

# GOVERNMENT OF HIMACHAL PRADESH



## Request for Proposal

For Selection of Training Service Providers to Impart Skill Development Training of 03 (Three) Year Bachelor of Vocation (B.Voc.) Programme in Sectors Viz. "Retail Management" and "Hospitality & Tourism" in 18 Government Colleges of Himachal Pradesh from Academic Session 2023-24 to 2027-28.

05.07 2023

File No. EDN-HE(28)B(12)-56/2017-B.Voc.Vol.III

Date of commencement of RFP	05.07.2023
Last date for submission of Proposals	27.07.2023
Opening of Bid	28.07.2023

Through

<b>Client :</b>	Directorate of Higher Education (DoHE), Lalpani, Shimla, Himachal Pradesh. 171001. Phone No. 0177-265621 Email : <a href="mailto:bvochp@gmail.com">bvochp@gmail.com</a> Website : <a href="https://education.hp.gov.in">https://education.hp.gov.in</a>
<b>Project :</b>	Bachelor of Vocation Education Programme (B.Voc.) in 18 Govt. Degree Colleges of Himachal Pradesh.

## Preface & Project Profile

The salient features of the project implementation approach are as follows:

The Directorate of Higher Education, Government of Himachal Pradesh has started Bachelor of Vocation (B.Voc) programme in the 12 Govt. degree colleges of State in the two sectors "Retail Management" and "Hospitality & Tourism" from academic session 2017-18. This programme has been expanded to 6 more colleges from session 2021-22. The National Skills Qualification Framework (NSQF) is aimed at International recognition of national standards of qualification system ranging from school level to institute of higher education including vocational training institutes. The NSQF is going to set common principles and guidelines for a nationally recognized qualification system from secondary to doctorate levels. Students would have the scope for vertical and horizontal mobility with multiple entry and exit. This would be especially useful to recognize and develop the creative genius of every child including children with special needs. The salient features of the programme are:

1. The Directorate of Higher Education (DoHE), Govt. of Himachal Pradesh (GoHP) has started the NSQF compliant Bachelor of Vocation (B.Voc.) programme in two sectors viz. Retail Management and Hospitality & Tourism in 12 Govt. colleges in the State of Himachal Pradesh from Academic Session 2017-18 and from session 2021-2022 this programme has been expanded to six (06) more Government Degree Colleges.
2. This Request for Proposals ("RFP") has been prepared for selecting Training Service Providers (TSPs) to impart training in "Skill Component" of 03 (Three) Year Bachelor of Vocation (B.Voc.) Programme in 18 Government Degree Colleges of Himachal Pradesh. The programme will be implemented based on the University Grant Commission (UGC) guidelines – Guidelines for Introduction of Bachelor of Vocation (B.Voc.) Programme in Universities and Colleges under the National Skills Qualification Framework (NSQF) duly adapted to suit the requirements of Department of Higher Education, Government of Himachal Pradesh.

[https://www.ugc.ac.in/pdfnews/8508026\\_guidelines-on-b-voc\\_final.pdf](https://www.ugc.ac.in/pdfnews/8508026_guidelines-on-b-voc_final.pdf)

## Section-01

### Letter of Invitation

**EDN-HE(28)B(12)-56/2017-B.Voc.**

Shimla, Dt. 05/07/2023

Sir/Madam,

1. The Directorate of Higher Education (DoHE), Government of Himachal Pradesh (GoHP), Shimla (herein after called DoHE/Client). DoHE has started the B.Voc programme from academic session 2017-18 onwards.
2. DoHE now invites proposals from NSDC affiliated/approved Training Service Providers and who also have been affiliated with both (a) Retail Sector Skill Council (SSC) and (b) Tourism and Hospitality Sector Skill Council (SSC), to provide the following services (hereinafter called "Services"):

**Providing training in Skill Component of B.Voc. programme in 18 Government Colleges in Retail Management and Hospitality & Tourism sectors from Academic Session 2023-24.**

3. The list of 18 Government Degree Colleges where the B.Voc. programme in 'Retail Management' and 'Hospitality & Tourism' sectors would be running in 2023-24 is placed at "**Annexure A**". Each Government Degree College will run one course in each sector and will have three batches in each of the existing 18 colleges. These 18 Government Degree Colleges have been divided into five groups (Three (3) groups of Four (4) colleges each and Two (2) groups of Three (3) colleges each) for the purpose of selection of Training Service Providers. For each group, one Training Service Provider would be selected to implement the Skill Component of B.Voc. Degree Programme, for both Retail Management and Hospitality & Tourism sector. Details of groups are in "**Annexure A**". The eligible Training Service Providers (TSP's) will submit separate "**Request for Proposal**" (RFP) for each group, clearly indicating the "**Group Number**" on the title of the Request for Proposal (RFP) document. However, the DoHE may select less than five TSP and decrease the number of groups at Annexure A. DoHE also reserve the rights to allocate the final groups to the selected TSPs.
4. The B.Voc. Degree Programme is running as per UGC Guidelines for B.Voc, available on UGC website:([https://www.ugc.ac.in/pdfnews/8508026\\_guidelines-on-b-voc\\_final.pdf](https://www.ugc.ac.in/pdfnews/8508026_guidelines-on-b-voc_final.pdf)). In case of conflict, or potential conflict of guidelines between UGC and DoHE, those laid down by DoHE would be considered applicable.

5. It is not permissible to transfer the invitation to any other firm, or to entities such as Training Service Provider's parent companies, subsidiaries and affiliates.
6. The Request for Proposal (RFP) Includes the following documents:

<b>Section-01</b>	Letter of Invitation
<b>Section-02</b>	Background and Instructions to Training Service Providers (TSP's)
<b>Section-03</b>	Policy – Corrupt and Fraudulent Practices
<b>Section-04</b>	Data Sheet
<b>Section-05</b>	Technical Proposal (Tech Forms)
<b>Tech-01</b>	Application / Technical Proposal Submission
<b>Tech-02</b>	Proof/s of Legal Status of all entities
<b>Tech-03</b>	Format for Affidavit for bidder not being blacklisted
<b>Tech-04</b>	Power of Attorney for the representatives of the bidder / Training Service Provider. (No pre-set format/form)
<b>Tech-05</b>	Joint Venture Agreement with Lead Partner in case of JV or Consortium (No pre-set format/form)
<b>Tech-06</b>	Documents pertaining to satisfaction of Pre-eligibility Criterion
<b>Tech-07</b>	Documents pertaining to the satisfaction of Technical Evaluation Criteria as per the sequence
<b>Tech-08</b>	Experience of the bidder/Training Service Provider (TSP) in Skill Trainings (B.Voc. Degree Programme) and other trainings
<b>Tech-09</b>	Approach and Methodology for the implementation of the B.Voc. Degree Programme
<b>Tech-10</b>	CV's of the Key/Non-Key Resources
<b>Annexures</b>	Annexure-01 - List of selected 18 Government Degree Colleges
	Annexure-02 - Approved Curriculum

7. Please inform us by 22/07/2023, in writing at Directorate of Higher Education, Lalpani, Shimla, Himachal Pradesh, 171001. Phone: 0177-2656621 or by Email [bvochp@gmail.com](mailto:bvochp@gmail.com) whether you intend to submit a proposal or not.

Yours sincerely,

Sd/-

Director,

Directorate of Higher Education,

Shimla-01, Himachal Pradesh.

