

Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)

Corrigendum-IV

Kindly note that this corrigendum in form of Amended/ Revised/ Updated RFP/ EOI is being affected in following RFP/EOI for which advertisement appeared in The Times of India, Danik Bhaskar, The Tribune and Punjabi Tribune on 6.3.19 :

1. Coaching/ training for Jobs for Government& Private sector including training in Soft Skills, Communication Skills etc.

The bidders shall note that Amended/ Revised/ Updated RFP/ EOI shall PREVAIL over the existing RFP issued through advertisement dated 6.3.19 and change in dates issued thereafter.

New bidders who want to apply can apply ab initio on website <https://eproc.punjab.gov.in>.

Bidders who have already given their bid may exercise any of the following three options:

- a. Can continue with the Bid already made against the earlier RFP/ EOI and its corrigenda in case they are eligible as per the revised RFP/ EOI and its corrigenda – Such Bidder (s) need not do anything.
- b. Can rebid in case the bidders want to change the earlier bid as per the revised RFP/ EOI and its corrigenda – Such bidders must NOT withdraw their earlier bid but should modify their existing technical bid or financial bid or both, as they deem fit on website <https://eproc.punjab.gov.in> .
- c. Can withdraw their bid in case the bidders do not want to bid for the RFP/ EOI anymore – Such bidders may withdraw their bid on <https://eproc.punjab.gov.in>. Refund of EMD, Tender Fees, Processing Fees if any, shall be initiated on completion of stage 1 (PreQual/Technical) of the bid opening process.

IT IS AGAIN CLARIFIED THAT ALL TERMS, CONDITIONS AND DATES ETC. SHALL NOW BE APPLICABLE AS PER CORRIGENDED TENDER BEING UPLOADED TODAY i.e 2.5.19 & ONLY IT MAY BE REFERRED TO BY ALL CONCERNED.

Mission Director (PGRKAM)

Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)

Department of Employment Generation and Training

SCO 47/1, Sector 17-E, Chandigarh

<https://eproc.punjab.gov.in>

Expression of Interest (Eoi)

for

**Empanelment of agencies for providing Coaching/Training for Jobs
for Government and Private Sector including training in Soft Skills,
Communication Skills**

Eoi No. : 2019_DEGT_30590_1
Issued on : 6.3.19

Glossary of Abbreviations

CA	Chartered Accountant
CEO	Chief Executive Officer
DBEE	District Bureau of Employment and Enterprise
EGT	Employment Generation and Training
EMD	Earnest Money Deposit
ESP	Empanelled Service Provider
Eoi	Expression of Interest
FY	Financial Year
INR	Indian National Rupees
LOA	Letter of Award
PGRKAM	Punjab Ghar Ghar Rozgar & Karobar Mission
PSU	Public Sector Undertaking
TP	Training Provider

Table of Contents

S.No.	Details	Pg.no
1.	NOTICE INVITING APPLICATION	4
2.	INSTRUCTIONS TO APPLICANTS	5
3.	PREQUALIFICATION CRITERIA	8
4.	OPENING AND EVALUATION OF TECHNICAL APPLICATION	9
5.	SCOPE OF WORK	11
6.	EMPANELMENT PERIOD	14
7.	GENERAL	14
8.	TERMINATION	15
9.	DISPUTE RESOLUTION	15
10.	INTELLECTUAL PROPERTY RIGHTS	15
11.	EXIT MANAGEMENT	15
	ANNEXURES	
I.	APPLICATION SUBMISSION LETTER	17
II.	APPLICANT'S AUTHORISATION CERTIFICATE	18
III.	PERFORMA FOR AFFIDAVIT	19
IV.	INFORMATION ON APPLICANT'S ORGANIZATION	20
V.	PROJECT EXPERIENCE	21
VI.	FINANCIAL INFORMATION OF APPLICANT'S ORGANIZATION	22
VII.	FORMAT FOR SUBMITTING APPLICATION	23

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training,
SCO No. 47/1,
Sec-17E,
Chandigarh 160017,
Punjab

