

REQUEST FOR PROPOSAL

For

**HIRING THE GOVERNMENT/SEMI-GOVERNMENT ORGANIZATION AS A
TECHNICAL SUPPORT AGENCY (TSA)**

Under

**DEEN DAYAL UPADHYAYA – GRAMEEN KAUSHALYA YOJANA (DDU-GKY)
SCHEME FOR EXISTING & PROPOSED PROJECT IMPLEMENTATION AGENCIES
(PIAs)**

GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED (GLPCL)

3rd Floor, Block No. 18,

Udyog Bhavan,

Gandhinagar, Gujarat – 382011

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September 2025

TENDER NOTICE

Gujarat Livelihood Promotion Company Limited (GLPCL) has embarked upon skill development programme under the relevant scheme of skill upgradation at the best of the Ministry of Rural Development (MoRD), New Delhi. Gujarat Livelihood Promotion Company (GLPC) is the executive arm of Mission Mangalam, the implementation agency for NRLM. It has been registered under The Companies Act, 1956. GLPC works through strategic partnership between large industries and SakhiMandals / Self Help Groups / Producer Groups / Service Groups / Collectives of the poor, through decentralized Micro Enterprise Ventures. The promoting companies / entrepreneurs redesign the process where intensive tasks as job-works are undertaken by Self Help Groups in their respective homes or villages as self-employment activities.

Under the scheme of DDU-GKY, the relevant agencies for imparting training to prospective candidates have been identified after due process with a view to generate employment/self-employment and upgrade the livelihood of such candidates. The qualified and identified PIAs shall be awarded with the work and the targets with fund allocation in an appropriate manner. Subsequent to the award of the work, it is pertinent to monitor the implementation of the training programmes to achieve the desired results. In view of this, the TSA plays an important role to know the efficacy of various training programmes conducted by the PIAs.

The last date & time for submission of Bid (in physical copy) is 23rd September, 2025 on or before 18:10 hrs at the Office of the Gujarat Livelihood Promotion Company Limited, 3rd Floor, Block No. 18, Udyog Bhavan, Sector-11, Gandhinagar, Gujarat – 382011, and the **Orientation meeting of proposal will be held on: 16th September, 2025, 11:00 hrs onwards** at GLPC Ltd. Head office, Udyog Bhavan, Block. No. 18, third floor, Gandhinagar, Gujarat. All applicants are invited to attend the pre-bid/orientation meeting at their own cost. All documents, including attachments as per RFP, will be submitted **as hard copy in sealed envelope** in the GLPCL's office.

DISCLAIMER

The information contained in this Request for Proposal document (the "**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical capability and financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is 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 law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder 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, completeness or reliability 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 for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid 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 Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

INVITATION FOR REQUEST FOR PROPOSAL (RFP)

Through this RFP, Gujarat Livelihood Promotion Company Limited (GLPCL), Gandhinagar, Government of Gujarat, invites bid from the interested bidders for hiring of Government/Semi-Government Organization for Technical Support (TSA) to Gujarat Livelihood Promotion Company Limited (GLPCL) under the scheme of DDU-GKY. Agency role as TSA shall continue till the completion of the projects allocated to all the PIAs or maximum period of 3 years as indicated in the Article 27.1.

GLPCL will hire services of a Technical Support Agency, that will provide thematic support services for idea incubation, policy framing and formulating implementation strategies for core programme implementation at state, district & block level on key thematic areas such as youth Mobilization & Counseling, Training & Capacity Building, Assessment, Certification & Placements, Project Management & Monitoring, Financial Management, MIS, Procurement, Legal and other Logistic Support of GLPCL.

GLPCL may, at its own discretion, extend the date for submission of proposals. In such a case all rights and obligations of the GLPCL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

SCHEDULE FOR INVITATION OF RFP

Details about RFP: RFP Notice No. *GLPC/STP/DDUGKY/3598/2025*

Department Name	:	Gujarat Livelihood Promotion Company Limited
Circle	:	3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat - 382011
Division	:	---
IFB No./ RFP Notice No.	:	RFP Notice No. <i>GLPC/STP/DDUGKY/3598/2025</i>
Name of Work	:	Hiring of Agency for Technical Support to Gujarat Livelihood Promotion Company Limited (GLPCL) under DDU-GKY
Period of Completion	:	Till the completion of projects allocated to all PIAs or maximum period of 3 years
Dates		
The RFP document Downloading Start Date	:	09/09/2025 at 11.00 A.M.
Orientation Meeting for the proposal	:	16/09/2025 at 11.00 A.M. onwards
Last Date & Time for Receipt (Submission) of Bids in Hard copy	:	23/09/2025 at 06.10 P.M.
Date of Presentation on Approach and Methodology	:	29/09/2025 at 11.30 A.M.
Financial bid opening Date	:	29/09/2025 at 03.00 P.M.
Phone (GLPCL)	:	079-23248512/13
Other Details		
Office Inviting Bids	:	GLPCL, 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat – 382011

GENERAL INSTRUCTIONS

- 1.0 **Technical Bid:** All documents must be submitted in physical bid along with self-certified check list of documents **through** Registered A.D. Post/Courier/ hand delivery with acknowledgement receipt only.

PART-I:Bid one copy of the RFP Document along with all required/supported documents in a separate sealed envelope superscripted with the RFP Document number.

- Bid signed and sealed (with official seal) on all pages in Original (with photocopies in copy I) with all pages duly numbered.

***Note:** Filling up prices in Part I will render the Bidder disqualified.*

- 2.0 **Financial Bid:** Bidder shall submit the FINANCIAL BID only.

PART-II: Financial Bid as per Annexure- 1 to be submitted in a separate sealed envelope superscripted with the RFP Document number. No deviations and/or non-compliance clauses shall be allowed in the Financial Bid.

- 3.0 Work offered should be strictly as per the specifications mentioned in this RFP Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading "Deviations".

1. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.
2. The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.
3. If these envelopes are not sealed and marked as required, the GLPCL will assume no responsibility for the bid's misplacement or premature opening and rejection of the proposed bid.

