, sign and return the duplicate copy of the NoA in acknowledgement thereof. In the event the duplicate copy of the NoA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the NoA and the next highest-ranking Applicant may be considered.

#### **6.29 Execution of Agreement**

1. After acknowledgement of the NoA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period prescribed in table 1. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

#### **6.30 Commencement of Assignment**

1. The Consultant shall commence the Consultancy within seven days of the date of the Agreement,

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or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement as specified in table 1 or commence the assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the LoA or the Agreement, as the case may be, may be cancelled / terminated.

### 6.31 Proprietary data

1. Subject to the provisions of Clause “Confidentiality”, all documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority.

### 6.32 Force majeure

1. The bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
2. 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 restricted to, acts of wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc.
3. If a Force Majeure situation arises, the bidder shall promptly notify the APTS in writing of such condition and the cause thereof. Unless otherwise directed by the APTS / CLIENT 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.

### 6.33 Termination for insolvency

1. Client may at any time terminate the contract by giving written notice to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Client.

### 6.34 Termination for convenience

1. Client, may at any time by giving 30 days written notice to the bidder, terminate the Contract, in whole or in part, for its convenience. The notice of termination shall specify that termination is for the Client’s convenience, the extent to which performance of the bidder under the Contract is terminated, and the date upon which such termination becomes effective.
2. The hardware & software infrastructure procured & used for the project operations will be taken over by the Client from the date of service termination, if the GOAP has paid for the same. Any delay in handing over this equipment will not be acceptable & will be viewed severely for appropriate action.
3. The client may in the following events after giving a prior notice and conducting investigations if required, terminate the contract forfeiting the bid security and any sums due for payment to the Vendor:
  - a) If the value of the penalty for different services together exceeds 10% of the contract amount for 1 year.

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- b) If the Bidder becomes Bankrupt or financially insolvent during currency of the contract.
- c) If it is found that the bidder has been convicted for any unlawful activities.
- d) If it is found that bidder has made gross misconduct or involved in practices injurious to the image and interest of the client or has failed in performing his duties as per contract.

### **6.35 Resolution of disputes**

1. The CLIENT and the bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the CLIENT and the bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party.
3. The dispute resolution mechanism shall be as follows:
4. In case of a dispute or difference arising between the CLIENT and the bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996.

### **6.36 Governing language**

The contract shall be written in English. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in same languages.

### **6.37 Applicable law**

The contract shall be interpreted in accordance with appropriate Indian Laws.

### **6.38 Notices**

1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by Telex, e-mail, Cable or Facsimile and confirmed in writing to the other party's address.
2. A notice shall be effective when delivered or tendered to other party whichever is earlier.

### **6.39 Taxes and duties**

1. The bidder shall be entirely responsible for all taxes, duties, license fee etc. incurred until delivery of the contracted services to the CLIENT or as per the terms of tender document if specifically mentioned.

### **6.40 FRAUD AND CORRUPT PRACTICES**

1. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

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2. Without prejudice to the rights of the Authority under Clause “FRAUD AND CORRUPT PRACTICES” here in above and the rights and remedies which the Authority may have under the LoA or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practiced during the Selection Process, or after the issue of the LoA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2(two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case maybe.
3. For the purposes of this Clause, the following terms shall have the meaning herein after respectively assigned to them:
  - “**corrupt practice**” means
    - (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process(for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution there of, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or
    - (ii)save as provided herein, engaging in any manner whatsoever, whether during the Selection Processor after the issue of the LoA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;
  - “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
  - “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
  - “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
  - “**Restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

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## 7. Bid Forms

### 7.1 Form-1 - Letter of Proposal

(On Applicant's letter-head)

**Name of the Service Provider (Bidder):**

**Name of the Project:**

(Date and reference)