**Title of Client's authorized representative:** Directorate of Higher Education.

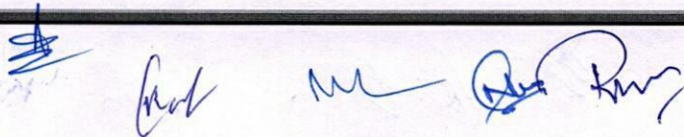
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## Section-02

### Background and Instructions to Training Service Providers (TSP's)

#### 1) Background of the Programme

- a) The National Policy on Skill Development envisions skilling to be integrated with formal education (including higher education) to ensure that students have adequate knowledge and skills and be able to chart out a career path as per their choice through horizontal and vertical mobility. The State of Himachal Pradesh took the lead in this regard when it successfully implemented vocational education at secondary school level. There are 1100 government senior secondary schools in the State of Himachal Pradesh in which vocational education courses are running across several trades.
- b) Many of these students after passing out from school with certificate in vocational education (along with formal schools certificate) would wish to continue with advanced vocational courses at the college level. As a result, Directorate of Higher Education (DoHE), Govt. of Himachal Pradesh (GoHP), had decided to provide students coming out of higher secondary education an opportunity to further strengthen their skills through UGC's Bachelor of Vocation Education (B.Voc) degree of 3-years duration. This academic progression in vocational education is a step by State Government towards making the vocational education aspirational for the youth. The B.Voc. programme has been launched from academic session 2017-18 in 12 Govt. colleges of Himachal Pradesh as per UGC Guidelines on B.Voc. ([https://www.ugc.ac.in/pdfnews/8508026\\_guidelines-on-b-voc\\_final.pdf](https://www.ugc.ac.in/pdfnews/8508026_guidelines-on-b-voc_final.pdf)). 06 (six) more Govt. Colleges have been added to this B.Voc. programme from academic year 2021-22 aggregating to total 18 colleges.
- c) The DoHE has implemented the B.Voc programme in coordination with B.Voc Cell and Himachal Pradesh Kaushal Vikas Nigam (HPKVN) - the State Skill Mission established as a non-profit, independent and autonomous entity of GoHP. HPKVN has the mandate to scale up market-linked and NSQF aligned vocational training in HP. The HPKVN will support DoHE and B.Voc cell in facilitating key processes such as Industry Connect and Quality Assurance during implementation of B.Voc.
- d) The major focus of TSPs would be to conduct training for skill component of B.Voc and ensure that all trainees clear the assessment with adequate training. Industry

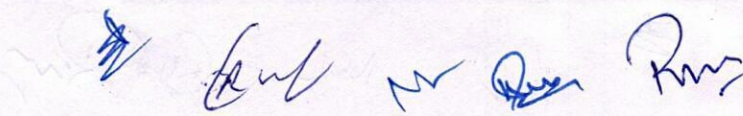


Connect, Quality Assurance, Train the Trainers and Assessment & Certification processes will be supported and facilitated by DoHE, B.Voc Cell, HPKVN, Industry Associations, National Skill Development Corporation (NSDC), and Sector Skill Councils (SSCs) to enable TSPs to focus on the training delivery.

- e) Training Service Providers (TSP's) are expected to detail the design, organize, and conduct different phases of skill training modules during the course of three (03) years of B.Voc. Degree and coordinate with DoHE, B.Voc Cell, Industry Associations, NSDC and SSCs for On-the-Job training (OJT)/Internship and placement support to students.

## 2) Objective of Bachelor of Vocation (B.Voc) Programme

- a) The Directorate of Higher Education (DoHE), through B.Voc. programme, intends to incorporate specific "job role based skill training" along with general education in universities and colleges providing under-graduate studies. This would enable the graduates completing B.Voc to contribute significantly to HP's/India's accelerating economy by gaining employment, entrepreneurship opportunity and creating relevant knowledge. The key objectives envisaged by DoHE through B.Voc. programme are as under:
- i). To provide judicious mix of skills relating to a profession and appropriate content of general education.
  - ii). To ensure that the students have adequate knowledge and skills, so that they are work ready after the programme.
  - iii). To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
  - iv). To provide vertical mobility to students coming out of secondary and higher secondary schools with vocational subjects.



**3) Scope of the Work for Training Service Providers (TSP's) under this programme**

- a) The sectors proposed for the B.Voc. programme from academic session 2023-24 are **RETAIL MANAGEMENT** and **HOSPITALITY & TOURISM**. The target sectors and job roles in each target sector are mentioned in a table below:

Sector	NSQF level	Job Role
Retail Management	7*	Store Manager*
Hospitality & Tourism	7*	Duty Manager*/ Front Office Manager*

\*The job roles or levels are subject to change by the respective Sector Skill Councils or as per NEP 2020.

- b) B. Voc. Courses are further described to be run as per the following Job Roles and NSQF Levels on a year on year basis:

NSQF Level*/ Sector	Level-4	Level-5 (Diploma)	Level-6 (Advance Diploma) 2 <sup>nd</sup> Year	Level-7 (B. Voc.) 3 <sup>rd</sup> Year
	1 <sup>st</sup> Year			
Retail Management	Sales Associate*	Team Leader*	Departmental Manager*	Store Manager*
Hospitality & Tourism	Front Office Associate*	Front Office Executive*	Guest Relations Manager*	Duty Manager*

\*The respective SSC has changed the job role(s) or level(s). Hence, these will be changed after due approval of both the universities i.e. HP University and Sardar Patel University.

- c) The Curriculum for the aforementioned job roles which are aligned to the specified Qualification Packs (QP's)/National Occupational Standards (NOS's) of respective Sector Skill Councils (SSC's) have been approved by Himachal Pradesh University (HPU) and Sardar Patel University (SPU). Based on the approved curriculum, the

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selected Training Service Providers (TSP's) have to develop the courseware mandatorily within one (01) month from date of signing of agreement with Directorate of Higher Education (DoHE).

d) A detailed work schedule would be prepared by the Training Service Provider (TSP) for conducting B.Voc. programme.

**4) Table below shows a brief summary of the proposed activity and role of Directorate of Higher Education (DoHE) and Training Service Provider (TSP):**

Activity	TSP Role	DoHE's Role	HPKVN's Support
Develop/ Procure and print courseware	Ensure courseware as per NSDC guidelines ( <a href="http://www.nsdindia.org/standards-and-quality-assurance">http://www.nsdindia.org/standards-and-quality-assurance</a> ) Courseware check sheet is filled and all columns have been checked  Development and printing of courseware.	Over sight and monitoring	Provide quality assurance support
Selection and Training of Trainers	Timely selection and training of Trainers in coordination with DoHE. Also, includes arrangement of Guest faculty.	Approve selection and monitor the selection process and training	Provide quality assurance support
Mobilization of Trainees	Create mobilization plan and publicity materials for target sectors and Job Roles. Conduct assessments and counseling during mobilization	Administer and help in mobilization in colleges and secondary schools and ensure maximum participation	HPKVN to facilitate the DoHE and B.Voc. Cell in mobilization of trainees



Activity	TSP Role	DoHE's Role	HPKVN's Support
Training delivery – skill component	Complete responsibility – ensure attendance, learning of trainees as per requirement of QP. Support weaker trainees with extra training. Internal testing. Coordination with Colleges for time table, information to students, assignment of classrooms and labs.	Setting up of Labs and Classrooms as per SSC and B. Voc norms. Regular Monitoring & Evaluation and Feedback to TSP's.	Coordination with SSCs for design of Labs. Monitoring for the purpose of Skill Development Management System (SDMS). Support for Quality Assurance.
OJT/ Internship	Design Internship Model as per Curriculum, internship plan for all trainees, check sheets, learning outcomes and tests. Proactively source internship opportunities.	Coordinate with HPKVN for industry connect for internships	Facilitate in provision of industry connect for internships
Assessments	Ensure that TSP staff and trainers are well acquainted with Assessment Process. Conduct numerous mock tests for trainees. Re-train those who fail assessments in consultation with DoHE.	Oversee every assessment being conducted – to ensure free and fair assessments	Provide quality assurance and facilitate DoHE & B.Voc Cell for assessment and certification thereof
Placements post Assessment	Create placement plan for all trainees. Proactively source employment opportunities from employers/industry associations. Providing such opportunities would be seen as a positive for the TSP.	Coordinate with HPKVN for industry connects for placements. DoHE to create vibrant placement cell in each college with the help of students and the TSP.	Facilitate the Vibrant Placement Cell for industry connects for placements.

**Similarly, the role of the Government Degree Colleges and B.Voc cell is laid out in**

Selection of Training Service Providers (TSP's) For Imparting Training In Skill Component of 03 Year Bachelor of Vocation (B.Voc.) Programme in Sectors Viz. Retail and Hospitality in 18 Government Degree Colleges of Himachal Pradesh From Academic Session 2023-24

**table below:**

<b>Role of colleges</b>	<b>Role of B.Voc cell at DoHE</b>
<ul style="list-style-type: none"><li>• Colleges will provide infrastructure and lab equipment for TSPs to carry out training programme – <i>rent for infrastructure will be borne by colleges; however, TSPs have to bear the electricity and water cost from the operating cost budget defined in clause 7.</i></li><li>• College faculty will be used for teaching only the general component of the B.Voc programme.</li><li>• B.Voc cells at each college will monitor performance of staff provided by TSPs and facilitate requirements of TSP in coordination with DoHE, B.Voc cell at DoHE &amp; HPKVN</li><li>• A “vibrant placement cell” will be established at each college which will coordinate with HPKVN, B.Voc cell at DOHE and other key stakeholders for industry connect for placements.</li></ul>	<ul style="list-style-type: none"><li>• B.Voc cell at DoHE will be the nodal agency for ensuring the implementation of B.Voc programme in HP as per terms &amp; conditions mentioned in this RFP.</li><li>• The cell will coordinate with all key stakeholders such as DoHE, HPU, SPU, UGC, HPKVN, NSDC, SSCs, B.Voc. cell at each college, and TSPs to ensure effective implementation of the programme.</li><li>• Any other role not explicitly defined in the RFP but important for implementation of the B.Voc. programme.</li></ul>

**The overarching principles on the basis of which Training Service Providers (TSP’s) have to design training for skill component of B.Voc. are laid out in UGC Guidelines on B.Voc. available on UGC Website as well as on DoHE website.**

**5) Detailed Scope of Work for Training Service Providers (TSP’s)**

**a) Programme Material:-**

- The TSPs should develop “Participant’s Handbook” relevant to the programme (within 1 month of signing of contract) and it should be provided in both print and digital format to all trainees enrolled for the programme. They should develop “Trainer’s Handbook” for the programme (within 1 month of signing of contract) and same should be provided in printed format to all Trainers.