To be pasted on the outer envelope containing Bid Document & Financial Bid

DO NOT OPEN – THIS IS A BID

PROJECT	Proposal for undertaking a work as a Technical Support Agency (TSA) for GLPCL under DDU-GKY scheme for existing / proposed Project Implementation Agencies (PIAs).
Time	00.00 A.M./P.M (00.00 hrs)
From	To
<Name of Bidder>	
<Address>	GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat – 382011
<Phone no.>	079-23248512/13

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ARTICLE-1: INSTRUCTIONS TO THE BIDDER

DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- “Government” shall mean the Government of Gujarat, its departments or Government and Semi-Government Institution or Society formed by the Government of Gujarat.
- “Semi-Government” organization is an entity that blends features of both public (government) and private sectors, typically characterized by government ownership of a significant portion (often over 51%) or government funding and regulation, alongside private management or a combination of both.
- “Agreement” means the document signed by the Chief Executive Officer and the Bidder that incorporates any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract.
- “Bid” or “Proposal” means competitive bid submitted by bidder in response to this RFP for bid participation purpose.
- “Bidder” shall mean a corporate entity eligible to participate in the Tender in the stages of Pre-qualification, Bidding process and shall include the successful Bidder during the currency of the Contract.
- “Contract Period” shall mean entire term of the contract as indicated in Article 27.1.
- “Contract” shall include the Terms of Reference as outlined under Article 23 to 26 within time limits indicated under Article 27.1 for which the Bidder shall be paid in accordance with the terms and conditions of the Agreement.
- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Bidder selection and Contract execution.
- “Financial Capability” means financial worthiness of Bidders as per the terms of the Tender.
- “Local Language” means the language declared by the concerned State Government as their official language.

- “Tenderer” means the organization / institution, which is floating this tender “Total Accepted Tender Value” means the total value of services and supplies as covered under this Tender and agreed upon by the Tenderer and the Bidder.
- “GLPCL” means Gujarat Livelihood Promotion Company Limited, Gujarat
- “Committee” means committee constituted for evaluation of Proposals.
- “SP or Agency” means the business entity selected through competitive tendering in pursuance of this RFP, for providing the consultancy services under the contract.
- “State” means state of Gujarat
- “GCC” mean General Contract Conditions.
- “IFP” means Invitation for Proposals.
- “ITB” means Instructions to Bidders.
- “TSA” means Technical Support Agency.
- “Personnel” means manpower provided by the Agency to perform services to execute an assignment and any part thereof.
- “Proposals” or “Bid” means proposal submitted by bidders in response to this RFP.
- “Services” means the work to be performed by the Agency pursuant to this RFP and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the GLPCL.
- “INR” means currency in Indian Rupees
- “Day” means a calendar day.
- “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency, Consultant or Joint Venture member(s).
- “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Agency’s proposal.
- “Non-Key Expert(s)” means an individual professional provided by the Agency or its Consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.

ARTICLE-2: ELIGIBILITY CRITERIA FOR BIDDERS

The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Bids from consortiums are not allowed. Claims without documentary evidence will not be considered.

- **Only Government or Semi-Government Organizations are allowed to submit the bid.**

Sr. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Turnover	Minimum Average Annual Turnover (overall) should be INR 5 Crores during last three (3) financial years as of 31 st March 2025.	Extracts from the audited balance sheet and profit & loss along with authentic certificate from the practicing Chartered Accountant of the last three (3) financial years as of 31 st March 2025 as per Annexure 10
2.	Net Worth	The Net Worth must be positive of the Bidder for last 3 financial years.	Certificate from practicing Chartered Accountants for last 3 years 2022-23, 2023-24, 2024-25 as per Annexure 11
3.	Profit-Making entity	The bidder should be an operating profit (Profit Before Tax) making entity in all last 3 financial years ending on 31.03.2025.	<ul style="list-style-type: none"> • Certificate from practicing Chartered Accountants 2025 as per Annexure 12. • IT Returns for last 3 years ending 31st March 2025.
4.	Relevant Experience	Should have experience in working with Government/ Semi Government/ Board/ Corporation in skilling as Technical Support Agency or Consultancy in nature.	Project Citation supported with copies of Work order or Client Certificate or project completion certificate.
5.	Nature of company	The bidder should have more than 5 years of existence from the date of application.	<ul style="list-style-type: none"> • In case of Public Ltd company (Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations)
6.	Manpower Strength	The Bidder must have minimum average of 15 employees on Company pay rolls or consultant affiliation with company for prescribed scope of work led down with this RFP. (Joint Venture for staff affiliation up to 25% will be allowed)	Self-Certificate from bidder along with list of manpower.

7.	Credential Status	Bidder & affiliated consultant (in case of joint venture) must not have been declared ineligible or blacklisted by any entity of Govt. of India / Govt. of Gujarat / other State Govt. / Semi Govt. / Board / Corporation for similar nature of work.	An affidavit from bidder & affiliated consultant (in case of joint venture)
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- The GLPCL reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the decision of GLPCL shall be final in this regard.

ARTICLE-3: GENERAL TERMS AND CONDITIONS

CHECKLIST OF DOCUMENTS COMPRISING THE BID

- The bid submitted shall have the following documents:

Part-I

1. Bid signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duly numbered.
2. A CD containing the soft copy of the Technical Bid and scan copy of the documents submitted.
3. In case bidder is a company- Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations, Certified copies of documents submitted, as above, must be signed and carry the seal of the authorized signatory.
4. List of present Directors/owners/executive council members/trustees/ Board members as applicable. Detail of person authorized to sign all bid documents.
5. Current Service Tax/GST Clearance Certificate and certified copy (duly signed) of Service Tax Registration Certificate or GST registration certificate.
6. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at Annexure-2.

7. Audited Balance sheet and Income & Expenditure statement (P & L Statement) duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the years 2022-23, 2023-24 and 2024-25
8. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the eligibility criteria.
9. Documentary evidence (signed by authorized signatory) proving that bidder has provided all the data and documents required for carrying the evaluation of their Bid as per the parameters given in: Bid Evaluation.
10. All deviations and/or non-compliance clauses shall be listed separately

Sr. No.	RFP Requirement (Section & Page Number)	Deviation	Remarks
1			
2			

11. Details in the formats as given at Annexure. (please check all the Annexure)
12. No additional/ missing documents would be accepted separately for the tender. The bidder has to submit all the documents with the bid document only.
13. Similarly, no missing documents in the bid document from the bidder would be asked for by GLPCL team during the evaluation process

Part-II

1. Financial Bid as per Annexure – 1 to be submitted physically. No deviations and/or non-compliance clauses shall be allowed in the Financial Bid.