To,  
The MD, APTS  
<<Address>>+

**Sub:** RFP for <<Title of the RFP>> – Reg.

Dear Sir,

1. Duly authorizing to represent and act on behalf of the sole applicant. I/We, the undersigned, having reviewed and fully understood of the RFP requirements and the information provided and in accordance with your RFP dated \_\_\_\_\_ I/We submitting our proposal which includes the pre- qualification proposals, Technical proposals and a Financial Proposals on Eprocurement Portal.
2. I/We undertake that if the work is awarded, we will execute the majority of work from the office in Vijayawada. The designs, drawings etc., will be done from our office at Vijayawada.
3. I/We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by Tender Inviting Authority and in any subsequent communication sent by Tender Inviting Authority/Client including the Draft Consultancy Agreement forming part of RFP Document. I/We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from Tender Inviting Authority/Client. Our proposal contains no conditions.
4. The proposals are valid for a period of 180 (One hundred Eighty days) from the submission due date. If negotiations are held during this period I/We undertake to negotiate, is binding upon us and subject to the modifications resulting from contract negotiations.
5. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. I/We would be solely responsible for any errors or omissions in our Bid.
6. I/We understand you are not bound to accept any proposal you receive.
7. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Firm in accordance with the RFP document.
8. We declare that we are not an Associate of any other Firm applying for Selection as a Consultant.

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9. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Tender Inviting Authority in connection with the selection of consultant or in connection with the Selection Process itself in respect of the above- mentioned Consultancy.
10. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Consultancy is not awarded to us or our proposal is not opened or rejected.
11. The Financial Proposal is being submitted separately. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding onus.
12. We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Firm)

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**7.2 Form-2 - Particulars of the Applicant**

Name of the Applicant (Bidder):		
1	Title of Consultancy	
2	State the following:	
2A	Name of Firm	
2B	Legal status (e.g. sole proprietorship or partnership)	
2C	Country of incorporation	
2D	Registered address	
2E	Year of Incorporation	
2F	Year of commencement of business	
2G	Principal place of business	
2H	Narrative description of the Firm: Please specify the field of services i.e. Architectural Planning, Designing, Skill Training, Hardware Supply etc, in which it is specialized.	
2I	Name, designation, address and phone numbers of authorized signatory of the Applicant	
	a. Name	
	b. Designation	
	c. Company	
	d. Address	
	e. Phone No.	
	f. Fax No.	
	g. E-mail Address	

(Signature, name and designation of the authorized signatory)

For and on behalf of \_\_\_\_\_

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### 7.3 Form 3 – Format for Self-Declaration on Blacklisting

(Company Letter head)

**Name of the Service Provider (Bidder):**

**Name of the Project:**

**[Date]**

To  
The MD, APTS  
<<Address>>

Sir,

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ for quoting against the RFP as an Director of M/s << Bidder>> , I / We hereby  
declare that our Company / Firm \_\_\_\_\_ is having unblemished  
past record and was not declared blacklisted or ineligible to participate for bidding as on date  
of submission of the bid by **any State/Central Govt. or PSU** due to, breach of general or  
specific instructions, corrupt/fraudulent , Non Performance or any other unethical business  
practices.

Yours faithfully,

Authorized Signatory  
Name  
Designation  
Company name

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#### 7.4 Form-4 - Power of Attorney

**Name of the Service Provider (Bidder):**

**Name of the Project:**

(The Firm should submit a Power of Attorney as per the format, provided, however, that such Power of Attorney would not be required if the Proposal is signed by a partner or Director (on the Department of Directors) of the Firm)

Know all men by these presents, We, ..... (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms.....son/daughter/ wife and presently residing at ....., who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bids for <<Title of the RFP>> including but not limited to signing and submission of all Bids and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the APTS representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our Bids and generally dealing with the APTS in all matters in connection with or relating to or arising out of our bids for the said Project and/or upon award thereof to us till the entering into of the Agreement with the APTS.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE-NAMED PRINCIPAL  
HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF , 2025  
For .....

(Signature, name, designation and address) Witnesses:

- 1.
- 2.

Notarized Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

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### **7.5 Bid Security (EMD) form**

**Name of the Service Provider (Bidder):**

**Name of the Project:**

Ref. No: .....

Project Name: .....

(To be issued by a bank scheduled in India as having at least One branch in Vijayawada)

Whereas (Hereinafter called “the Bidder”) has submitted its bid dated ..... (Date) for the execution of (Here in after called “the Bid”) KNOW ALL MEN by these presents that WE.....of ..... having our registered office at.....(Here in after called the “Bank”) are bound unto the (here in after called “MD, APTS”) in the sum off or which payment well and truly to be made to the said APTS itself, its successors and assignees by these presents.

