

**Punjab Ghar Ghar Rozgar & Karobar Mission**  
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. : 3**  
**Issued on : 5.3.19**

### 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
Eoi	Expression of Interest
FY	Financial Year
INR	Indian Rupees
LOA	Letter of Award
PGRKAM	Punjab Ghar Ghar Rozgar and Karobar Mission
PSU	Public Sector Undertaking
TP	Training Provider

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## I. INSTRUCTIONS TO APPLICANTS

1. The Applicant may be a Sole Proprietor or Partnership firm or a Company (Public or Private Ltd.).
2. **Cost of Proposal:** The Applicant shall bear all costs associated with the preparation and submission of the proposal and the Authority in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process.
3. The Applicant is expected to examine all instructions, forms, terms and conditions in the EoI document. Failure to furnish all information required by the EoI document or submission of a proposal not substantially responsive to the EoI document in every respect will be at the Applicant's risk and may result in rejection of the proposal.
4. The Applicant shall not make or cause to be made by any alternation, erasure or obliteration to the text of the EoI document.
5. Each Agency will list the district and the profile (Govt. coaching or pvt.coaching) for which it wants to get empanelled. 1 agency can be empanelled in max of 5 districts.
6. **Preparation of Proposals**
  - 6.1 **Language:** Proposals and all accompanying document shall be in English language. In case any accompanying documents are in other languages, it shall be accompanied by an English Translation. The English version shall prevail in matters of interpretation.
  - 6.2 **Form of Proposal:** The form of the EoI 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 proposals should be attached.
  - 6.3 **Clarifications by Applicants**
    - 6.3.1 Applicants requiring any clarification on the tender 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 15- Schedule of EoI Process.
    - 6.3.2 All correspondence for clarifications should be submitted to the following address in writing by Agency:  
  
Department of Employment Generation & Training Punjab,  
SCO 47/1, Sector 17-E  
Chandigarh
    - 6.3.3 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.

6.3.4 At any time prior to the Proposal 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 of the Authority (<http://www.pbemployment.gov.in/>) and shall be binding on Applicants and shall form part of the Eol document.

## 7. Eol Document Fee and EMD

7.1 The Proposal shall be accompanied by an initial Eol Document Fee for a value of INR 5,000/- (Indian National Rupees Five Thousand Only) submitted in the form of a Demand Draft in favor of 'Mission Director, Punjab Ghar Ghar Rozgar and Karobar Mission' payable at Chandigarh, Punjab

7.2 The Proposal shall be accompanied by an EMD of a value of INR 1,00,000/- (Indian National Rupees One Lakh only) in the form of Demand Draft issued by a nationalized bank or a scheduled bank of India in favor of 'Mission Director, Punjab Ghar Ghar Rozgar and Karobar Mission' payable at Chandigarh, Punjab, along with the submission of the proposal. The EMD will remain valid for a period of 90 (ninety) days beyond the final proposal validity period.

7.3 Any tender not accompanied by the Eol document Fee and EMD shall be rejected.

7.4 The EMD is interest free and will be refundable to the unsuccessful Applicants without any accrued interest on it.

7.5 The EMD shall be returned to unsuccessful Applicants after expiry of the final proposal validity Period and latest on or before the 30th day after award of the contract.

7.6 EMD shall be forfeited if the Applicant withdraws his proposal during the period of proposal validity.

7.7 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.

## 8. Pre-Proposal Meeting

8.1 To clarify and discuss issues with respect to the Project and the Eol Document, a Pre-Proposal meeting ("Pre-Proposal Meeting") will be held as per the details provided in Clause 15- Schedule of the Eol Process.