ARTICLE-4: BIDDING DOCUMENT

1. Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

ARTICLE-5: CLARIFICATION ON BIDDING DOCUMENTS

The clarification on bidding documents will be done on email only. The format of clarification is defined here as under.

Sr. No.	RFP Document Reference (Section & Page Number)	Content of RFP requiring clarification	Points of Clarification
1			
2			

ARTICLE-6: AMENDMENT OF BIDDING DOCUMENTS

1. At any time prior to the deadline for submission of bids, GLPCL for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.
2. Such modification will be binding on all prospective Bidders. The same shall also be placed on the website of GLPCL viz. <http://glpc.co.in/>

ARTICLE-7: LANGUAGE OF BID

1. The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and GLPCL shall be in English. Supporting documents and printed literature furnished by the Bidder may be in Hindi or Gujarati language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

ARTICLE-8: COST OF BIDDING

1. The Bidder shall bear all costs associated with the preparation and submission of the Bid and GLPCL will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

ARTICLE-9: BID FORMS

1. Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
2. For all other cases, the Bidder shall design a form to hold the required information.
3. Tenderer shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

ARTICLE-10: FRAUDULENT & CORRUPT PRACTICE

1. All the Bidders must observe the highest standards of ethics during the process of selection and during the performance and execution of contract
2. GLPCL will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.
3. GLPCL will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.
4. The Bidder will not engage or retain any consultant/individual to facilitate or lobby for award of contract. Canvassing by its agent(s) for getting the contract awarded will be construed as **corrupt practice**.

ARTICLE-11: LACK OF INFORMATION TO BIDDER

1. The Bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to full-fill his obligation under the Contract.

ARTICLE-12: CONTRACT OBLIGATIONS

1. GLPCL may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:
 - Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
 - Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
 - Submitted a proposal that is not accompanied by required documentation or is nonresponsive;
 - Failed to provide clarifications related thereto, when sought;
 - Submitted more than one Proposal (directly/in-directly);
 - Declared ineligible by the Government of India/ any State Government /UT Government for corrupt and fraudulent practices or blacklisted.
 - Submitted a proposal with price adjustment/variation provision.
 - Not submitted as specified in the RFP document
 - Suppressed any details related to bid
 - Submitted incomplete information, subjective, conditional offers and partial offers submitted
 - Not submitted documents as requested in the checklist
 - Submitted bid after the end date & time of RFP.
 - The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
 - GLPCL shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
 - Any non-adherence/non-compliance to applicable RFP content
 - If after the award of the contract the Bidder does not sign the Agreement or fails to furnish the performance guarantee within the prescribed time limit, the GLPCL reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document

- All the documents, including supporting documents, must be readable, and if required, any original document for evaluation purpose, GLPCL may ask the same and bidders have to provide with authorized sign & seal.

ARTICLE-13: FORMAT AND SIGNING OF BID

1. The Bidder shall prepare required number of copies of the bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern.
2. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed/e-signed by the Bidder or a person duly authorized (as per Annexure) to bind the Bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
3. The complete bid shall be without alteration or erasures, except those to accord with instructions issued by the GLPCL or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

ARTICLE-14: MODIFICATION AND WITHDRAWAL OF BID

1. The Bidder may modify or withdraw its Bid after the Bid's submission before the Orientation meeting, provided that written notice of the modification including substitution or withdrawal of the bids, is received by the GLPCL prior to the deadline prescribed for submission of bids.
2. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.
3. No Bid may be modified subsequent to the deadline for submission of bids.
4. However all deviations should only be submitted as indicated with Technical Bid only. Any deviations / assumptions mentioned elsewhere in the Bid shall not be considered.
5. Even in case of no deviation, bidders need to submit the formats "Nil".

ARTICLE-15: BID EVALUATION

1. Bids will be opened by an Evaluation Committee decided by the GLPCL, Govt. of Gujarat.
2. As per the Bid Evaluation Criteria: Approach & Methodology, the bidders have to represent the same via PPT in front of the Evaluation Committee.
3. The Bidder's representatives have to remain present according to the Date & Time mentioned in the RFP for Presentation on Approach and Methodology.
4. The Bidder's names, Bid modifications or withdrawals and the presence or absence of relevant Bid details as the GLPCL at his/her discretion, may consider appropriate, will be announced.
5. Financial Bids will be opened by an Evaluation Committee according to the Date & Time mentioned in the RFP in the presence of Bidder's representatives, who choose to attend.
6. The Bidder's representatives who are present during the presentation & during the financial bid opening shall sign a register evidencing their attendance.
7. At the pre-decided time & date, the Evaluation Committee shall open the Financial Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

ARTICLE-16: PARAMETERS AND PROCEDURE OF EVALUATION

16.1 TECHNICAL EVALUATION

The Bidders, who have fulfilled the eligibility criteria, will be evaluated further. The technical evaluation and comparison of the bids shall be done for the following parameters of the Bidders

Notes:

1. "Contact details" include the name of the contact person, phone number, address, e-mail address, if any, and any other relevant information.

Evaluation shall be carried out based on the above parameters and the data and documents provided by the Bidders in support of their claims. The evaluation will be carried out based on the World Bank suggested evaluation methodology for procurement of services as amended by GLPCL. **The cut-off marks for short-listing based on the Technical Evaluation is 60 out of 100.** The Evaluation Committee shall have the right to

verify the claims made by the Bidder, in whichever way it deems fit. Based on the Bid Evaluation, only technically qualified Bidders scoring more than cut-off marks shall be short-listed.