EoI No.: 2019_DEGT_30590_1

Dated: 06.03.2019

1. NOTICE INVITING APPLICATION (NIA)

PGRKAM (the “**Authority**”) invites online Applications under 2 application basis i.e. Pre-Qualification and Technical Applications from reputed and experienced agencies for agencies for providing Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills

The interested Applicants shall submit their Applications online on <https://eproc.punjab.gov.in> **on or before 24.05.2019 upto 10:00 A.M**

For further details and EOI please visit <https://eproc.punjab.gov.in>

**Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission**

2. INSTRUCTIONS TO APPLICANTS

- 2.1. The Applicant may be a Sole Proprietor or Partnership firm or a Company (Public or Private Ltd.)
- 2.2. **Cost of Application:** The Applicant shall bear all costs associated with the preparation and submission of the Application and the Authority in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process.
- 2.3. The Applicant is expected to examine all instructions, forms, terms and conditions in the EoI document. Failure to furnish all information as mentioned in the EoI document or submission of an application not substantially responsive to the EoI document in every respect will be at the Applicant's risk and may result in rejection of the Application.
- 2.4. Applicant shall not make any alternation, erasure or obliteration to the text of the EoI document.
- 2.5. Each Agency will list the district and the course (Govt. coaching or pvt. Coaching or both) for which it wants to get empanelled as per the Format (Annexure VII) of the EoI document.
- 2.6. The empanelled agency shall comply with all relevant laws/ rules/ Govt. instructions concerning with the execution of this contract failing which he shall be solely responsible for financial and legal consequences. Further, in case of breach of contract or violation of any law/ rule/ Govt. instructions, any loss is caused to PGRKAM, the successful bidder shall indemnify the same.
- 2.7. TDS/ any other deduction shall be made as per law.
- 2.8. **Preparation of Application**
 - 2.8.1 **Language:** Application and all accompanying documents shall be in English language. In case any accompanying document is in other languages, it shall be accompanied by an English Translation. The English version shall prevail in matters of interpretation.
 - 2.8.2 The Application shall be completed in all respects and duly signed and stamped by an authorised representative of the Applicant. Relevant power of attorney for signing the Application shall be attached.
- 2.9. **Clarifications by Applicants**
 - 2.9.1 Applicants requiring any clarification on the EoI document may contact the Authority in writing by e-mail/ post/ courier within such date as specified in the Schedule of EoI Process set out in Clause 5- Schedule of EoI Process.
 - 2.9.2 All correspondence for clarifications shall be submitted to the following address in writing by Applicant:

Department of Employment Generation & Training Punjab,
SCO 47/1, Sector 17-E
Chandigarh

- 2.9.3 The Authority shall endeavour to respond to the queries raised or clarifications sought by the Applicants. However, the Authority reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring the Authority to respond to any query or to provide any clarification.
- 2.9.4 At any time prior to the Application Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by Applicant (s), modify the Eol document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/Clarifications thus issued shall be uploaded on the website <https://eproc.punjab.gov.in> and shall be binding on Applicants and shall form part of the Eol document.
- 2.10. Eol Document Fee and EMD**
- 2.10.1 An initial non – refundable Eol Document Fee of INR 5,000/- (Indian National Rupees Five Thousand Only) shall be paid online on <https://eproc.punjab.gov.in> at the time of submission of the Application.
- 2.10.2 The Applicant shall also pay an EMD for an amount of INR 1,00,000 (Indian National Rupees One Lakh only) online on <https://eproc.punjab.gov.in> at the time of submission of the application. The EMD will remain valid for a period of 90 (ninety) days beyond the final Application Validity period.
- 2.10.3 Any Application not accompanied by the Eol document Fee and EMD shall be rejected.
- 2.10.4 The EMD is interest free and will be refundable to the unsuccessful Applicants without any accrued interest on it.
- 2.10.5 The EMD shall be returned to unsuccessful Applicants after expiry of the final Application Validity Period and latest on or before the 30th day after empanelment.
- 2.10.6 EMD shall be forfeited if the Applicant withdraws his application during the period of Application validity.Sched
- 2.10.7 EMD shall be forfeited if the successful Applicant refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Authority.
- 2.10.8 In case of the empanelment of the agency, EMD will be converted into security and will be refunded at the end of the empanelment period without any accrued interest on it.
- 2.11. Pre-Application Meeting**
- 2.11.1 To clarify and discuss issues with respect to the Project and the Eol Document, a Pre-Application meeting (“Pre-Application Meeting”) will be held as per the details provided in Clause 5- Schedule of the Eol Process.