- Both above documents should conform to the Format given by NSDC (Please see “Quality Guidelines for Training Content” – (<http://www.nsdcindia.org/standards-and-quality-assurance>)).
- At least 60% of the content should be practical oriented excluding internship.
- They should obtain Certificate to effect that the Courseware is aligned to Curriculum and Qualification Pack from Sector Skill Council concerned and submit the same to DoHE and B.Voc cell within two months of signing the Contract. In case the TSP has applied to the SSC for such certificate, and is awaiting a response from the SSC, the same can also be stated.
- Training Service Providers (TSP’s) should prepare Internship card as per the Standards and Formats prescribed by B.Voc cell. This should be printed and distributed to each trainee before the commencement of Internship.

**b) Training Delivery – The following guidelines are provided to TSP’s:-**

- Training Service Providers (TSP’s) should develop an activity based learning methodology for the Programme and the same should be adopted while imparting training. The approach should be reflected in all documents developed for the programme.
- Training Service Providers (TSP’s) should have Session wise Training Delivery Plan as per Quality Framework and adhere to the plan.
- The training activities should provide more scope for teamwork, individual practice on the skill and interaction of the participants.
- The TSP should also ensure participation of deputed staff and trainees in various extra-curricular, co- curricular and sports and other academic activities in college.
- Training Service Providers (TSP’s) should draw up training calendar for the skill component in consultation with B.Voc cell / College and adhere to the plan.
- Training Service Providers (TSP’s) should ensure each trainee is getting individual attention and any grievances of student be properly addressed.
- Training Service Providers (TSP’s) should deliver training as per the approved Quality Framework and to the satisfaction of trainees.

- Training Service Providers (TSP's) should provide all the materials required for training delivery to the Trainers and Trainees.
- Training Service Providers (TSP's) should ensure attendance of trainees through quality delivery of the programme as per approved schedule. These are not exhaustive and TSPs are expected to utilize their expertise in pedagogy and training delivery to provide an outstanding learning experience to the trainees.

**c) Domain Trainer:-**

- Training Service Providers (TSP's) should deploy one Trainer per batch for each Sector, trained and certified by concerned Sector Skill Council (SSC) for skill component of B.Voc.
- Only Trainers from the following category should be deployed for the programme
  - a) Professionals having post graduation in relevant subject with at least 55% marks and minimum three years post qualification experience in the relevant industry/domain trainer.
  - b) Trainer should have passed the Qualification Pack on which s/he would provide training.
- Training Service Providers (TSP's) should submit resumes of trainers to DoHE and B.Voc Cell and get approval before deployment at colleges.
- Trainers should have proficiency in both English and Hindi.
- Training Service Providers (TSP's) should ensure that the trainers replaced or substituted, if any, are trained and certified by SSCs, before they are deployed in the colleges.
- Trainers and other staff not meeting the quality standards of DOHE and whose work and conduct is assessed "not satisfactory" by Principal of concerned college, should be replaced.
- In addition to the above, for eligibility criteria, please see UGC Guidelines for Empanelment of Adjunct Faculty, Para 4.1 (b). The Guidelines are on UGC Website and on the Websites of DoHE.
- Non deployment of SSC certified trainers during or remaining vacant position for more than 15 days in the colleges would attract penalties maximum upto 5 % of

the total amount of the training cost payable to TSP for that batch of the course (Training Cost 1 to 3).

The Penalties are as under:

Days	Percentage of Penalties
16 to 30 days	01
31 to 45 days	02
45 to 60 days	03
More than 60 days	05

**d) Master Trainer – Training Service Providers (TSP's) should nominate one of their trainers as Master Trainer:-**

- Master Trainer should be trained and certified by Sector Skill Council.
- Should deploy one Master Trainer per Qualification Pack
- If any of the Master Trainer has to be replaced, replacement shall be allowed with equivalent or better candidate with the approval of DoHE.
- Only Master Trainer having a minimum five-year experience as trainer/teacher and 3 years experience in the relevant industry/as Master Trainer should be deployed.
- Master Trainer should audit the training at colleges and shall provide feedbacks to trainers and arrange retraining wherever necessary. He/she shall furnish reports to DoHE on quarterly basis.

**e) Mobilization:-**

- Training Service Providers (TSP's) would mobilize the students from nearby Senior Secondary Schools of the target college. They will also organize Mobilization camps at target college to select trainees.
- Training Service Providers (TSP's) would provide print content to DoHE for Brochures. These contents would be approved by DoHE and the same would be printed and distributed in colleges by TSP with the support from B.Voc. cell at DOHE and at colleges.
- They would design presentations for Job Roles and share with DoHE.

- They should conduct orientation session for college staff about the prospects, content, Job opportunities, and Internship arrangements.
- Training Service Providers (TSP's) may conduct an aptitude test for selection for a Job Role, and all trainees should be counseled.

**f) Assessment, Evaluation and Certification:-**

- Final Assessment for the skill component of the B.Voc. programme would be conducted by concerned SSC, and it's Assessment Agency. All Assessors would be trained and certified by SSCs.
- Training Service Providers (TSP's) should conduct continuous and comprehensive evaluation for each batch as per DoHE/HPU/SPU manual. Support for this would be provided by DoHE.

**g) Internship:-**

- Training Service Providers (TSP's) should prepare Internship Plan for each trainee with inputs from DOHE, SSCs, B.Voc cell and prospective employers.
- Periodicity and duration of Internship would be as per Curriculum of the Course approved by HPU/SPU and SSCs.
- Internship would commence earliest after completion of classroom training in each academic year of B.Voc. programme, as per Schedule.
- TSPs should design internship training package, and conduct internship evaluation in consultation with prospective employer, once every fortnight, and the same should be shared with DoHE and B.Voc cell.
- They would provide residential facility to trainees for outstation internship in consultation with DoHE and B.Voc cell. The expenses incurred for the same shall be met by TSP.
- The firms agreeing for internship may be from the State of HP and outside of it and internship may be conducted within or outside the State.

**h) Batch Size:-**

- The Batch Size at entry level may vary between 15 to 40 for each course.

**i) Placement:-**

- Training Service Providers (TSP's) will facilitate placements to the successful candidates through their own contacts with employers. Provision of employment opportunities would be viewed as strength of such TSPs.
- If any trainee has more than one job offer, it will be left to the trainee to choose his/her employer.
- Training Service Providers (TSP's) will nominate one person from their team as 'Internship & Placement Facilitator', other than trainers, to coordinate with employers, B.Voc cell, SSCs, industry associations for placements. This person will also coordinate with "vibrant placement system" that would be set up in each target college but managed by students.

**j) Reporting:-**

- The Training Service Providers (TSP's) must have a complete database of trainees.
- Quarterly Reports of scheduled processes would be shared with DoHE.
- At the end of the programme, the course completion report should be submitted in digital format to DOHE and B.Voc cell for the purpose of information exchange.
- This report should comprise the salient features of the training activity under B.Voc. programme, suggestions /recommendations from the participants, compilation, an analytical note of the evaluation sheet submitted by the participants and overall summary report on completion of entire programme.

**k) Coordination:-**

- Training Service Providers (TSP's) should deploy one Coordinator at State level HQ stationed at Shimla to implement the programme.
- State coordinator needs to liaise with DoHE, B.Voc cell at DoHE and B.Voc cell at colleges.
- State coordinator should represent the TSP for all programme related activities.
- State coordinator should submit relevant training reports to DoHE, B.Voc cell at DoHE and colleges as per requirement.