TABLE-1: TECHNICAL EVALUATION CRITERIA

Sr. No	Criteria	Max Marks	Criteria	Marks
Bidder Profile				
A	Average Annual Turnover (overall) during last three (3) financial years as of 31st March 2025.	10	More than INR 5 Crore	10
			INR 5 Crore	07
			Less than 5 Crore	00
B	Average Net-worth during last three (3) financial years as of 31st March 2025.	10	More than INR 5 Crore	10
			From INR 3 Crore to 5 Crore	07
			Up to INR 3 crore	05
C	Average manpower on company’s roll or consultant affiliation with company for prescribed scope of work led down with this RFP as on 31st August, 2025. (Joint Venture for staff affiliation up to 25% will be allowed)	10	More than 20	10
			15-20	07
			Less than 15	00
Total		30		
Relevant Past Experience				
A	Experience in working with Government/ Semi Government/ Board/ Corporation in skilling as Technical Support Agency or Consultancy in nature.	20	More than 5 years	20
			3 to 5 years	15
			1 to 3 years	10
			Less than 1 year	00
B	Number of projects undertaken by bidder in Government/ Semi Government/ Board/ Corporation in skilling or Consultancy in nature.	15	More than 5 projects	15
			3 to 5 projects	10
			1 to 3 projects	07
C	Number of projects successfully completed by bidder in Government/ Semi Government/ Board/ Corporation in skilling or Consultancy in nature.	15	More than 5 projects	15
			3 to 5 projects	10
			1 to 3 projects	07
Total		50		
Approach and Methodology				
A	Operational Methodology, understanding & clarity of the project DDU-GKY with the purview of Guidelines of GoI, strategy implementation & methodology of the project, Challenges likely to be encountered, Risk Assessment & its mitigation plan, Breakdown of work practices & its continual improvement plan, Methodology suggesting work flow based system for end to end monitoring and performance in relation to achievement of targets, Overall utilization of funds, Diagnosing symptoms affecting future performance, etc.	20	Assessment to be based on a PPT (power point presentation) file covering all requirements as mentioned	20
Total		20		
Grand Total		100		

16.2 FINANCIAL EVALUATION

- The Evaluation Committee will open the Financial Bids of those bidders who will obtain the cut-off marks in the Technical Evaluation.
- The Bidder is required to quote the percentage of the total project cost. As per the project's guidelines (GoI), **maximum 1.5% of project cost is permissible** for hiring of TSA to provide the Technical Support Services for DDU-GKY project.

TABLE-2: FINANCIAL EVALUATION CRITERIA

Sr. No.	Proposed percentage of total project cost	Marks
1	Between 1.00% to 1.10%	50
2	Between 1.11% to 1.20%	40
3	Between 1.21% to 1.30%	30
4	Between 1.31% to 1.40%	20
5	Between 1.41% to 1.49%	10
6	1.50%	05
7	More than 1.50%	00
Total Marks: 50		

- Bidders who obtain the 00 (zero) marks in Financial Bids will not be short-listed for further process.

16.3 FINAL EVALUATION

1. The contract will be awarded to the bidder who obtains the highest marks out of total 150 marks (including technical-66.66% weightage & financial bids-33.33% weightage) & will be considered as L1. The owner may negotiate with L1. In case of L1 is unable to accept the award then Owner may award to L2 after negotiation and so on.
2. GLPCL will kept this record of L2 & L3 bidders till 1 year from awarding the contract to the Agency and GLPCL may ask these bidders for hiring as TSA, in case of hired Agency will not continue their services for any reason.

ARTICLE-17: BID EVALUATION COMMITTEE

The above evaluation shall be done by an Evaluation Committee decided by the GLPCL, Govt. of Gujarat. The Committee shall determine the approach and methodologies for the issues, which may arise during above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

ARTICLE-18: CONTACTING THE GLPCL

1. Bidder shall not approach the GLPCL officers before or after office hours and/or outside the GLPCL premises, from the time of the Bid opening to the time the Contract is awarded.
2. Any effort by a Bidder to influence the GLPCL officers in the decisions on Bid evaluation bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the GLPCL, it should do so in writing.

ARTICLE-19: NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- i. GLPCL will notify the successful bidder in writing that its proposal has been accepted. The notification of award will constitute the formation of the contract after submission of performance bank guarantee by the successful bidder.
- ii. Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the GLPCL. If the successful Bidder thus selected fails to sign the contract as stipulated, the GLPCL reserves the right to offer the contract to the next lowest Bidder.

ARTICLE-20: PERFORMANCE GUARANTEE

- i. The contract performance guarantee has to be submitted within TEN days of receipt of contract form. The performance guarantee shall be 10% of the total project cost of each PIA entrusted to TSA. The performance guarantee in the form of bank guarantee only, which shall be valid for duration of 90 days beyond the expiry of contract period.

- ii. Upon the successful Bidder's furnishing of performance guarantee and signing of contractual documents, the GLPCL will promptly notify all Bidders.
- iii. The Performance Guarantee Format is given at Annexure-3.
- iv. The Performance Guarantee of the successful Bidder shall be refunded within two months from the expiry of the contract period and on satisfaction of the GLPCL for execution of the work / settlement of disputes, if any.

ARTICLE-21: PAYMENT TERMS

The payment to the agency will be processed as per the tranches releasing to the PIA.

PIA's will be receiving payment in batch wise mode in 4 tranches, 30%, 20%, 20%, 30%, and this will be treated as project cost at each stage. With the payment done to all PIA's, the agency's payment will be followed. No advance payment will be made to agency. **The agency is required to quote the percentage of total project cost.**

As per the project's guidelines (Gol), **maximum 1.5% of project cost** is permissible for hiring of TSA to provide the Technical Support Services for DDU-GKY project.

ARTICLE-22: PATENT RIGHTS

The Bidder shall indemnify the GLPCL against all third-party claims of infringement of patent, trademark/copyright arising from the use of services or any part thereof.

ARTICLE-23: TERMS OF REFERENCE

INTRODUCTION

GLPCL will hire services of a TSA that will provide thematic support services for idea incubation, policy framing and formulating implementation strategies for core programme implementation at state, district and block level on key thematic areas such as youth mobilization & Counseling, Training & capacity building, assessment & certification, placements, project management & monitoring, financial management , MIS, Procurement, Legal and other logistic support and post placement tracking.

TSA will develop state program management systems like management framework, technical and financial management, procurement management, monitoring and evaluation, HR, MIS, and Documentation etc. for effective implementation. For the purposes of technical assistance to the state, districts & blocks for enhancing their program implementation capacity, it is envisaged that the technical assistance (TA) services will be made available.

Scope of Assignment:

The expected deliverables/results of the consultancy services are to provide services. The 'Agency' will be responsible for overall program management of skill development initiatives of GLPCL in the state and enabling effective implementation of DDU-GKY Scheme in each district / block level. The agency would be also mandated with the role of Technical Support Agency for solutions for planning, management, monitoring and reporting, essentially as an effective Project Management Unit. Briefly, the works to be taken up by the Agency are as below:

- i. **Procurement support services:** The Agency will provide administrative support in procurement related record maintenance as required, release of advertisements, tender notices, expressions of interest, press releases and other print media, as required and approved by GLPCL, and for organizing pre-bid meetings, bid openings, etc.
- ii. **Financial management support services:** The Agency will maintain records of

expenditure incurred for the program along with the supporting documents, track expenditure by activity heads, audit of fund allocation/disbursement done to PIAs, etc. The 'Agency' will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the program related expenditure as per policy and guidelines of DDU-GKY.