2.11.2 Prior to the Pre-Application meeting, the Applicants may submit a list of queries and proposed suggestions, if any, to the EoI requirements. The queries shall be accepted only in the following format

Serial No	EoI Document Reference (Section and Page No)	Content of EoI Document requiring clarification	Points of clarification
1.			
2.			

2.11.3 The Applicants may note that the Authority will not entertain any deviations to the EoI Document at the time of submission of the Application or thereafter. The Application to be submitted by the Applicants will be unconditional and unqualified and the Applicants would be deemed to have accepted the terms and conditions of the EoI Document with all its contents. Any conditional Application shall be regarded as non-responsive and would be liable for rejection.

2.11.4 Applicant's representatives attending the Application opening shall bring an authorisation letter from the Applicant

2.11.5 In case of any change in the schedule of Pre-Application Meeting, the same will be communicated to the Applicants through emails and/or by posting on the web sites (<https://eproc.punjab.gov.in>)

2.11.6 Attendance of the Applicants at the Pre-Application Meeting is not mandatory.

2.11.7 No interpretation, revision, or other communication from the Authority regarding this solicitation is valid unless in writing.

2.12. Format and Signing of Application

2.12.1 The documents comprising the Application shall be typed and all pages of the application shall be signed by a person duly authorised to sign on behalf of the Applicant.

2.12.2 The application shall contain no alternations, omissions or additions except those to comply with instruction issued by the Authority or are necessary to correct errors made by the Applicant, in which case such corrections shall be initialled/signed by the person signing the Application.

2.13. Submission of Applications

2.13.1 The Applicant shall submit their applications online on <https://eproc.punjab.gov.in> on or before 10:00 A.M on 24.05.2019. The Applications shall not be accepted beyond the stipulated date and time under any circumstances what so ever

2.14. **Validity of Application:** Application must be valid for a period of not less than 90 days from the date of opening of the application

2.15. Late and Delayed Applications:

2.15.1 Applications must be received not later than the date and time stipulated in the EoI document. The Authority may, at its discretion, extend the deadline for submission of the Application in which case all rights and obligations of the Authority and the Applicant will be the same.

2.15.2 Any Application received by the Authority after the deadline for submission of Application, as stipulated above, shall not be considered.

3. Pre – Qualification Criteria

3.1. The pre-qualification application of the applicants will be opened first. Only the Applicants who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Applications will be rejected and will not be eligible for any further processing. The pre-qualification criterion* is as below: -

S.No	Criteria	Documentary evidence to be produced
1.	The Applicant shall be a registered entity and must have been in operation for a minimum period of 5 years as on 31 st March 2018	<ul style="list-style-type: none"> Certificate of Incorporation / Registration in case of a registered entity (public or pvt. Ltd) Valid Tax/GSTN Certificate in case of a Sole Proprietor or Partnership firm
2.	The Applicant shall have at least 3 years' experience in providing (a) coaching for competitive examinations for Govt. jobs or (b) running skill development programs of Gol/State Govt. as on 31 st March, 2018	Requisite client certificates (Work Orders/Completion Certificates)
3.	Minimum 500 candidates shall have been trained (a) for Competitive Examinations for Govt. jobs or (b) under any skill development programs of Gol/State Govt. in the last 3 years ending 31 st March, 2018	Statutory Auditor certificate with reconciliation to this effect is to be provided
4.	The Applicant shall have minimum annual average turnover of Rs. 50 lakh from (a) coaching/ training for Competitive Exam for Govt jobs or (b) skill development programmes of Gol/State Govt. in the last 3 years ending 31 st March, 2018	Certificate of CA to be submitted
5.	The Applicant shall have minimum 3 teachers or trainers on permanent rolls of the organization each of whom shall at least be a graduate	Pay Sips, detailed resume along with joining letter is to be provided
6.	The Applicant shall not have been blacklisted/ debarred by any State or Central Government Department/ Agency	Self-certification on company's letter head signed by an authorized representative

	or PSU in India at the time of submission of the application.	
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**Note: Any Bid not accompanied by the EMD shall be rejected.*