- State coordinator should attend the review meeting of the programme, whenever it takes place.

**1) Other conditions:-**

- Besides Trainers the TSP has to deploy two laboratory attendants, one office assistant staff in each college.
  - The leaves admissible to trainers and other staff engaged for skill training in the colleges will be as per GoHP norms for outsource employees. The leaves of State coordinator will be as per TSP's Leave rule norms.
  - There will be 5% annual hike in the Salary Cost of B.Voc. Financials.
  - This RFP has been floated for providing skill training under B.Voc. Programme in existing 18 colleges of the State for 5 academic sessions i.e. 2023-24 to 2027-28.
  - The same RFP will be applicable in case of **any increase in the number of B.Voc. colleges** during this period. Ordinarily, new college will be firstly added to Group 4 and 5 to equal the number of colleges in a group and then evenly i.e. 1,2 and so on (Annexure A). However, DoHE reserves the right to assign the new college to any group on the basis of performance and reputation of TSP(s) or new eligible TSP.
  - The selected TSPs will retain the existing staff deployed in the colleges for skill training except those whose work & conduct is assessed "not satisfactory" by principal of concerned college.
  - The DoHE reserves the right to incorporate any additional condition(s) and clarification(s), if required, at the time of contract agreement with selected TSPs.
- 6) Immediately after signing of the contract agreement Directorate of Higher Education (DoHE) will organize a Workshop at Shimla for the selected Training Service Providers (TSP's) to discuss the implementation plans for Serial 5(a to l).

**7) Budget for the Programme:-**

Presently, the B.Voc programme is running in 18 Govt. Colleges of the State in 'Retail Management' and 'Hospitality & Tourism'. Each college have 3 batches (1st Year,





2nd year & 3rd Year) of both the courses.

**The annual fixed budget for the Skill Component is mentioned below:**

S.N	Component	Description
01	Salary Cost (Training Cost 1 & 2)	<p>A) The cost for trainers and other Staff engaged for skilling component in the college is <b>INR 31.5 Lakh*</b> per year (Rs. 10.5 Lakh per batch), payable for each college. The payment of these costs is contingent on quality of the training, assessment percentage of students each year as well as strength of the respective batches among other milestones. This cost includes the following:</p> <p>a) Provision of one trainer per batch for each sector (Total six trainers per college). For eligibility criteria, please see UGC Guidelines for Empanelment of Adjunct Faculty, Para 4.1 (b) on UGC Website and clause 5(c) of this document.</p> <p>b) This also includes cost of other staff (two laboratory attendants, one supporting staff).</p> <p>B) The cost of salary of one State Coordinator will be <b>Rs. 3,84,000* per annum</b> for each Training Service Provider (TSP).</p>
02	On Job Training (OJT) Cost (Training Cost-03)	<p>This cost includes travel of trainees, boarding &amp; lodging of trainees for stipulated OJT hours as per curriculum, if the OJT is conducted beyond 8 KM and above from the college campus and residential facility has been provided by the TSP. The OJT cost is calculated at <b>Rs. 15000/- per trainee per year</b> (Including management/administrative cost) for maximum 80 Trainees per batch (i.e. Maximum 40 trainees in each sector).</p>

S.N	Component	Description
03	Operating Cost	<p>Each selected TSP will be given an amount of maximum <b>Rs. 6.00 lakh</b> every year per college for its operating expenses, subject to actual expenses of the TSPs on this account. This will include all the activities as part of the skilling component of the programme such as travel of trainees for field/industry visits (as per Govt. norms), equipment repair and lab maintenance, organizing seminars/workshops / training programmes, Hourly Guest Lectures, web creation, Cost of training the trainers (ToT's) except ToT of domain certification, meetings, consumables, organizing placement drive and contingent expenses. Maximum INR 900 will be paid for every hour guest lecture. The TSP, in consultation with College, will plan for guest lectures as relevant, to the maximum extent possible, subject to minimum four lectures per month divided equally between each course and maximum 36 per year.</p>

\* The training cost 1,2,3 is inclusive of the Administrative/ Management cost. This Administrative/ Management cost for ensuring the successful conduct of the Skill Component will be maximum 8% .

In addition to costs payable by DOHE to the TSP as laid down above, DoHE would also provide the following support to Training Service Providers (TSP's):

- a) Assessment Fees for every trainee (this would be provided directly to the Assessment Agency). TSP should retrain failures and get them to clear Assessments at their own cost.
- b) Space and Infrastructure in colleges with colleges bearing the Rent cost.
- c) Machineries and Equipment's for lab.
- d) Support for mobilization of trainees for enrolment as described in the Request for Proposal (RFP) document.
- e) Facilitate for internship and placement, as described in the Request for Proposal (RFP) document.

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**Annual payments per colleges:-**

S.N.	Component of Budget	Amount per college per year	Output parameter/ Remarks
1	Salary Cost (Training Cost 1 & 2)	Rs. 31.5Lakh (Including Management Cost)	Payable in two Tranches. 1 <sup>st</sup> Installment on Commencement of Training
			2 <sup>nd</sup> Installment on utilization of 80% of the first installment along with Statement of Expenditure subject to continuation of training with at least 70% of initial trainee and performance of the Training Service Providers (TSP's).
2	OJT Cost (Training Cost 3)	Payable @ Rs. 15000/ student per year (Including Management Cost)	Rs 15000 per student per year of OJT beyond 8 KM subject to free boarding & lodging by Training Service Providers (TSP's)
			Payable in two tranches. 50% of the amount as assistance to conduct internship and remaining 50% on Post completion of Assessments by SSC nominated Assessment Agency, and subject to minimum 70% trainees clearing the Assessment.
3	Operating Cost	Rs. 6,00,000	Subject to bills of actual expenses

**Note:-**

- All payments shall be made on submission of pre-receipt along with the bills raised by the agency in duplicate. ( One copy will be retained at College)
- Payment will be subject to performance audit by the DoHE official or any other officials/companies/agencies designated by DoHE for the purpose.
- The Goods & Service Taxes (GST)/ other Taxes at applicable rates shall be charged by the TSP.
- DoHE shall deduct TDS at applicable rates at appropriate time.
- Time difference between invoice dates of 1<sup>st</sup> & 2<sup>nd</sup> Installment should be at-least 01 month (30 days)
- The Management Cost/Administrative cost for ensuring successful conduct of the Skill Component will be maximum 8% of Training Cost 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> installment.

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- g) The Salary of State Coordinator is in addition to above mentioned annual payments per college, which is limited to Rs. 3.84 Lakh per year, the excess amount of his salary, if any, will be met out by TSP itself out of their Management cost.
- h) There will be a 5% annual increase in the salary cost of B.Voc. financials.
- i) The Training Cost i.e. Salary Cost and OJT Cost is UC based and Operating Cost is on actual expenses.

**8) Key and Non-Key Resources:-**

- a) The resources required throughout the duration (fulltime deployment) of the contract agreement are given in the table below.
- b) Non mobilization / replacement of key resources beyond a period of 30 days may lead to automatic cancellation of the contract and the Directorate of Higher Education (DoHE) reserves the right to award the work to the next firm in order of merit / evaluation criteria.

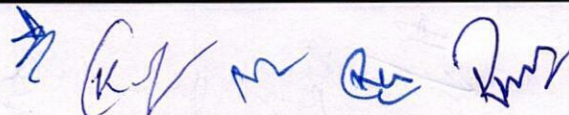
S.N	Type of Resource	Role	Minimum Qualification	Responsibility
01	Key Resource	State Coordinator	<p>a) Graduate with atleast 05 years of industry experience at management level or at least 05 years experience in management of skilling projects.</p> <p>b) Knowledge of Computer and data management</p>	<p>✓ Overall management monitoring and quality control and effectiveness of the programme.</p> <p>✓ Coordination and information sharing with colleges, DoHE and other concerned stakeholders from time to time.</p> <p>✓ Plan and conduct counseling cum registration camps at colleges.</p> <p>✓ Undertake counseling of candidates and monitor selection process.</p> <p>✓ Preparation of progress reports &amp; relevant data and timely submission to DoHE.</p>