- iii. **Management Agency's Annual Plan of Operation:** The Agency's annual operational plan for GLPCL would be structured on a quarterly/ monthly basis and cost estimates will be prepared jointly with GLPCL and approved by the Managing Director/Jt. Managing Director, GLPCL.
- iv. **Reporting:** Periodic progress report as per the agreed action plan, milestones and time line has to be adhered to. The agency has to maintain the track record of commenced, trained, OJT, assessed, certified, job appointed & placed candidates.
- v. **MIS training, support & maintenance** - The agency will maintain the MIS from training centre level to state level using the dedicated software (online-MoRD portal & offline) and providing training and other supports to PIAs and personnel involved in the programme.
 - a. The functional requirements shall include:
 - Overall utilization of funds.
 - Assessment of infrastructure facilities provided.
 - Comments on qualitative aspects for faculties, contents of Training modules, methods of trainings, etc.
 - Placement related aspects of the candidates, its duration, emoluments, etc.
 - Relevant aspects like attendance of candidates, process followed by the PIAs, mobilization, etc.
 - Performance matrix on selected parameters.
 - Diagnosing symptoms affecting future performance
- vi. **Legal Procedures** – The agency will be responsible & have to handle all type of legal procedures related to and arising out of the operations of the programme for all the stakeholders of the scheme.

ARTICLE-24: KEY DELIVERABLES AND OUTPUTS

The broad functions and roles to be assigned to the Agency will include the following:

S.No.	Deliverable	Outputs
A	Development of a comprehensive framework for supporting and monitoring projects as well as overall program. The 'Agency' will be responsible for overall program management of skilling initiatives of GLPCL and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project management unit.	<p>a. Inception report submitted with detailed work plan, approach to the assignment and proposed manpower deployment plan</p> <p>b. Draft - Consulting deliverables (program management, monitoring, reporting structures, etc.)</p>
B	Financial management support services: The Agency will maintain records of expenditures incurred for the services along with the supporting documents, track expenditure by activity heads, etc. The Agency will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the office related expenditure.	<p>a. Accounting system for tracking expenditure by activity heads; and</p> <p>b. Periodic progress and analytical reports/audited reports for submission to GLPCL</p>
C	Annual Plan of Operations of the Agency and Fund Management: The Agency will develop its annual operation / quarterly/ monthly plans, with the budget, in accordance with the Annual Action Plan.	<p>a. The Agency creates the dedicated team for GLPCL;</p> <p>b. The Agency's annual operation plan with quarterly / monthly activity and cost estimates will be prepared and approved by authority of GLPCL.</p> <p>c. The Agency will prepare quarterly/monthly progress report of the expenditure along with cost estimates analysis (variance analysis, etc.)</p>
D	MIS training, support & maintenance - The agency will maintain the MIS from training centre level to state level using the dedicated software (online- MoRD portal & offline) and providing training and other supports to PIAs and personnel involved in the programme. The functional requirements shall include: - Integrated workflow based system that end to end partner monitoring and performance in	<p>a. Detailed Project Plan including timeline and team member profiles</p> <p>b. Monitoring and validation of MIS infrastructure like Bio metric, CC camera and any other technical equipments</p> <p>c. High Level and Low Level Design documents</p> <p>d. Prototype and</p>

	terms of targets, funds, attendance, placement percentage, youth perceptions etc. - Reporting & Dashboard capability to monitor the performance of the partner organisation against the stated Key Performance Indicators - Easy to use and intuitive user interface - Ability to search and retrieve documents, apply versions and archive documents	demonstration e. Unit and System Integration Test cases and results f. User Acceptance Testing g. Training Plan h. Change Management reports
E	Performing role of a TSA	a. Facilitate in designing the model training centres strategy b. Support in Mapping of jobs in Govt. Dept. and convergence with line departments c. Benchmarking of the proposed curricula and duration of each level of the programme in various sectors. d. Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary. e. TSA will help the Skill Development Cell to focus on new emerging occupations/employment avenues.
1. Agency will have to follow guidelines as per scheme of DDU-GKY as well as GLPCL's instructions/suggestions. 2. Agency will have to deploy the dedicated team as per the guideline of the scheme i.e. at least 8 executives along with 01 separate Team Leader at State level (GLPCL HO). It may vary as per the current scenario of the project from time to time and that will be decided by the GLPCL only.		

ARTICLE-25: REVIEW AND MONITORING OF THE ASSIGNMENT

The performance of the agency will be judged on the basis of work done against the agreed work plan. The agency will prepare monthly activity plans and share it with GLPCL. A joint monthly review mechanism will be put in place and represented by members of GLPCL and the agency. The review of the progress and plan for future action will be decided therein. In case, GLPCL has any objection, related to assignment deliverables, it will inform the agency in writing. The agency will comply with the recommendation made by GLPCL and accordingly complete the assignment at no additional cost.

ARTICLE-26: REPORTING

For all purposes the Agency will be reporting to GLPCL. It will generate Monthly Progress Reports highlighting the accomplishment against the agreed activity/operational plan. All the team members should report the Team Leader of Agency. All the fund releases to the PIAs will be done through the GLPCL on recommendation of the TSA's analysis report. Further, whenever necessary agency's representative should have to attend any meetings/ workshop/ training/ seminar, etc. as per directions of GLPCL.

ARTICLE-27: SPECIAL TERMS AND CONDITIONS OF CONTRACT

27.1: CONTRACT PERIOD

- i. This service shall commence within 15 days of the date of signing of the Agreement/ issuing of the Work Order and will continue till the completion of projects/ work allotted to all PIA's or maximum period of 3 years.
- ii. In case the performance of the agency is not found to be satisfactory as per parameters set out in Article 23 to 26 of the contract or not in conformity with the terms & conditions of the agreement and/or RFP, the contract shall be terminated even before the scheduled time by giving advance notice of 1 (one) month to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be partially/fully forfeited as per the merits & as decided by GLPCL.