4. Opening and Evaluation of Technical Application

- 4.1. Technical Applications will be opened in the presence of the Applicants' representatives who choose to attend at the appointed place and time.
- 4.2. The Technical Application of the Applicant would be evaluated as per the eligibility criteria set out in the EoI document. Applications will be evaluated based on the information submitted by the Applicant. However, the Authority reserves the right to seek clarification/documents from the Applicants, if it considers it necessary for proper assessment of the Application.
- 4.3. The Technical Applications will be evaluated based on following criteria. The marks allocation for the technical evaluation shall be assigned as under:

S.No	Evaluation Criteria	Maximum Marks	Details	Marks
1.	Annual average turnover from (a) coaching/ training for Competitive Exam for Govt. jobs or (b) skill development programmes of Gol/State Govt. the last 3 years ending 31st March, 2018	30	INR 50 to 75 lakhs	10
			More than INR 75 to 100 lakhs	20
			More than INR 100 lakhs	30
2.	No. of teaching staff or trainers on permanent rolls of the organization	15	3 to 5	5
			More than 5 to 10	10
			More than 10	15
3.	Teachers having experience in smart class room training	5	At least one teacher having minimum experience of one year in smart classroom training	5
3.	No. of candidates trained for (a) competitive examinations for Govt. jobs or (b) skill development programmes of Gol /State Govt.	30	500 to 1000	10
			More than 1000 to 1500	20
			More than 1500	30

4.	Years of existence in (a) coaching for competitive examinations for Govt. jobs or (b) skill development programmes of Gol / State Govt.	20	3 to 5 years	10
			More than 5 to 7 years	15
			More than 7 years	20
Total		100		

**For getting empanelled for Govt. coaching, (a) of 1, 3 and 4 will be considered & for getting empanelled for pvt. Coaching (b) of 1, 3 and 4 will be considered*

4.4. Only those Applicants whose Technical Applications score 60 marks or more out of 100 shall qualify for Empanelment

4.5. Right to accept any Application and to reject any or all Applications

4.5.1 The Authority is not bound to accept any application and may at any time by giving notice in writing terminate the empanelment process.

4.5.2 The Authority will empanel the Successful Applicant to perform the agreement satisfactorily as per the terms and conditions incorporated in the Expression of Interest document

4.5.3 The Authority will communicate to the Successful Applicant by mail confirmed by letter transmitted by registered/speed post that his application has been accepted for empanelment.

4.5.4 The Successful Applicant will be required to commence the assignment at the earliest as communicated by Authority in this regard.

4.5.5 The Successful Applicant will be required to enter into an agreement for the services within a period of Fifteen (15) days from the date of issue of Letter of Empanelment.

4.5.6 The authority may terminate/cancel the Letter of Empanelment in the event the Successful Applicant fails to enter into an agreement within the stipulated timelines.

4.5.7 The Successful Applicant shall comply with all relevant laws/ rules/ Govt. instructions concerning with the execution of this agreement failing which he/she shall be solely responsible for financial and legal consequences. Further, in case of breach of the agreement or violation of any law/ rule/ Govt. instructions, any loss caused to PGRKAM, the Successful Applicant shall indemnify the same.