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02	Key Resource	Master Trainer (Domain, Nominated from the trainers)	A certified trainer for the respective Sector Skill Council (SSC) with Post-Graduation degree with minimum 05 years experience as a trainer/teacher and atleast 03 years working experience of relevant industry/ as Master Trainer.	<ul style="list-style-type: none"> <li>✓ Supervise delivery of quality training.</li> <li>✓ Conduct training of trainers programme and the inspection.</li> <li>✓ Take sessions on important and crucial topics.</li> <li>✓ Ensure incorporation of advances in technology and changing market scenario in training delivery.</li> <li>✓ Ensure use of interactive learning tools with focus on team work and individual practice through project work.</li> </ul>
03	Key Resource	Trainer (Domain) (Total 6 Trainers per college-03 for each sector)	A certified trainer from the respective Sector Skill Council (SSC) having Post-Graduation degree with atleast 55% marks and minimum 03 years post qualification experience of relevant industry/ domain trainer.	<ul style="list-style-type: none"> <li>✓ Develop an activity based learning methodology for training delivery.</li> <li>✓ Draw up training calendar for the chosen programme.</li> <li>✓ Ensure each students gets individual attention.</li> <li>✓ Provide all the material required for training delivery to the trainees.</li> <li>✓ Monitor attendance of trainees and ensure regularity.</li> <li>✓ Facilitate teamwork, individual practice and interaction of the students.</li> </ul>
04	Non-Key Resources	Laboratory Attendant (02 per college)	+2 in any discipline	<ul style="list-style-type: none"> <li>✓ Supports Key Resources in implementation of B.Voc. Degree Programme.</li> </ul>
05	Non-Key Resources	Office assistant ( one per college)	+2 with diploma in Computer application or BCA	<ul style="list-style-type: none"> <li>✓ Supports Key Resources in implementation of B.Voc. Degree Programme.</li> </ul>

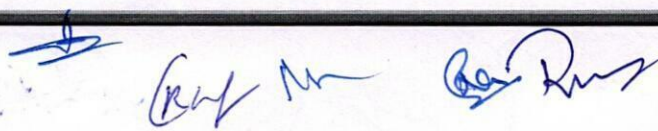
## 9) Instructions to bidders

- i). Interested applicant may submit their Request for Proposal (RFP) document with all the necessary documents in English as per prescribed formats provided in the Request for Proposal (RFP) under Bid Submission Formats.
- ii). Directorate of Higher Education (DoHE), Shimla reserves the rights to withdraw this Request for Proposal (RFP), without assigning any reasons for the same, if DoHE determines that such action is in the best interest of the department. DoHE undertakes that all the information shared by the applicant shall be treated as confidential and will not be made public unless necessitated by law/ RTI Act 2005.
- iii). The responses submitted to this Request for Proposal (RFP) document and all the correspondences shall be in English and shall conform to the forms attached. Any interlineations, erasures or over writings shall be valid only if these are initiated by the authorized person signing the Request for Proposal.
- iv). The Request for Proposal (RFP) document submitted should be concise and contain only relevant information as required under this document.
- v). The Request for Proposal (RFP) document submitted by the applicant shall remain valid for a period of 180 days after the closing date of submission of Request for Proposal (RFP) document prescribed in this document. The Request for Proposal (RFP) validity expressed for a period less than 180 days shall be rejected.
- vi). At any time prior to the deadline for submission of Request for Proposal (RFP) document, Directorate of Higher Education (DoHE) may modify the RFP document. The amended document shall be notified through website and such amendments shall be binding on the bidders.
- vii). Bidders are advised to study all the instructions, forms, requirements and other information in the Request for Proposal (RFP) documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- viii). The response to this Request for Proposal (RFP) document should be complete in all respects. Failure to furnish all information required in the RFP document or

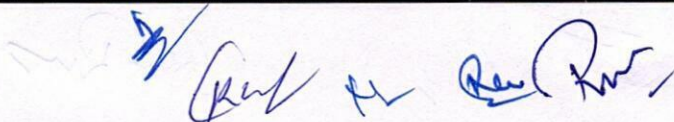


submission of RFP not substantially responsive to this document will be at bidder's risk and may result in rejection of its submission.

- ix). The bidders are responsible for all costs incurred in connection with the participation in this process including but not limited to, cost incurred in conduct of informative and other diligence activities, participation in meetings, discussions / presentations, preparation of RFP document, in providing any additional information required by the Directorate of Higher Education (DoHE), Shimla to facilitate the evaluation process.
- x). The Training Service Providers (TSP's)/Institutions selected under the process shall be paid as per the norms specified in the RFP document on actual performance.
- xi). The bidder shall furnish bid processing fee amounting to Rs. 5000/- only (Rupees Five Thousand only) in the form of Bank Draft of Nationalized Scheduled Bank in favour of Director, Directorate of Higher Education, Lalpani, Shimla, Himachal Pradesh payable at Shimla with the Request for Proposal (RFP) document, separate for each group of Government Degree Colleges. The Request for Proposal (RFP) document not supported with the bid processing fee shall be rejected.
- xii). Single Stage Single Envelop Method will be used for the selection of the successful bidder.
- xiii). Proposals of only those bidders who qualify the Pre-Qualification Criteria shall be evaluated further.
- xiv). A firm/bidder/institution/Training Service Provider can apply in more than one group of colleges but under no circumstances any firm/bidder/institution/Training Service Provider will be awarded more than one Group of Government Degree Colleges. If one firm/bidder/institution/Training Service Provider is technically ranked 1<sup>st</sup> in more than one group, a choice will be taken from that bidder for preferred group in writing / email and Directorate of Higher Education (DoHE) automatically select the next ranked firm for the other group.
- xv). However, keeping in view the potential and capabilities of TSPs the DoHE may decrease the number of groups at Annexure A. DoHE also reserve the rights to allocate the final groups to the selected TSPs.



- xvi). This Request for Proposal (RFP) document does not commit the Directorate of Higher Education (DoHE), Shimla, Himachal Pradesh to award a contract or engage in negotiation.
- xvii). Request for Proposal (RFP) documents/proposals submitted by firm/bidder/institution / Training Service Providers (TSP's) will be reviewed / evaluated by the Technical Expert/Evaluation Committee notified by the Directorate of Higher Education (DoHE).
- xviii). All material submitted by the bidder shall become the property of Directorate of Higher Education (DoHE).
- xix). The Directorate of Higher Education (DoHE) at its sole discretion and at any time during the evaluation of Request for Proposal (RFP), can disqualify any applicant/bidder, if the applicant/bidder has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements, which are as follows:
- a) A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failures etc. in any of the projects in the preceding five years.
  - b) Submitted a Request for Proposal (RFP) document that is not accompanied by required documents.
  - c) Use of modified formats for submission.
  - d) Failed to provide timely clarifications related thereto, when sought.
  - e) Been declared ineligible / blacklisted by State/UT/Central Government or any Public Sector Undertaking under them.
  - f) In case of non-performance and execution of the project within stipulated timelines, Directorate of Higher Education (DoHE) reserves the right to demobilize the concerned Institution/Training Service Provider and can further allocate the package (Group) to next eligible Institution/Training Service Provider or any other new eligible Institution/Training Service Provider.





- g) Been in litigation with any Government Agencies / Institutions in India.
- h) Made an attempt to influence the bid evaluation process.
- i) Bid Processing Fee amounting to Rs. 5000/- only in the form of Bank draft of Nationalized Scheduled Bank in favour of Director, Directorate of Higher Education, Lalpani, Shimla, Himachal Pradesh payable at Shimla not attached with the proposal.

#### 10) Tentative Timelines:-

S.N.	Details	Tentative Dates
01	Issuance of Request for Proposal (RFP)	05/07/2023
02	Last date of receiving of queries from the eligible participants / bidders.	20/07/2023
03	Pre-bidding conference	17/07/2023 (11:00 AM, DoHE, Shimla)
04	Amendment if any in the RFP on the basis of queries.	Will be uploaded on website on or before 19-07-2023..
05	Last date of submission of Request for Proposal (RFP) (Proposal due date)	27/07/2023 (04:00 PM)
06	Opening of the Technical Proposals	28/07/2023 (04:30 PM)
07	Declaration of the list of selected bidders	Will be updated on DoHE website.
08	Technical Negotiations with the selected bidders	Will be communicated separately to all the selected Institutions / Training Service Providers (Group-wise)
09	Contract signing with the Training Service Providers (TSP's)	Will be communicated separately to all the selected Institutions / Training Service Providers (Group-wise)
10	Mobilization Commencement	As per the timelines.
11	Mobilization completion, batch finalization and distribution of training learning material	As per the timelines.
12	Course Commencement	As per the timelines.
13	Labs and Classroom ready, on-boarding of trainers	As per the timelines.

