



# Government ePublishing System

## ePublishing System, Government of India

### Tender Details

Date : 26-Feb-2019 04:35 PM

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#### Basic Details

Organisation Chain	Directorate General of Training		
Tender Reference Number	DGT-35(4)/MIS/STRIVE-2019-NPIU		
Tender ID	2019_DGT_414716_1		
Tender Type	EOI	Form of contract	Works
Tender Category	Services	No. of Covers	1
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

#### Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Selection of Professional Agency for carrying out Inspection and Grading of Govt and Pvt ITIs Ph 2

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

Tender Fee in ₹	0.00	Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA				

#### EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

#### Work /Item(s)

Title	Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs) - Phase 2				
Work Description	Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs) Phase 2				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Consultancy Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	270
Location	New Delhi	Pincode	110005	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	DGT, Karol Bagh New Delhi

#### Critical Dates

Publish Date	27-Feb-2019 09:00 AM	Bid Opening Date	19-Mar-2019 03:30 PM
Document Download / Sale Start Date	27-Feb-2019 09:00 AM	Document Download / Sale End Date	19-Mar-2019 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	27-Feb-2019 09:00 AM	Bid Submission End Date	19-Mar-2019 03:00 PM

#### Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Selection of Professional Agency for carrying out Inspection and Grading of Government and Private Industrial Training Institutes Phase 2	548.46

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)

71	1	Tender Documents	EoI Agency for Grading Phase II.pdf	Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs) - Phase-2	548.46
	2	Additional Documents	TOR_Grading Phase II 2622019.pdf	Terms of Reference- Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs) - Phase-2	598.21

**Tender Inviting Authority**

<b>Name</b>	Shri Sanjay Kumar
<b>Address</b>	B-2 Kaushal Bhawan, Karol Bagh New Delhi

**Tender Creator Details**

<b>Created By</b>	Gourav Malik
<b>Designation</b>	DGT
<b>Created Date</b>	26-Feb-2019 04:30 PM



Government of India  
Ministry of Skill Development  
and Entrepreneurship



Directorate General of Training



Industrial Training Institute

DGT-35(4)/MIS(ITI Grading- Phase-2)/STRIVE-2019-NPIU

**Request for Proposal Document**

**“Selection of Professional Agency(ies)  
for carrying out  
Inspection and Grading of Government  
and Private  
Industrial Training Institutes (ITIs)-  
Grading Phase-2”**

*Quality and Cost based selection (QCBS)  
method of selection*

**Issued By**

**Directorate General of Training  
Ministry of Skill Development and  
Entrepreneurship**

**Government of India**

**6<sup>th</sup> May 2019**

*1<sup>st</sup> floor, Kaushal Bhawan, Karol Bagh,*

*New Delhi – 110 005*

*Website: <http://www.dgt.gov.in>*

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## Data Sheet

1	<p><b>Name of the Client:</b> Directorate General of Training, Ministry of Skill Development &amp; Entrepreneurship</p>
2	<p><b>Method of Selection:</b> Quality and Cost based selection (QCBS) method of selection The weights given to the Technical (T) and Financial (P) Proposals are:  T = 0.70, and  P =0. 30</p>
3	<p><b>Financial proposal</b> to be submitted along with the Technical Proposal: Yes</p>
4	<p>A <b>pre-bid conference</b> will be held: Yes Date: 14<sup>th</sup> May 2019 Time: 11:00 hrs. Venue: Room No101,1<sup>st</sup> floor, Kaushal Bhawan, Karol Bagh New Delhi – 110 005 A maximum of two representatives of each bidder will be allowed to participate on production of an authority letter from the bidder. During the course of Pre-bid Conference, the bidders can seek clarifications and make suggestions for the consideration of the client. The Client will endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process. Bidders requiring any clarification on the RFP may send their queries to the Client in writing. All written queries should reach the Client Representative by Email with an attachment in MS Word two days prior to the pre-bid conference date. All queries should be directed to the Client’s Representative details provided below. The Client will endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The Client reserves the right not to respond to any questions or provide any clarifications.</p>
5	<p><b>Client Representative/</b> Point of contact for any queries related to the RFP Name: Mr. Sanjay Kumar Designation: Director (Projects)  <b>Address:</b> Directorate General of Training, Ministry of Skill Development &amp; Entrepreneurship, 2<sup>nd</sup> Floor, Kaushal Bhawan, Karol Bagh, New Delhi -110 005. Tele: +91 11 23715137 Email: <a href="mailto:sanjay.dget@gmail.com">sanjay.dget@gmail.com</a></p>
6	<p>The proposal should remain valid for 90 days from the proposal due date</p>
7	<p>Whether the firm is required to include with its Proposal written <b>confirmation of</b></p>