27.2: APPROVED AGENCY'S OBLIGATION

- i. The Bidder shall appoint, an authorised person not lower than the Class-1 Officer/General Manager level as "Co-ordinator -Bidder" to co-ordinate with the GLPCL in all matters related to Bidder for the successful implementation and operation of the project and to be responsible for all necessary exchange of information.
- ii. The Bidder shall deploy the dedicated team as per the guideline of the scheme i.e. at least 8 executives along with 01 separate Team Leader at State level (GLPCL HO). It may vary

as per the current scenario of the project from time to time and that will be decided by the GLPCL only.

- iii. The Bidder shall provide to the GLPCL reports on a regular basis during the Implementation Period and the Contract Period as per the “Monitoring Framework” of GLPCL.
- iv. The Bidder shall appoint, supervise, monitor and control the activities related to operational & financial of PIAs under their respective agreements as may be necessary.
- v. The Bidder shall be responsible for all statutory obligations/ liabilities like Salary, ESI, PF, etc. as per Labour Laws for the manpower employed.
- vi. The Bidder shall be responsible to provide office equipment like; computer, printer, laptop, stationaries, internet, etc. to their team.

27.3: GLPCL'S OBLIGATION

- i. Transparently define aspirations/expectations of the system which is planned to be implemented/ followed.
- ii. To provide close tie-ups with the stakeholders in the project, to provide commitment and support, help to bring in the process changes and overall guidance to the project.
- iii. Release timely payments as per Contract terms subject to bills/ invoice and supporting documents being in order.
- iv. Contact person for coordination of the project
- v. Participation in the review meeting
- vi. Overall monitoring of the project
- vii. The GLPCL team will coordinate with the Bidder in all matters related to the project for the successful implementation.
- viii. GLPCL will provide the office space to the team of Bidder at Head Office, Gandhinagar.
- ix. Any legal dispute on GLPCL regarding DDU-GKY scheme, the TSA should have to represent with GLPCL.

27.4: PENALTY

- i. If at any given point in time during the tenure of Agency, GLPCL is not satisfied with the work/task completion of Agency, MD GLPCL will take penal actions against Agency on case to case basis as and when required issue of Show Cause Notices, Penalties, Invoke the Bank Guarantee and that such action will be bound to the Agency. The Penalty amount will also be decided by the MD, GLPCL as per the default and that will be binding to the Agency.
- ii. However, GLPCL shall take action for penalty only after giving a due notice to the Agency specifying the reason with an opportunity to reply within a reasonable period as may be specified in the notice, and after giving the Agency an opportunity to be heard.

27.5: TERMINATION OF THE CONTRACT

- i. Following reasons shall lead to the termination of contract:
 - Failure of the successful bidder to accept the contract and furnish the Performance Bank Guarantee within specified time period
 - The term of Contract expires
 - Termination of Contract by the GLPCL due to non-adherence of contract/RFP terms and conditions/work order terms and conditions or non-performance.
 - GLPCL may terminate the Contract at any time without giving any prior notice to the Agency, if the Agency found in any malpractices/financial irregularities/fraudulent practices.

27.6: TERMINATION FOR INSOLVENCY, DISSOLUTION ETC.

- i. GLPCL may terminate the Contract at any time by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company.
- ii. In this event termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to GLPCL.

27.7: TERMINATION FOR CONVENIENCE

- i. Both the parties i.e. GLPCL & Agency, reserves the equal right to terminate, by prior written notice of 30 days, the whole or part of the contract, at any time for their convenience. The notice of termination shall specify that termination is for the convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

27.8: FORCE MAJEURE

- i. For purposes of this clause, “Force Majeure” means an event beyond the control of the Agency and not involving the Agency’s fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of GLPCL in their sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.
- ii. If Force Majeure situation arises, the Agency shall promptly notify GLPCL in writing of such condition and the cause thereof. Unless otherwise directed by GLPCL in writing, the Agency 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.
- iii. The Agency shall not be liable for penalty of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

27.9: SUSPENSION

- i. The GLPCL may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension:
 - a. Shall specify the nature of the failure and
 - b. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

27.10: OWNERSHIP OF DATABASE

- i. The ownership of the data base as and when created in the course of the execution of the work under this RFP during the contract period without any liability will be automatically vested with the GLPCL. None of the physical facility and manpower created under this RFP shall be transferred to GLPCL.

27.11: DETAILS TO BE KEPT CONFIDENTIAL

- i. The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the same. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the GLPCL whose decision shall be final. The Bidder or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the GLPCL.

ANNEXURES

ANNEXURE -1**FINANCIAL BID FORMAT**

Tender Notice No. :

Tender Document No. :

To:

GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED

3rd Floor, Block No. 18,

Udyog Bhavan,

Gandhinagar, Gujarat – 382011

Sir:

I/We hereby bid For Hiring of Agency for Technical Support Agency (TSA) For GLPCL for Existing / Prospective Project Implementation Agencies (PIAS). in Gujarat as per the Terms of Reference given in this Tender Document of the GLPCL, Gandhinagar within the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

[To be submitted by the bidder as per the format given below along with Commercial bid Format]

Percentage of the total project cost of all PIA's
_____ %
In Words:

The unit rate quoted above by the bidders will be firm till the completion of the contract.

Signature of the Bidder with Seal

ANNEXURE – 2**PROFORMA OF GENERAL POWER OF ATTORNEY**

(To be signed and executed in non-judicial stamp paper of ₹ 100/=)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt _____ S/O _____

_____ Residing at _____

2. Sri/Smt _____ S/O _____

_____ Residing at _____

3. Sri/Smt _____ S/O _____

_____ Residing at _____

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders of M/s _____ having its registered office at _____ hereby appoint Sri _____ S/O _____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the consultancy with the Office of GLPCL, Gandhinagar 382010 in connection with its tender No. _____ Dated _____ For the supply of _____ due for opening on _____

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our consultancy as if the same were executed by me/ us individually or jointly.

Witness (with address) Signature of the Partners/Directors/Board members/ trustees/
Executive council members/ proprietors/ Leaders

1.

2.

3.

ATTESTED ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/ society/ trust/
firm)

ANNEXURE – 3**FORMAT FOR PERFORMANCE GUARANTEE**

(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to

Be in the name of the executing Bank

To

GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED

3rd Floor, Block No. 18,

Udyog Bhavan,

Gandhinagar, Gujarat – 382011

In consideration of the GLPCL, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the “GLPCL” which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No _____ dated _____ issued by the **GLPCL**, Office of GUJARAT LIVELIHOOD PROMOTION COMPANY LIMITED, 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat – 382011, which has been unequivocally accepted by the Vendor (refer NOTE below) work of Hiring of Agency for Technical Support Agency (TSA) For GLPCL for Existing / Prospective Project Implementation Agencies (PIAS) (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for ₹ _____ (Rupees _____ only) from a Nationalized Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor’s bill, for the due fulfilment by the said Vendor of the terms and conditions contained in the same Contract.