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

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

- 8.3 The Applicants may note that the Authority will not entertain any deviations to the EoI Document at the time of submission of the Proposal or thereafter. The Proposal 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 Proposal shall be regarded as non-responsive and would be liable for rejection.
- 8.4 Applicant's representatives attending the Proposal opening shall bring an authorisation letter from the Applicant
- 8.5 In case of any change in the schedule of Pre-Proposal Meeting, the same will be communicated to the Applicants through emails and/or by posting on the web sites (<https://eproc.punjab.gov.in>)
- 8.6 Attendance of the Applicants at the Pre-Proposal Meeting is not mandatory.
- 8.7 No interpretation, revision, or other communication from the Authority regarding this solicitation is valid unless in writing..
9. **Format and Signing of Proposal**
- 9.1 The documents comprising the Proposal shall be typed and all pages of the proposal shall be signed by a person duly authorised to sign on behalf of the Applicant
- 9.2 The proposal shall contain no alternations, omissions or additions except those to comply with instruction issued by PGRKAM, or are necessary to correct errors made by the Applicant, in which case such corrections shall be initialled/singed by the person signing the Proposal.
10. **Submission of Proposals**
- 10.1 The Bidder shall submit their bids online on <https://eproc.punjab.gov.in> on or before 3:00 P.M on 08.05.2019. The Bids shall not be accepted beyond the stipulated date and time under any circumstances what so ever
- 10.2 **Validity of Proposal:** The Proposal must be valid for a period of not less than 90 days from the date of opening of the proposal
11. **Late and Delayed Proposals:**
- 11.1 Proposals 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 proposals in which case all rights and obligations of the Authority and the Applicant will be the same.
- 11.2 Any proposal received by the Authority after the deadline for submission of proposals, as stipulated above, shall not be considered.
12. **Pre – Qualification Criteria**

12.1 The pre-qualification proposals envelopes of the applicants will be opened. The Applicants will be assessed as per the pre-qualification criteria defined in the EoI Document. Only the Applicants who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Proposals 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 should be a registered entity and must have been in operation for a minimum period of 5 years as on 31 <sup>st</sup> March 2018	Certificate of Incorporation / Registration under the relevant statute
2.	The Applicant should have at least 3 years' experience in providing coaching for competitive examinations or skill development programmes of Gol or state sponsored schemes.	Affiliation certificate for undertaking coaching for government jobs or evidence to establish on-going skill development training on behalf of Gol or state sponsored scheme
3.	Minimum 500 candidates should have been trained for Competitive Examinations or under any government operated skill development programme in the last 3 years ending 31 <sup>st</sup> March, 2018.	Statutory Auditor certificate with reconciliation to this effect is to be provided
4.	The Applicant should have minimum annual average turnover of Rs. 50 lakh from coaching/training for Competitive Exam or skill development business in the last 3 years ending 31 <sup>st</sup> March, 2018.	Certificate of CA to be submitted
5.	The Applicant should have minimum 5 teachers or trainers on permanent rolls of the organization.	Pay Sips, detailed resume along with joining letter is to be provided
6.	The Applicant should not have been blacklisted/debarred by any State or Central Government Department/ Agency or PSU in India at the time of submission of the proposal.	Self-certification on company's letter head signed by an authorized representative

### 13. Opening an Evaluation of Technical Proposals

13.1 Technical Proposals will be opened in the presence of the Applicants' representatives who choose to attend at the appointed place and time.

13.2 The Technical Proposal of the Applicant would be evaluated as per the eligibility criteria set out in the EoI document. Proposals 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 Proposal.

13.3 Only those Applicants whose Technical Proposals score 60 marks or more out of 100 shall qualify for Empanelment

13.4 The Technical Proposals 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 coaching for competitive examinations or skill development business in the last three years ending 31st March 2018.	30	INR 50 - 75 lakhs	10
			More than INR 75 - 100 lakhs	20
			More than INR 100 lakhs	30
2.	No. of teaching staff or trainers on permanent rolls of the organization	20	5 -10	10
			More than 10 -15	15
			More than 15	20
3.	No. of candidates trained for competitive examinations or skill development of any Gol programme	30	500 – 1000	10
			More than 1000 – 1500	20
			More than 1500	30
4.	Years of existence in coaching for competitive examinations or skill development business for any Gol programme	20	3 - 5 years	10
			More than 5 - 7 years	15
			More than 7 years	20
	Total			<b>100</b>

#### 14. Right to accept any Proposal and to reject any or all Proposal

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

#### 15. Schedule of Empanelment Process

The Authority would endeavour to adhere to the following schedule:

Sr. No	Activity Description	Date
1.	Issue of Eol	06.03.2019
2.	Pre-proposal meeting	25.03.2019 at 12:00 P.M
3.	Last date for submission of queries	29.03.2019 by 3:00 P.M
4.	Authority's response to queries/ publication of corrigendum/addendum	08.04.2019



Sr. No	Activity Description	Date
5.	Last Date for Submission of Bids	08.05.2019 by 3:00 P.M
6.	Date for Opening to access the pre-qualification	10.05.2019 , 11:00 A.M
7.	Date of Opening for Technical Evaluation for shortlisted bidders as per Pt. 6 above	20.05.2019 , 3:00 P.M

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

## II. **Scope of Work**

### i. **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.

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 proposals from competent coaching institutes/ agencies to provide quality coaching to aspirants.

### ii. **Scope of Work**

Empaneled Service provider 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.

Service Provider shall set up Coaching/ training Centers as per mutual agreement between the State and the Service Provider. 22 districts are divided into 6 clusters namely Patiala cluster with districts Patiala, Sangrur, Barnala, Fatehgarh Sahib; Faridkot cluster with districts Faridkot, Bathinda, Mansa; Ferozepur cluster with district Ferozepur, Shri Muktsar Sahib, Fazilka; Ludhiana cluster with district Ludhiana, Jalandhar, Moga; Roop Nagar cluster with district Roop Nagar, SAS Nagar, SBS Nagar; Gurdaspur cluster with district Gurdaspur, Pathankot, Amritsar, Tarntaran, Kapurthala, Hoshiarpur. However, applicant belonging to one the district in one cluster can opt for taking coaching in any district of any other cluster.

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

- 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.
- 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 designated government premises. This space shall be provided free of cost.
- 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.
- Each hall provided shall have a seating capacity of 50 participants at a time.
- 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.
- 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.
- In case, mass recruitment is initiated, additional space shall be allocated by the DC for running additional batches. Unavailability of space for accommodating additional candidates by training partners shall be derived through a transparent process (by draw of lots) under CEO, DBEE
- Empaneled TPs in each district will provide coaching for Govt. jobs/ training and 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.
- 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.
- Empaneled TPs are to standardize course content for dissemination of training towards both Govt. as well as Pvt. Jobs
- 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. The content shall be approved by DC or ADC prior to finalization. PGRKAM may circulate centralized content/ directions in this regard.
- Maintenance of center, reference material including books, coaching/ training tools etc. shall be provided by the TP.

- A training partner shall be remunerated INR 2 lakhs per course which shall include all other operational expenses
- Coaching/ training materials/ modules should be prepared in English and Punjabi
- The training partners are expected to regularly conduct tests and mock examination and maintain a record as under:
  - a. Number & details of students studying in each center
  - b. Number of lectures
  - c. Duration of lectures
  - d. Attendance of students
  - e. Performance level of individual student & his progress
- TP will employ at least 2 teachers per course with a minimum qualification being B.Ed. in English and Psychology respectively
- The candidates who have successfully completed training shall undergo an assessment and will be certified by Govt. of Punjab
- For Pvt. And Govt. Jobs, only those students whose attendance is more than 50% shall be considered.
- In case of Pvt. Jobs, INR 8000 shall be paid for every candidate placed by TP for atleast a period of 6 months on minimum wage rate
- 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
- In case the placement no. goes beyond 5 as mentioned above, the TP shall be paid an incentive of INR 25,000 per student

### iii. **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

**Annexure-I**

**Proposal Submission Letter**

To  
The Mission Director  
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: .....

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 proposal, in a sealed envelope.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Proposal 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 Eoldocument 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 proposal valid for acceptance for a period of ninety (90) days from the date of opening the proposal.

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

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,  
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: .....

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 Proposal.

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 proposal

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 Applicant	
2.	Address of the Applicant	
3.	Incorporation status of the Applicant (Company or Firm) (Relevant Certificate to be submitted in Technical Proposal)	
4.	Year of Establishment	
5.	Valid GST registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this proposal	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

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Name of the Applicant

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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 Revenue earned from from coaching/ training for Competitive Exam or skill development business			
	Average Annual Revenue earned from from coaching/ training for Competitive Exam or skill development business			

**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: \_\_\_\_\_