4.5.8 TDS/ any other deduction shall be made as per law.

5. Schedule of Empanelment Process

The Authority would endeavour to adhere to the following schedule:

Sr. No	Activity Description	Date
1.	Issue of EOI Document	06.03.2019

2.	Pre-Application meeting	25.03.2019, 12:00 P.M
3.	Last date for submission of queries	29.03.2019, 3:00 P.M
4.	Authority's response to queries and publication of corrigendum/ addendum/ Issue updated EOI **	02.05.2019
5.	Last Date of Submission of Applications	24.05.2019, 10:00 A.M
6.	Date and time of Opening of the Pre-qualification and Technical Application	24.05.2019, 02:00 P.M
7.	Date and time by which Clarification, if any is to be taken from applicants via e-mail by PGRKAM	04.06.2019, 05:00 P.M
8.	Date and time by which the applicants can reply w.r.t S.No. 7 above by personal presence/ e-mail	06.06.2019, 05:00 P.M
9.	Date and time of Issuance of Letter of Empanelment to the successful applicants	25.06.2019, 09:00 A.M
10.	Date and time of acceptance of Letter of Empanelment by the successful applicants through personal presence	25.06.2019, 05:00 P.M
11.	Date and time of issuance of empanelment contract for signatures to the successful Applicants	10.07.2019, 09:00 P.M
12.	Date and time of Signing of Contract & start of execution of Project as per timelines given in payment schedule of the Eoi	15.07.2019, 09:00 A.M

* Venue of the Pre-Application Meeting: 'Department of Employment Generation & Training Punjab, SCO 47/1, Sector 17-E, Chandigarh

** Any bidder who cannot understand language/ scope of work or any of the clause of the tender can come in person to seek clarification from O/o Commissioner, Employment Generation & Training –cum- Mission Director, PGRKAM, SCO 47/1, Sector 17-E, Chandigarh on 06.05.2019 at 11:00 A.M.

6. Scope of Work

6.1 Background

The Department of Employment Generation and Training is committed to implement the Government's mandate of Ghar Ghar Rozgar in the State of Punjab. In line with the various initiatives undertaken by the Department for ensuring employment, the Government is also keen to provide coaching to the meritorious students belonging from the marginalized/ economically not so well off households of the State as well as other students

In order to promote a more level playing field, and to give marginalized and deserving aspirants a better chance to succeed in various competitive Examinations conducted by the State and Central Government, the Department of Employment Generation and Training desires to invite Applications from competent coaching institutes/ agencies to provide quality coaching to aspirants.

6.2 Scope of Work

Empaneled Service provider (ESP) shall provide quality coaching/ training to selected/ short listed aspirants of Punjab. The selected/ shortlisted aspirants should fulfill the eligibility criteria as required for the competitive exam for which the candidates intend to enroll for coaching/ training for each district there will be ESPs who will provide coaching for govt. jobs and there would be ESPs who will provide coaching (including soft skills etc.) to candidates who want to apply for pvt. Jobs. Each Bidder will have to give his preference for each district & then for either Govt. coaching or Pvt. training or both as per the Format (Annexure VIII) of the EOI document

The scope of work for the Coaching/ Training empaneled agency (Service Provider) will include:

- 6.2.1 Training Providers (TPs) for coaching for jobs in Govt. sector and for training for jobs in Pvt. sector including training in soft skills, communication skills etc. will be empaneled for each district. A TP will have to apply to get selected for a District. One TP can apply for as many as many districts it may want. A single application needs to be submitted for any number of Districts and the type of coaching (Govt./Private or both) that the bidder may choose. However, each District and coaching (Govt./Private or both) as chosen by the Bidder shall be clearly mentioned in the Format as per Annexure VIII of the EOI Document. For the purpose of clarity, it is reiterated that if a TP fulfills (a) of 2, 3 and 4 as mentioned in the 'Pre-Qualification Criteria' (Clause 3 of the EOI document) then it can apply for Govt. coaching and if a TP fulfills (b) of 2, 3 and 4 as mentioned in the 'Pre-Qualification Criteria' Criteria' (Clause 3 of the EOI document) then it can apply for Pvt. Coaching and if it fulfils both, then it can apply for both.
- 6.2.2 Coaching shall be provided in the designated office space available with DBEE. In case of space constraints, the DC –cum- Chairman, DBEE shall allot separate halls within government premises as he may choose. This space shall be provided free of cost.
- 6.2.3 The Govt. shall provide space with fans/ lights/ tables/ chairs/ biometrics and requisite infrastructure to facilitate online examination. Each hall provided shall have a seating capacity of 50 participants at a time.
- 6.2.4 The Govt. shall provide biometrics system and CCTV to monitor the attendance of the candidate.
- 6.2.5 Each hall provided shall have a seating capacity of 50 participants at a time.
- 6.2.6 4 batches shall be operated on a daily basis at a given facility and shall operate