We _____ the _____ (hereinafter referred to be “the said Bank” and having our registered office at _____ do hereby undertake and agree to indemnify and keep indemnified to the GLPCL from

time to time to the extent of ₹ ____ (Rupees ____ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the GLPCL by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the GLPCL on demand and without demand to the extent aforesaid. We, _____ Bank, further agree that the GLPCL shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GLPCL on account thereof and the decision of the GLPCL that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the GLPCL from time to time shall be final and binding on us.

1. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the GLPCL under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the GLPCL shall have no claim under the Guarantee after 366 (Three Hundred Sixty Six Only) days from the date of expiry of the contract period.
2. The GLPCL shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities

available to GLPCL and the said Bank shall not be released from its liability under these presents by any exercise by the GLPCL of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the GLPCL or any indulgence by the GLPCL to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.

3. It shall not be necessary for the GLPCL to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the GLPCL may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.
4. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the GLPCL in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from M/s. ____ on whose behalf this guarantee is issued.

In presence of

WITNESS

For and on behalf of (the bank)

1. _____ Signature _____

2. _____ Name & Designation _____

AuthorizationNo.

Date and Place

Bank Seal

The above guarantee is accepted by the GLPCL, Gandhinagar

NOTES

FOR COMPANIES

M/s. _____ a company registered under the Companies Act 1956 and having its registered office in the State of _____ (hereinafter called "the said Vendor" which expression shall unless the context requires otherwise include its administrators, successors and assigns).

ANNEXURE – 4**PROFILE OF BIDDER**

Sr.	Particulars	Detail
1	Name of Organisation	
2	Nature of the Organisation	
a	In case of Public Ltd company (Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations)	
3	Address with Phone No. and Email ID.:	
4	Name and Contact details of the Authorised Person	
5	Any other details in support of your offer	
6	Certificate/ Recognition obtained for course	
7	PAN	
8	Service Tax Registration/ VAT	
9	GST Registration Certificate	

Relevant Past Experience

[Bidders are required to provide details of relevant experiences in the format given below, highlighting experience of designing & implementing a similar service delivery project to meet the marking requirement as part of technical evaluation. Use separate sheet for each citation]:-

Bid Reference No. :

Sr. No.	Particulars	Reference / supporting Documents	Page No
1.	Relevant Experience-Multi-locational Projects	Project Citation supported with copies of Work order or Client Certificate.	
	Name of Client		
	Address		
	Contact Person Name & Contact No. of Client		
	Project Name and brief scope		
	No Of Locations		
	Start Date		
	End Date		
	Duration		
	Order Value		
2.	Relevant Experience-Transaction Volume	Client certificate supported by Self-certification.	

Sr. No.	Particulars	Reference / supporting Documents	Page No
	Name of Client		
	Address		
	Contact Person Name & Contact No. of Client		
	Project Name and brief scope		
	No Of Transactions		
	Start Date		
	f) End Date		
	g) Duration		
	h) Order Value		

Signature of the bidder with seal

ANNEXURE – 5
CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA

Sr. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Turnover	Minimum Average Annual Turnover (overall) should be INR 5 Crores during last three (3) financial years as of 31 st March 2025.	Extracts from the audited balance sheet and profit & loss along with authentic certificate from the practicing Chartered Accountant of the last three (3) financial years as of 31 st March 2025 as per Annexure 10
2.	Net Worth	The Net Worth must be positive of the Bidder for last 3 financial years.	Certificate from practicing Chartered Accountants for last 3 years 2022-23, 2023-24, 2024-25 as per Annexure 11
3.	Profit-Making entity	The bidder should be an operating profit (Profit Before Tax) making entity in all last 3 financial years ending on 31.03.2025.	<ul style="list-style-type: none"> • Certificate from practicing Chartered Accountants 2025 as per Annexure 12. • IT Returns for last 3 years ending 31st March 2025.
4.	Relevant Experience	Should have experience in working with Government/ Semi Government/ Board/ Corporation in skilling as Technical Support Agency or Consultancy in nature.	Project Citation supported with copies of Work order or Client Certificate or project completion certificate.
5.	Nature of company	The bidder should have more than 5 years of existence from the date of application.	<ul style="list-style-type: none"> • In case of Public Ltd company (Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations)
6.	Manpower Strength	The Bidder must have minimum average of 15 employees on Company pay rolls or consultant affiliation with company for prescribed scope of work led down with this RFP. (Joint Venture for staff affiliation up to 25% will be allowed)	Self-Certificate from bidder along with list of manpower.
7.	Credential Status	Bidder & affiliated consultant (in case of joint venture) must not have been declared ineligible or blacklisted by any entity of Govt. of India / Govt. of Gujarat / other State Govt. / Semi Govt. / Board / Corporation for similar nature of work.	An affidavit from bidder & affiliated consultant (in case of joint venture)

Signature of the Bidder with seal

ANNEXURE – 6
CHECKLIST FOR FULFILLMENT OF TECHNICAL EVALUATION CRITERIA

Sr. No	Criteria	Max Marks	Criteria	Marks
Bidder Profile				
A	Average Annual Turnover (overall) during last three (3) financial years as of 31st March 2025.	10	More than INR 5 Crore	10
			INR 5 Crore	07
			Less than 5 Crore	00
B	Average Net-worth during last three (3) financial years as of 31st March 2025.	10	More than INR 5 Crore	10
			From INR 3 Crore to 5 Crore	07
			Up to INR 3 crore	05
C	Average manpower on company’s roll or consultant affiliation with company for prescribed scope of work led down with this RFP as on 31st August, 2025. (Joint Venture for staff affiliation up to 25% will be allowed)	10	More than 20	10
			15-20	07
			Less than 15	00
Total		30		
Relevant Past Experience				
A	Experience in working with Government/ Semi Government/ Board/ Corporation in skilling as Technical Support Agency or Consultancy in nature.	20	More than 5 years	20
			3 to 5 years	15
			1 to 3 years	10
			Less than 1 year	00
B	Number of projects undertaken by bidder in Government/ Semi Government/ Board/ Corporation in skilling or Consultancy in nature.	15	More than 5 projects	15
			3 to 5 projects	10
			1 to 3 projects	07
C	Number of projects successfully completed by bidder in Government/ Semi Government/ Board/ Corporation in skilling or Consultancy in nature.	15	More than 5 projects	15
			3 to 5 projects	10
			1 to 3 projects	07
Total		50		
Approach and Methodology				
A	Operational Methodology, understanding & clarity of the project DDU-GKY with the purview of Guidelines of GoI, strategy implementation & methodology of the project, Challenges likely to be encountered, Risk Assessment & its mitigation plan, Breakdown of work practices & its continual improvement plan, Methodology suggesting work flow based system for end to end monitoring and performance in relation to achievement of targets, Overall utilization of funds, Diagnosing symptoms affecting future performance, etc.	20	Assessment to be based on a PPT (power point presentation) file covering all requirements as mentioned	20
Total		20		
Grand Total		100		