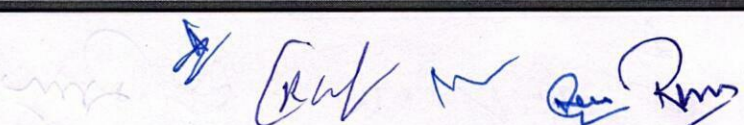
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### Section-03

#### Policy – Corrupt and Fraudulent Practices

The Directorate of Higher Education (DoHE), Himachal Pradesh requires the highest standard of ethics during the selection process and in execution of such contracts. In pursuance of this policy, in the context of these Guidelines of DoHE , the Definitions, for the purposes of this provision, the terms set forth below are as follows:

1. A “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
2. A “fraudulent practice” is any action or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
3. A “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
4. A “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
5. “Abuse”, is theft, waste, or improper use of assets related to DoHE-related activity, either committed intentionally or through reckless disregard;
6. Conflict of interest, which is any situation in which a party has interests that could improperly influence a party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations;
7. “Obstructive practice” is a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an DoHE investigation; b) making false statements to investigators in order to materially impede an DoHE investigation; c) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of



matters relevant to the investigation or from pursuing the investigation, or d) materially impeding DoHE's contractual rights of audit or access to information.

8. These terms collectively are called "integrity violations." will reject a proposal for an award if it determines that the Training Service Provider recommended for the award has directly, or through an agent, engaged in integrity violations in competing for the contract in question;
9. Will sanction a firm or individual, at any time, in accordance with DoHE's Anticorruption Policy and Integrity Principles and Guidelines (both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, such firm, individual or successor from participation in DoHE-administered/financed contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in integrity violations or other prohibited practices.

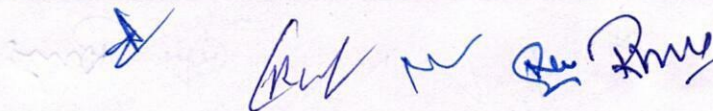
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## Section-04

### Data Sheet

#### A [General]

<b>1.1</b>	<b>Name of Client:</b> Directorate of Higher Education (DoHE), Government of Himachal Pradesh (GoHP), Shimla. <b>Method of Selection:</b> Quality Based Selection (QBS).
<b>1.2</b>	<b>Financial Proposal to be submitted together with Technical Proposal:</b> No financial proposal is required. <b>Type of Proposal:</b> <u>Simplified Technical Proposal (STP).</u> <b>The Name of the assignment is:</b> Selection of Training Service Providers (TSPs) for Imparting Training in Skill Component of 3-Year Bachelor of Vocation (B.Voc.) programme in 18 Government Degree Colleges of Himachal Pradesh in Sectors viz. 'Retail Management' and 'Hospitality & Tourism' from Academic Sessions 2023-24 to 2027-28( 5 Years).
<b>1.3</b>	<b>A pre-proposal conference will be held:</b> Yes, Pre-Proposal Conference shall be conducted.
<b>1.4</b>	<b>Date of pre-proposal conference:</b> 16/07/2023 (Day) <b>Time:</b> 11.00 AM <b>Address:</b> Directorate of Higher Education (DoHE), Lalpani, Shimla, Himachal Pradesh. 171001. <b>Telephone:</b> 0177-265621 <b>E-mail:</b> <a href="mailto:bvochp@gmail.com">bvochp@gmail.com</a> <b>Contact person/conference coordinator:</b> Director, Higher Education, Himachal Pradesh
<b>1.5</b>	<b>Time Period/Duration of the Contract:</b> Initially for One Academic Year from the date of signing of the contract agreement and will be renewed/extended every year on the basis of the performance of the TSP upto maximum five (5) academic years. The competent authority for renewing/extending contract agreement shall be the Director of Higher Education.

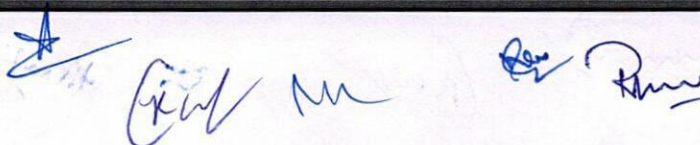


## B [Preparation of Proposals ]

2.1	<ul style="list-style-type: none"><li>✓ This Request for Proposal (RFP) document has been issued in English Language.</li><li>✓ Proposals shall be submitted in English Language.</li><li>✓ All correspondence exchange shall be in English Language.</li></ul>
2.2	<b>The Proposal shall comprise the following:</b> <b>Inner Envelope with the Technical Proposal:</b> Please refer to CHECKLIST OF REQUIRED FORMS in Section 1.
2.3	<b>Statement of Undertaking is required</b> Yes
2.4	Proposals must remain valid for 180 days after the proposal submission deadline.
2.5	<b>Bid Processing Fees – (Applicable) As Bank Demand Draft</b> Bid Processing Fee amounting to Rs. 5000/- only per proposal to be issued as Bank Demand Draft in favour of Director, Directorate of Higher Education, Lalpani, Shimla, Himachal Pradesh payable at Shimla from any of the Nationalized Scheduled Commercial Banks to be submitted in original (hard copy) with the Proposal at Directorate of Higher Education (DoHE) office Shimla.
2.6	Outsourcing/sub-contracting of the Services is not allowed.
2.7	<b>Clarifications may be requested not later than 15 days prior to the submission deadline.</b>  The contact information for requesting clarifications is: E-mail: <a href="mailto:bvochp@gmail.com">bvochp@gmail.com</a>
2.8	<b>Taxes as applicable</b>

## C [ Submission, Opening and Evaluation]

3.1	<b>The Training Service Providers shall submit their Proposals in 2 (Two) hard copies.</b>
3.2	<b>The Training Service Provider must submit following as Hard Copies:</b> <b>Technical Proposal:</b> one (1) original and one (1) copy



3.3	<p><b>The Proposals must be received at the address below not later than:</b>  <b>Date: 27/07/2023 Time: 04.00 PM.</b>  <b>Address: The Proposal submission address is: B.VOC. Cell, Directorate of Higher Education, Himachal Pradesh –Lalpani, Shimla-171001, (H.P)</b></p>
3.4	<p><b>The opening shall take place at:</b>          Directorate of Higher Education, Himachal Pradesh - Shimla-171001  <b>Date: 28/07/2023 Time: 04.30 PM.</b></p>
3.5	<p><b>In addition, the following information will be read aloud at the opening of the Technical Proposals :</b>          Confirmation that invitation to submit proposal was not transferred to another party.</p>
<p><b>D [ Technical Negotiations and Award]</b></p>	
4.1	<p><b>Expected date and address for Technical Negotiations:</b>  <b>Date: 14/08/2023</b>  <b>Address: Directorate of Higher Education, Himachal Pradesh - Shimla-171001.</b></p>
4.2	<p><b>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</b>  <u><b>bvochp@gmail.com</b></u>          The publication will be done within: <b>4 days after the contract signing.</b></p>
4.3	<p><b>Expected date for the commencement of the Services:</b>  <b>Date: 01/09/2023</b> at respective location decided by DoHE, and more fully described at Annexure 1 to this Document.</p>

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## 11) Parameters of Evaluation of Technical Proposal

### a) Pre-Qualification Criterion

S. N.	Criterion	Supporting documents to be submitted
01	NSDC approved/affiliation Training Partner <i>(‘Funded’ / ‘Non-funded’ Training Partners only, approved by NSDC)</i>	Proof of NSDC Approval/Affiliation
02	Training Service Provider with experience of implementing three years full-time Bachelor of Vocation (B.Voc.) Degree Programme in Government or Private Institutions, Colleges, Universities in the last five Years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22).	Proof of implementing three years full-time Bachelor of Vocation (B.Voc.) Degree Programme in Government or Private Institutions, Colleges, Universities in the last five Years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22). <i>(Letter of award or contract agreement and work completion certificates issued by the concerned institutions recognized by the competent authority may be incorporated)</i>
03	Average annual audited financial turnover of Training Service Provider from <b>skills related projects</b> (Lead partner in case of Joint Venture or consortium) during any three Financial Years w.e.f. 2017-18 to 2021-22 should not be less than INR Two Crores.	Annual audited accounts for the last five Financial Years (2017-18,2018-19, 2019-20, 2020-21, 2021-22).
04	The Organization should not have been barred or blacklisted by any relevant entity like any Central/ State Government Body.	Affidavit on stamp paper attested by Executive Magistrate /Notary to be submitted under the signature of authorized signatory (As authorized by Top Management/ Board of the Organization) stating that the Institution/firm has not been barred or blacklisted by any Central/ State Government Body.
05	Net worth of the organization at the end of Financial Year 2021-22 should be positive.	Audited Annual Accounts for the year ending 31 <sup>st</sup> March, 2022