for a duration of 2 hours each (6 days a week). Of the 4 batches, 2 shall be dedicated for Govt. coaching and 2 batches towards training for Pvt. jobs. Total duration of the course will be 2 months. Total hours of training would be 100

- 6.2.7 If number of TPs empaneled in a district are more than ONE, the DC will constitute a committee under CEO, DBEE who shall review presentations of each empaneled TP and rank them in accordance of competence for the 1st year. For subsequent years, the TPs will be ranked on the basis of the performance of the last year and TPs which will fall in the bottom 25% of the TPs in each district shall be de- empaneled in case they are not able to give any convincing reason for their performance. It shall be the discretion of the Authority to allocate as many courses to the highest/second best keeping in mind the requirements.
- 6.2.8 In case, mass recruitment is initiated, additional space shall be allocated by the DC for running additional batches.
- 6.2.9 If more candidates apply, then requisite nos. will be chosen by draw of lots. Reservation would be as per Govt. norms. Convention would be at district level.
- 6.2.10 Empaneled TPs in each district will provide coaching for Govt. jobs/ training for Pvt. jobs to 100 students per day respectively i.e. operate 2 batches per day with an operational capacity of 50 students per batch.
- 6.2.11 Govt. competitive exams for which coaching is to be conducted shall be approved and allocated with the permission of the Chairman, DBEE. PGRKAM may issue centralized directions in this regard if it may so desire.
- 6.2.12 Training for private jobs shall be started after the approval & allocation with permission of Chairman, DBEE. PGRKAM may issue centralized directions in this regard if it may so desire.
- 6.2.13 In order to finalize the content, TPs shall seek feedback and market expectations from industrial/ trade associations in order to establish the need of the industry and aligning the curricula in line with the exam. PGRKAM may circulate centralized content/ directions in this regard by associating with such experts as it may deem fit.
- 6.2.14 Reference material including books, coaching/ training tools etc. shall be provided by the TP.
- 6.2.15 Coaching/ training materials/ modules shall be prepared in English and Punjabi.
- 6.2.16 The training partners are expected to regularly conduct tests and mock examination and maintain a record as under:
- i. Number & details of students studying in each center
 - ii. Number of lectures
 - iii. Duration of lectures
 - iv. Attendance of students
 - v. Performance level of individual student & his progress
- 6.2.17 TP for Govt. jobs will employ atleast 2 teachers for courses with minimum

- qualification being Graduate in English and Graduate in Mathematics.
- 6.2.18 TP for Pvt. Jobs will employ at least 2 teachers per course with a minimum qualification being Graduate in English and Psychology respectively.
- 6.2.19 For Pvt. And Govt. Jobs, only those students whose attendance is more than 50% shall be considered as trained students.
- 6.2.20 In case of Pvt. Jobs, INR 8000 shall be paid for every trained candidate who is got placed by TP post training for atleast a period of 6 months on minimum wage rate or above. In case of change of job by applicant without break post training, the payment would be made as in normal case. The TP will have to submit 6 continuous pay slips as proof of placement.
- 6.2.21 In case of Govt. Jobs, the TP shall be made a payment of INR 2,00,000 for every 5 candidates placed (out of batch of 50). Anything less than this shall attract a penalty of INR 30,000/candidate.
- 6.2.22 In case the placement no. goes beyond 5 as mentioned above, the TP shall be paid an incentive of INR 25,000 per student.
- 6.2.23 No batch will be started till the TP has mobilized atleast 30 candidates. Registered candidates of DBEE and Ghar Ghar Rozgar Portal shall also be considered for training by the TP.
- 6.2.24 The minimum Batch Size at any point of time shall not be less than 30 candidates.
- 6.2.25 The batch size may be increased upto 55 if CEO, DBEE may so desire.
- 6.2.26 The TP shall have to start the course within 15 days of being informed by CEO, DBEE. In case the TP is not able to start the course after 15 days of being informed by CEO, DBEE a penalty of rupees 1,000 for the 1ST week beyond 15 days will be imposed. A penalty of rupees 5,000 for the subsequent weeks will be imposed upto a period of 2 months after which the contract of TP will be terminated.