Signature of the Bidder with seal

ANNEXURE – 7
CHECKLIST FOR FULFILLMENT OF FINANCIAL EVALUATION CRITERIA

Sr. No.	Proposed percentage of total project cost	Marks
1	Between 1.00% to 1.10%	50
2	Between 1.11% to 1.20%	40
3	Between 1.21% to 1.30%	30
4	Between 1.31% to 1.40%	20
5	Between 1.41% to 1.49%	10
6	1.50%	05
7	More than 1.50%	00
Total Marks: 50		

Signature of the Bidder with seal

ANNEXURE 8
DETAILS OF EMPLOYEES OF THE AGENCY/ CONSULTANT AFFILIATION

Existing Employees

Sr.	Name	Designation	Date of Joining	Qualification	Area of specialization	Details of experience

Signature of the bidder with seal

ANNEXURE 9

Key Deliverables and Outputs

S.No.	Deliverable	Outputs
A	Development of a comprehensive framework for supporting and monitoring projects as well as overall program. The 'Agency' will be responsible for overall program management of skilling initiatives of GLPCL and enabling effective implementation at State, District, Block and Gram Panchayat level. The agency would be mandated with the end-to-end solutions for planning and management, monitoring and reporting; essentially as an effective project management unit.	<p>c. Inception report submitted with detailed work plan, approach to the assignment and proposed manpower deployment plan</p> <p>d. Draft - Consulting deliverables (program management, monitoring, reporting structures, etc.)</p>
B	Financial management support services: The Agency will maintain records of expenditures incurred for the services along with the supporting documents, track expenditure by activity heads, etc. The Agency will help in preparing statements of expenditures (SOE), compiling and preparing consolidated progress reports for the office related expenditure.	<p>c. Accounting system for tracking expenditure by activity heads; and</p> <p>d. Periodic progress and analytical reports for submission to GLPCL</p>
C	Annual Plan of Operations of the Agency and Fund Management: The Agency will develop its annual operation / quarterly/ monthly plans, with the budget, in accordance with the Annual Action Plan.	<p>d. The Agency creates the dedicated team for GLPCL;</p> <p>e. The Agency's annual operation plan with quarterly / monthly activity and cost estimates will be prepared and approved by authority of GLPCL.</p> <p>f. The Agency will prepare quarterly/monthly progress report of the expenditure along with cost estimates analysis (variance analysis, etc.)</p>
D	MIS training, support & maintenance - The agency will maintain the MIS from training centre level to state level using the dedicated software (online- MoRD portal & offline) and providing training and other supports to PIAs and personnel involved in the programme. The functional requirements shall include: - Integrated workflow based system that end to end partner monitoring and performance in	<p>i. Detailed Project Plan including timeline and team member profiles</p> <p>j. Monitoring and validation of MIS infrastructure like Bio metric, CC camera and any other technical equipments</p> <p>k. High Level and Low Level Design documents</p> <p>l. Prototype and</p>

	<p>terms of targets, funds, attendance, placement percentage, youth perceptions etc.</p> <ul style="list-style-type: none"> - Reporting & Dashboard capability to monitor the performance of the partner organisation against the stated Key Performance Indicators - Easy to use and intuitive user interface - Ability to search and retrieve documents, apply versions and archive documents 	<p>demonstration</p> <ul style="list-style-type: none"> m. Unit and System Integration Test cases and results n. User Acceptance Testing o. Training Plan p. Change Management reports
E	Performing role of a TSA	<ul style="list-style-type: none"> f. Facilitate in designing the model training centres strategy g. Support in Mapping of jobs in Govt. Dept. and convergence with line departments h. Benchmarking of the proposed curricula and duration of each level of the programme in various sectors. i. Establish strategies and processes for regular review and up-gradation of courses so that they always remain contemporary. j. TSA will help the Skill Development Cell to focus on new emerging occupations/employment avenues.
<ol style="list-style-type: none"> 1. Agency will have to follow guidelines as per scheme of DDU-GKY as well as GLPCL's instructions/suggestions. 2. Agency will have to deploy the dedicated team as per the guideline of the scheme i.e. at least 8 executives along with 01 separate Team Leader at State level (GLPCL HO). It may vary as per the current scenario of the project from time to time and that will be decided by the GLPCL only. 		

Signature of the bidder with seal

ANNEXURE 10

To whomsoever it may concern

This is to certify that m/s_____ is in the business of _____. There turn over in the execution of _____ in each financial year during the presenting three years and the current year is as given below.

Year (F.Y)	Turnover (In INR)
2022-23	
2023-24	
2024-25	

This is further certified that the above turnover is in the line with the turn over declared by the Agency in their Income Tax Returns including other incomes, filed under PAN NO. _____

Date: _____

For _____

Place: _____

ANNEXURE 11

To whomsoever it may concern

This is to certify that m/s_____ is in the business of _____. Their net worth in the execution of _____ in each financial year during the presenting three years and the current year is as given below.

Year (F.Y)	Net worth (In INR)
2022-23	
2023-24	
2024-25	

This is further certified that the above Net worth is in the line with the net worth declared by the Agency in their Income Tax Returns including other incomes, filed under PAN NO. _____

Date: _____

For _____

Place: _____

ANNEXURE 12

To whomsoever it may concern

This is to certify that m/s_____ is in the business of _____. Their operating profit in the execution of _____ in each financial year during the presenting three years and the current year is as given below.

Year (F.Y)	Operating Profit (In INR)
2022-23	
2023-24	
2024-25	

Date:_____

For_____

Place:_____