## **b) Technical Evaluation Criterion**

<b>Evaluation Criteria</b>		<b>Max. Marks: 100</b>
<b>A</b>	<b>Technical Experience of Bidder</b>	
A.1	<p>Experience of imparting National Skills Qualification Framework (NSQF) aligned trainings and related activities during the last 5 (five) years i.e. (2017-18, 2018-19, 2019-20, 2020-21, 2021-22).</p> <p>(Note:- Each project should have at least 100 certified trainees):-</p> <ul style="list-style-type: none"><li>• 1 - 2 Projects - 4 Marks</li><li>• 3 - 4 Projects - 6 Marks</li><li>• 5 - 6 Projects – 8 Marks</li><li>• More than 6 Projects - 10 Marks</li></ul> <p><i>(To be supported with Letter of award and work completion certificate (i.e. Certified no. of trainees) by the client.)</i></p>	10
A.2	<p>Experience of imparting training in 3 (three) years full-time Bachelor of Vocation (B.Voc.) Degree Programme during last 5 (five) academic years i.e. (2017-18, 2018-19, 2019-20, 2020-21, 2021-22). Programme implemented in any Government / Private Institutions, Colleges or Universities shall be considered against this criterion:</p> <p>(Note: Number of candidates to whom Degree has been awarded/ have become eligible for award of degree):-</p> <ul style="list-style-type: none"><li>• More than 100-200 students certified – 4 Marks</li><li>• More than 201 – 300 students certified – 6 Marks</li><li>• More than 301-400 students certified – 8 Marks</li><li>• More than 400 students certified - 10 Marks</li></ul> <p><i>(To be supported with Letter of award or contract agreement and work completion certificate (i.e. Certified no. of trainees to whom degree has been awarded/fulfilled eligibility for the award of degree) by the client which should be recognized by the competent authority.)</i></p>	10

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A.3	<p>Average Annual Turnover of bidder/firm (Lead partner in case of JV or consortium) for any three Financial Years w.e.f 2017-18 to 2021-22.</p> <p>(Note: Average Annual Financial Turnover should not be less than 02 Crore)</p> <p><b>Overall Annual Audited Accounts of the bidder/firm for any three Financial Years w.e.f. 2017-18 to 2021-22</b></p> <p>Average Annual Turnover of the bidder/firm from out of skills related projects (Lead partner in case of JV or consortium) during the last three Financial Years:</p> <ul style="list-style-type: none"> <li>• More than 2 Crore to 4 Crore - 2 Marks</li> <li>• More than 4 Crore to 6 Crore - 4 Marks</li> <li>• More than 6 Crore to 8 Crore - 6 Marks</li> <li>• More than 8 Crore to 10 Crore - 8 Marks</li> <li>• More than 10 Crore - 10 Marks</li> </ul> <p><i>(To be supported with CA Certificate which would be counter checked by the Department.)</i></p>	10
A.4	<p>Experience of working with Government department / organizations for imparting NSQF aligned skills training in 3 (three) years full-time Bachelor of Vocation (B.Voc.) Degree Programme.</p> <ul style="list-style-type: none"> <li>• 1-2 Projects - 4 Marks</li> <li>• 3-4 Projects - 6 Marks</li> <li>• 5-6 Projects - 8 Marks</li> <li>• More than 8 Projects - 10 Marks</li> </ul> <p><i>(To be supported with Letter of award or contract agreement and work completion certificate (i.e. Certified no. of trainees) by the client.)</i></p>	10
A.5	<p>Evaluation of qualification and experience of key experts as per section 2(8). (CVs of all key experts to be enclosed)</p> <ul style="list-style-type: none"> <li>• State Project Coordinator – 4 Marks</li> <li>• Master Trainer – 4 Marks</li> <li>• ToT Certified Domain Trainer for H&amp;T and Retail Management – 12 Marks (Total 6 CV's, 3 CV's for each trade (level-5,6 and 7) wise 2 Marks for each CV)</li> </ul> <p><i>(All CVs shall be duly signed by the candidates and countersigned by the Authorized Signatory of the Bidder. Candidates proposed against the positions should be preferably Himachali. bonafide)</i></p>	20

*(Handwritten signatures and initials)*

A.6	<p>Experience of implementing NSQF/ Non- NSQF aligned courses/trainings (State/Centrally sponsored schemes/CSR sponsored scheme) in Himachal Pradesh or other northern States/UTs i.e. Punjab, Haryana, Uttarakhand, Delhi, Chandigarh, Jammu &amp; Kashmir and Ladakh during the last five Years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22). (Each project should have at least 100 certified trainees)-</p> <ul style="list-style-type: none"> <li>• No project - 0 Marks</li> <li>• 1-2 Projects - 4 Marks</li> <li>• 3-4 Projects - 6 Marks</li> <li>• 5-6 Projects - 8 Marks</li> <li>• More than 6 Projects - 10 Marks</li> </ul> <p><i>To be supported with Letter of award and work completion certificate (i.e. Certified no. of trainees) by the client.</i></p>	10
A.7	<p>Industry tie-ups in the form of Letter of Intent (LoI's)/ Memorandum of Understanding (MoU's) with the concerned industries/institutions for organizing the On Job Trainings (OJT's) as mandatory part of the course/curriculum in Hospitality &amp; Tourism and Retail Management Sectors in Bachelor of Vocation (B.Voc.) Degree Programme for next 3 (three) years (2023-24, 2024-25 and 2025-26):</p> <ul style="list-style-type: none"> <li>• 1-2 LoI/MoU with industry/institutions – 2 Marks</li> <li>• 3-4 LoI/MoU with industry/institutions - 4 Marks</li> <li>• 4-6 LoI/MoU with industry/institutions - 6 Marks</li> <li>• 6-8 LoI/MoU with industry/institutions Projects - 8 Marks</li> <li>• More than 8 LoI/MoU with industry/institutions - 10 Marks</li> </ul> <p><i>(To be supported with Letter of Intent (LoI)/Memorandum of Understanding (MoU's) signed with the concerned/sector specified industry / organizations having the minimum validity of at least 3 years from the date of submission of the proposal. It should also clearly indicate the purpose of signing of the LoI/MoU with the Training Service Provider.)</i></p>	10
A.8	<p>Total number of placements in Hospitality &amp; Tourism and Retail Management Sectors made to the trainees/candidates certified under NSQF aligned courses (at least NSQF Level 4) or in 3 (three) year full-time Bachelor of Vocation (B.Voc.) Degree Programme in last 05 (five) years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22):</p>	10

	<ul style="list-style-type: none"> <li>• Upto 300 trainees/candidates - 1 Marks</li> <li>• More than 300-500 trainees/candidates - 2 Marks</li> <li>• More than 500-1000 trainees/candidates - 4 Marks</li> <li>• More than 1000-1500 trainees/candidates - 6 Marks</li> <li>• More than 1500 trainees/candidates - 8 Marks</li> <li>• More than 1500 trainees/candidates plus international placements – 10 Marks</li> </ul> <p><i>(To be supported with the information/details of the candidates to be supplied by the bidder/firm in the official letterhead indicating name of the company/organization where the candidates have been placed along with the CTC (Cost to Company) being provided to the candidates.)</i></p>	
<b>B</b>	<b>Approach &amp; Methodology and Implementation Plan as Technical Presentation in the proposal with expected timelines:</b>	10
B.1	<p>Indicative details to be presented in the Technical Proposal should not exceed maximum 1000 words:</p> <ul style="list-style-type: none"> <li>• Strategy for mobilization and counseling of candidates</li> <li>• Bidder's approach and methodology for achieving the targets within the time frame.</li> <li>• Best practices and innovativeness in skilling and related projects that the bidder proposes to introduce for implementation of the project.</li> <li>• Quality Control Mechanism proposed for implementation of the project.</li> <li>• Strategies for career counseling/mapping and work readiness</li> </ul>	<p>02</p> <p>02</p> <p>02</p> <p>02</p> <p>02</p>