7. Empanelment Period

The empanelment will be for 3 years from date of signing of agreement between DBEE & TP & could be extended for further 3 years. If it is extended, then 10% addition of all items will accrue both ways.

8. General

- 8.1 The Authority reserves the right to annul the contract without citing any reasons thereof.
- 8.2 The Authority reserve the rights to reject the offer in case:
- 8.2.1 Non responsiveness i.e. not meeting with the submission criterion or
- 8.2.2 Being incomplete or

- 8.2.3 In case of any conflict of interest of TP or
- 8.2.4 Empaneled agency being unable to meet out its financial liabilities (if any) and becomes insolvent/ bankrupt or
- 8.2.5 Non-performance (proportional achievement of targets or non-responsiveness) by empaneled agency will lead to annulment of contract.

9. Termination Clause

The Authority reserves the right to terminate the service of the selected TP at any stage. Upon termination of the services with the TP, remuneration for services satisfactorily performed prior to the termination of the services shall be paid as per the payment schedule.

10. Dispute Resolution

- 10.1 The Authority and the Successful Applicant shall make every effort to resolve any disagreement or dispute arising between them amicably by direct negotiation. If PGRKAM and the Successful Applicant fail to resolve the dispute amicably within one (1) month, then the issue will be referred to the arbitrator in accordance with the Arbitration and Conciliation Act, 1996, amended upto date. The sole arbitrator for such purposes will be decided by MD, PGRKAM as per the Arbitration and Conciliation Act, 1996, amended upto date. All arbitration proceedings shall be held at Mohali, India, and the language of the arbitration proceedings shall be in English. Any legal dispute will come under Punjab State jurisdiction.

11. Intellectual Property Rights

- 11.1 The Authority owns the Intellectual Property Rights of all the content created under the scope of work of this engagement.
- 11.2 The Successful Applicant is liable to handover all documents/information/media/knowledge base related to the assignment undertaken under the scope of work of this engagement to the Authority on completion/termination.
- 11.3 The Successful Applicant shall not carry and/ or transmit any material, information, diagrams, storage media or any other goods/ material in physical or electronic form, which are proprietary to or owned by the Authority/ Department of Employment Generation & Training, out of premises without prior written permission.

12. Exit Management

- 12.1 The Authority shall prepare an Exit Management Plan and share it with the Successful Applicant that will be binding on the Successful Applicant.
- 12.2 The exit management period, to be informed in the Exit Management Plan, shall not be more than eight weeks from the date of expiry/ termination of contract.

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- 12.3 **Transfer of Assets-** The Successful Applicant shall be able to use the assets, if any provided, for the duration of the exit management period and shall return before completion of the said period.
- 12.4 During the exit management period the Successful Applicant will allow the Authority to access information required to define the current mode of operation.
- 12.5 The Successful Applicant shall handover all documents/information/media/ knowledge base to the Authority within the exit management period.
- 12.6 The Successful Applicant shall provide the knowledge transfer sessions to the Authority as and when required during the exit management period.

Annexure-I

Application Submission Letter

To
The Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training
SCO No. 47/1, Sec-17E,
Chandigarh - 160017,
Punjab

Sub: EoI for Empanelment of agencies for providing Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills

Ref: **2019_DEGT_30590_1**

Dear Sir,

I/ We, the undersigned, offer to provide services for Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills. We are hereby submitting our application

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Application, the details as per the requirements of the EoI Document, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of EoI document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (d) We shall make available to the Authority any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (e) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between the Authority and us subject to the modifications, as may be mutually agreed to, between the Authority and us.
- (f) We agree to keep this application valid for acceptance for a period of ninety (90) days from the date of opening the application.