The conditions of this obligation are:

- a) If the bidder withdraws its bid during the period of bid validity or
- b) If the bidder, having been notified of the acceptance of its bid by the APTS during the period of bid validity:
  - a. fails or refuses to execute the contract form if required or
  - b. fails or refuses to furnish the performance security, in accordance with the bid requirement
  - c. bidder submits fabricated documents

We undertake to pay the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand the will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee of Rs.....will remain in force upto            and any demand in respect thereof should reach the Bank not later than the above date.

Place: Signature of the Bank Official

Date: with seal

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### 7.6 PBG form

Ref. No.....

#### **Performance Security Form**

(To be issued by a bank scheduled in India and having at least one branch in Vijayawada)To

..... (Address of Client)

WHEREAS..... (Name of Vendor) hereinafter called “the Vendor” has undertaken, in pursuance of Contract No..... Dated ... (Date), to supply..... called “the Contract”.

AND WHEREAS it has been stipulated by you in the said Contract that the Vendor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a Guarantee:

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

This guarantee is valid until the ..... day of (Date)

Place:

Date:

Signature and seal of guarantors

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### 7.7 Form-5 -Financial Capacity of the Applicant / Firm

**Name of the Service Provider (Bidder):**

**Name of the Project:**

S.No.	Financial Year	Annual Turnover from Consultancy Project (in Rs)	Networth (in Rs.)
1.			
2.			
3.			

#### Certificate from the Statutory Auditor

This is to certify that.....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

(Signature, name and designation of the authorized signatory)

Date:

Name and seal of the audit firm:

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### 7.8 Form-6 - Particulars of Key Personnel

Name of the Service Provider (Bidder): Name of the Project:

S. N.	Designation of the key personnel	Name	Educational Qualification	Professional experience (in years)	Present Employment		Details of eligible assignments
					Name of the firm	Employed since	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

RFP for selection of Skill Training Partner for imparting training to APBOCWW Board Registered Workers and their Dependents

### 7.9 Form-7 – Abstract of Eligible Assignments of the Applicant / Firm #

**Name of the Service Provider (Bidder): Name of the Project:**

<b>S.No</b>	<b>Name of Project</b>	<b>Name of Client and communication address &amp; other contact information</b>	<b>Brief Project Description and services performed by the Applicant firm:</b>	<b>Estimated contract value of Project (in Rs. Crore)</b>	<b>Start date and finish date of the services month/year:</b>	<b>Professional fees received by the Applicant (in Rs. crore)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
1						
2						
3						
4						

# The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

#### **Certificate from the Statutory Auditor**

This is to certify that the information contained in Column 7 above is correct as per the accounts of the Applicant and/ or the clients.

In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

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**7.10 Form-9 – Financial Proposal**

**i) Covering Letter on Applicant’s letter head)**

**Name of the Service Provider (Bidder):**

**Name of the Project:**

(Date and Reference)

To,

.....  
.....  
.....

Dear Sir,

**Subject:** <<Title of the RFP>>

I/We, ..... (Applicant’s name) herewith enclose the Financial Proposal for selection of my/our firm as an Agency for evaluating the welfare schemes in <<Title of the RFP>>

I/We agree that this offer shall remain valid for a period of \_( ) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

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**ii) Financial Proposal**

**Name of the Service Provider (Bidder):**

**Name of the Project:**

S.No.	Item details with <u>make</u> and <u>model</u>	Per Hour cost without taxes (Rs.)	Applicable Taxes/Duties if any	Total per hour cost with taxes
1	2	3	4	5 (3+4)
Item 1	Cost of Training to one student for 1 Hour in one course			

We agree to all the terms & conditions as mentioned above & in the bidding document and submit that we have not submitted any deviations in this regard.

**Bidder's Signature and seal**

Place:

Date:

Note: Bidder to type in the financial quote in the e-procurement platform in the commercial stage only.

SHYAM  
SUNDER  
KALASAPUDI

Digitally signed by  
SHYAM SUNDER  
KALASAPUDI  
Date: 2026.04.01  
13:28:55 +05'30'