*[Handwritten signatures and initials in blue ink]*

## Section-05

### Technical Proposal Standard Forms

#### Checklist of the Required Documents

FORM	DESCRIPTION
Tech-01	Application / Technical Proposal Submission.
Tech-02	Proof/s of Legal Status of all entities.
Tech-03	Format for Affidavit for bidder not being blacklisted
Tech-04	Power of Attorney for the representatives of the bidder / Training Service Provider. (No pre-set format/form)
Tech-05	Joint Venture Agreement with Lead Partner in case of JV or Consortium (No pre-set format/form)
Tech-06	Documents pertaining to satisfaction of Pre-eligibility Criterion
Tech-07	Documents pertaining to the satisfaction of Technical Evaluation Criteria as per the sequence.
Tech-08	Experience of the bidder/Training Service Provider (TSP) in Skill Trainings (B.Voc. Degree Programme) and other trainings.
Tech-09	Approach and Methodology for the implementation of the B.Voc. Degree Programme.
Tech-10	CV's of the Key/Non-Key Resources
Annexure-A	List of selected 18 Government Degree Colleges
Annexure-B	Approved Curriculum

**Form TECH-01**  
**TECHNICAL PROPOSAL SUBMISSION FORM**

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**Application for {Group Number }**

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To: [Name and address of DoHE]

Dear Sir:

We, the undersigned, offer to provide the Training services for skill development training in Himachal Pradesh in accordance with your Request for Proposals dated 05/07/2023, and our Proposal. We are hereby submitting our Proposal, for Group (Insert Number) of Colleges which includes this Technical Proposal sealed in an envelope”

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by Directorate of Higher Education, Himachal Pradesh.
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 2.4
- c) We have no conflict of interest
- d) We meet the eligibility requirements as stated in the Request for Proposal (RFP) document.
- e) Neither we, nor our associate partners/ or any of the proposed project employees prepared the TOR for this assignment
- f) This Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- g) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.
- h) We are affiliated to NSDC, and both the Sector Skill Councils (SSC's) for sectors Retail Management and Tourism & Hospitality. Proof of such affiliation (in form of written communication from National Skills Development Corporation (NSDC) and both Sector Skill Councils (SSC's) are enclosed.

i) We are submitting this RFP for Group .... of Government Degree Colleges, which include the following Government Degree Colleges:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

We undertake, (if our Proposal is accepted and the Contract is signed) to initiate the Services related to the assignment no later than the date indicated in contract. We understand that the Directorate of Higher Education, Himachal Pradesh is not bound to accept any Proposal that it receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

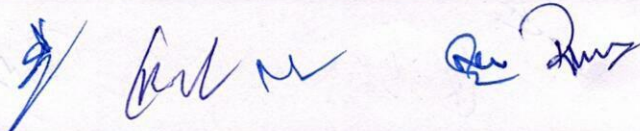
Name and Title of Signatory: \_\_\_\_\_

Name of Training Service Provider (legal name):

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_



**Form TECH-03**

**Format for Affidavit for not being blacklisted**

*(Affidavit on non-judicial stamp paper by Authorized Signatory of the Bidder with his/her signature and company seal and attested by the Executive Magistrate/ Notary)*

**AFFIDAVIT**

I/We, on behalf of.....(*Name of Bidder*), with its registered office at ..... do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

For and on behalf of: Signature:

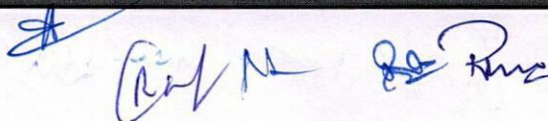
Name:

Designation:

Date:

(Company Seal)

(Authorized Signatory)



## Form TECH-07

### Experience of the Bidder

Description of the Bidder's experience in implementing short/long term skill training programmes.

S.N.	Project Name	Period	Client Name (Government /Private)	State	Total Training Target	Name of the Training Program	NSQF/ Non-NSQF / B.Voc. Degree Program	Total Enrolled	Total under Training	Total Certified / Awarded /Completed B.Voc. Degree
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
11										
12										
13										
14										
15										

- 1) Supporting documents for each project to be enclosed
- 2) Additional rows may be added by the bidder,
- 3) Form to be signed and stamped by the bidder/Head of the Institution.





**Form TECH-08**

**Format – Approach & Methodology**

**Bidders understanding of Skill Development and Skill Training in implementation of NSQF aligned B.Voc. Degree Programme** (Word Limit for each parameter should not exceed 500 words):

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

➤ Strategy for mobilization and counseling of eligible candidates:-

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

➤ Bidders Approach & Methodology for achieving the targets within the timeframe:-

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

➤ Best practices and innovativeness in skilling and related projects that the bidder proposes to introduce for implementation of the project:-

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

➤ Quality Control Mechanism proposed for implementation of the project:-

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

➤ Strategies for career counseling / mapping and work readiness:-

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

For and on behalf of: Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Signatory)

**Form TECH-09**  
**Curriculum Vitae (CV)**

(To be provided for all Key and Non-Key Resources)

<b>Position Title and No.</b>	
<b>Name of Firm</b>	
<b>Name of Expert:</b>	
<b>Date of Birth:</b>	
<b>Citizenship</b>	

**Education:** {As per table appended below}

Programme of Study	Institution	Duration	Academic Year(s)	Result	University/ Board etc.

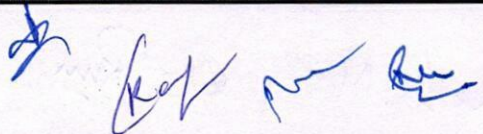
**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/Training Service Provider to...  For references:		

**Membership in Professional Associations and Publications:**

---

**Language Skills (Hindi/English or both):** \_\_\_\_\_



**Adequacy for the Assignment:**

Detailed Tasks Assigned on Training Service Provider's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

**Expert contact information:**(e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

- a) This CV correctly describes my qualifications and experience
- b) I am not a current employee of the Executing or the Implementing Agency
- c) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 4 provided team mobilization takes place within the validity of this proposal.
- d) I was not part of the team who wrote the terms of reference for this consulting services assignment.
- e) I am not currently debarred by central or any state government.
- f) I certify that I have been informed by the firm that it is including my CV in the Proposal for the selection of training service providers for imparting skill development training in XXXX Sector. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

Signature of Applicant

*If CV is signed by the firm's authorized representative:*

- g) I, as the authorized representative of the firm submitting this Proposal for the selection of training service providers for imparting skill development training in XXXX Sector, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with para's (a) to (f) above.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: \_\_\_\_\_

[Signature of expert or authorized representative of the firm]<sup>1</sup>

Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

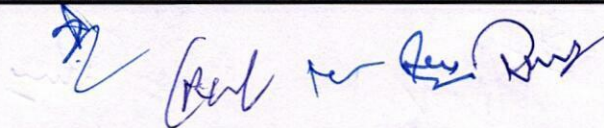
<sup>4</sup> This CV can be signed by a senior representative of the Training Service Provider provided during proposal submission. If the Training Service Provider's proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to DoHE prior to the commencement of contract negotiations.

### Annexure-01

#### List of selected 18 Government Degree Colleges of Himachal Pradesh with B.Voc. Degree Programme

The groups of selected 18 Government Degree Colleges of Himachal Pradesh are divided into groups as under:

<b>Group-01</b>	<ol style="list-style-type: none"><li>1) Government Degree College Nurpur – District Kangra</li><li>2) Government Degree College Chamba– District Chamba</li><li>3) Government Degree College, Dharamshala – District Kangra</li><li>4) Government Degree College, Dhaliara, District Kangra</li></ol>
<b>Group-02</b>	<ol style="list-style-type: none"><li>1) Government Degree College, Bilaspur - District Bilaspur</li><li>2) Government Degree College, Mandi – District Mandi</li><li>3) Government Degree College, Kullu – District Kullu</li><li>4) Government Degree College Haripur – District Kullu</li></ol>
<b>Group-03</b>	<ol style="list-style-type: none"><li>1) Government Degree College , Ghumarwin, Distt. Bilaspur</li><li>2) Government Degree College Sarkaghat, Distrtict Mandi</li><li>3) Government Degree College Hamirpur, Distrtict Hamirpur</li><li>4) Government Degree College– Una District Una</li></ol>
<b>Group-04</b>	<ol style="list-style-type: none"><li>1) Government Degree College Solan – District Solan</li><li>2) Government Degree College Nahan – District Sirmaur</li><li>3) RKMV Shimla- District Shimla</li></ol>
<b>Group-05</b>	<ol style="list-style-type: none"><li>1) Government Degree College Sanjauli – District Shimla</li><li>2) Government Degree College Rampur – District Shimla</li><li>3) Government Degree College Seema – District Shimla</li></ol>



**Annexure-02**

**Approved Curriculum for target Job Roles**

Available in the HP University Web link :<http://www.hpuniv.ac.in/syllabus.php>

May be revised from time to time by concerned regulatory body

DOHFE