We understand that the Authority is not bound to accept any tender that the Authority

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)

*Note:
On the Letterhead of the Applicant*

Annexure-II

Applicant's Authorisation Certificate

To
The Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training
SCO No. 47/1, Sec-17E,
Chandigarh - 160017,
Punjab

Sub: EoI for Empanelment of agencies for providing Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills

Ref: **2019_DEGT_30590_1**

Dear Sir,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with tender No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the application.

Thanking you,

Name of the Applicant: -

Authorised Signatory:-

Seal of the Organisation: -

Date: -

Place: -

Note: Please attach the valid power of attorney in favour of person signing this authorisation letter.

Annexure-III

Performa for Affidavit
(on non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Director/Partner of the firm M/s._____ do hereby solemnly affirm that our firm M/s._____ has never been blacklisted/ debarred by any State or Central Government Department/ Agency or PSU in India at the time of submission of the application

Signature of the Authorized Signatory
Name
Designation
Name of the Applicant

Annexure-IV

Information on Applicant's Organisation

S.No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder: Registered Company (Public or Pvt. Ltd)/ Partnership Firm/ Sole Proprietor (Relevant certificates in line with Clause 3 – Pre-Qualification Criteria need to be submitted)	
4.	Year of Establishment	
5.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
6.	Telephone No. (with STD Code)	
7.	E-mail id of the Contact Person	
8.	Fax No. (with STD Code)	
9.	Website (if any)	

.....
Name of the Applicant

.....
Signature of the Authorised Signatory

.....
Name of the Authorised Signatory

Place: _____

Date: _____

Annexure-V

Project Experience

S. No.	Name of Assignment	Name of the Client	Details/ Brief Scope	Contract Period	Agency Charges/Fee earned (Rs. In Lakh)
1.					
2.					
3.					
...					

Supporting documents such as copies of Work Order/contracts/LoAs/completion certificate/ Client letter, etc. to be attached. Assignments which are not supported by documentary evidence shall not be considered for evaluation.

Signature of the authorized signatory: _____

Name of the Official of the Firm: _____

Date: _____

Place: _____

Annexure-VI

Financial Information of Applicant's Organisation

Rupees.

S. No.	Parameters	FY2015-16	FY2016-17	FY2017-18
1.	Annual turnover of from (a) coaching/ training for Competitive Exam for Govt. jobs or (b) skill development programmes of Gol/State Govt. <i>(Please choose (a)/(b) or both in line with to the coaching (Govt./Private or both) for which the application is being submitted)</i>			
	Average Annual turnover of from (a) coaching/ training for Competitive Exam for Govt jobs or (b) skill development programmes of Gol/State Govt.			

Note:

Copy of certificate Chartered Accountant in this regard shall be submitted

.....

Name of the Applicant

.....

Signature of the Authorised Signatory

.....

Name of the Authorised Signatory

Place: _____

Date: _____

Annexure-VII

FORM FOR SUBMITTING APPLICATION

My firm Wants to apply for the districts & type of coaching/ training as ticked below

***Please put a tick '✓' to indicate your preference**

Sr. No.	Name of District	Govt. Coaching (if eligible, please tick against the district (s) you intend to be empaneled in)	Pvt. Coaching (if eligible, please tick against the district (s) you intend to be empaneled in)
1.	Amritsar		
2.	Barnala		
3.	Bathinda		
4.	Faridkot		
5.	Fatehgarh Sahib		
6.	Fazilka		
7.	Ferozepur		
8.	Gurdaspur		
9.	Tarn Taran		
10.	Hoshiarpur		
11.	Jalandhar		
12.	Kapurthala		
13.	Ludhiana		
14.	Mansa		
15.	Moga		
16.	Muktsar		
17.	Nawanshahr		
18.	Pathankot		
19.	Patiala		
20.	Rupnagar		
21.	Mohali		
22.	Sangrur		

Signature and Stamp of the Firm/ Agency making application for empanelment