	<b>authorization</b> to sign on behalf of the firm?: Yes
8	<b>Consortia:</b> Organizations are allowed to strengthen their team by including consortium partners. The contract will, however, be signed with the Lead organization and the Lead organization will be liable for all activities and conditions under the Contract.
9	<b>The Consultant must submit:</b> (a) <b>Technical Proposal:</b> one (1) original, one (1) paper copy, one (1) electronic copy (USB drive – with pdf and MS Word); (c) <b>Financial Proposal:</b> one (1) original.
10	The organizations are required to submit separately sealed <b>Technical Proposal and Financial proposal</b> . Email submissions are not allowed. Two separately sealed envelopes containing ‘Technical Proposal’ and ‘Financial Proposal’ will be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Proposal for (Title of Consulting Service)" - Do not open except in the presence of the RFP Issuing Authority. The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelopes. Each proposal (Technical and Financial separately) will be hardbound and serially numbered. Financial figures will be laminated/covered with transparent adhesive tape.
11	Whether A <b>bid security</b> must be submitted?: Yes
12	<b>Proposals</b> must be submitted no later than the following date and time: <b>28<sup>th</sup> May 2019, at 15:00 hours</b> (to be notified). The bid received after this time will not be entertained nor considered.
13	<b>Address for submission of the Proposal</b> Mr. Sanjay Kumar, Director (Projects) Directorate General of Training, Ministry of Skill Development & Entrepreneurship, 1 <sup>st</sup> Floor, Kaushal Bhawan, Karol Bagh, New Delhi -110 005 Tele: +91 11 23715137, Email: <a href="mailto:sanjay.dget@gmail.com">sanjay.dget@gmail.com</a>
14	Expected date for Public <b>opening of Technical Proposal:</b> 28 <sup>th</sup> May, 2019, at 15:30 hours
15	Expected date for Public <b>opening of Financial Proposal</b> of eligible bidders: (Bidders will be notified accordingly).
16	Expected date for <b>contract negotiations:</b> ( to be notified)
17	Expected date for <b>commencement of consulting services:</b> (to be notified)



## 1. Introduction

The Directorate General of Training (DGT) under Ministry of Skill Development and Entrepreneurship (MSDE) is the apex organization for development and coordination at national level for the programs relating to vocational training in the country.

DGT launched Phase-1 of ITI Grading in January 2017 and released the grading results of 4811 Industrial Training Institutes (ITIs) in June 2018. The Phase-1 grading of ITIs was a voluntary exercise with an aim to establish a quality assurance mechanism for both Government and Private ITIs. The grading results aimed to help trainees make informed choices about the institutions they want to join. This also helped ITIs in attaining international benchmarks.

ITIs were graded on an overall scale of 0 to 5 based on 43 pre-defined parameters and the composite grade score of the institute reflected their current performance level. Additionally, parameter wise score also enabled ITIs to find out the key areas where they can improve upon, resulting in overall improved performance of the ITIs in the country.

## 2. Objective

Currently, only 4811 ITIs have been graded out of 15000+ ITIs present in the country. DGT, under the aegis of Ministry of Skill Development and Entrepreneurship (MSDE) intends to make it mandatory for all the ITIs in the country to get graded. Phase-2 of grading will offer chance to remaining ITIs to get graded. Further, Phase-2 grading system has been made more outcome focused by incorporating feedback from ITIs, state directorates, industry partners, and members of the Core Grading Committee. Additionally, all the ITIs covered in Phase-1 of grading will also be given a chance to improve upon their existing grading under Phase-2.

The Grading score of ITIs will be used to provide graded level of autonomy to them. Additionally, top graded ITIs will also be suitably incentivized.

## 3. Project Information

In the phase 2 of ITI grading, it is estimated that approximately 10,000 ITIs (government and private) across India will be physically inspected and graded. DGT intends to select two agencies (henceforth referred as agency(ies)) for covering the scope of work.

For the purpose of Phase-2 grading, the country will be geographically divided into four zones. The number of ITIs (government and private) across four zones, as on 8<sup>th</sup> December 2018 is as given below:

Zone	Count of ITI
North	4445
South	3557
East	2684

West	4336
<b>Grand Total</b>	<b>15022</b>

Details of States in each zone is as below:

Zone	States
North	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Uttar Pradesh, Uttarakhand
South	Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu, Telangana
East	Andaman & Nicobar Islands, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Sikkim, Tripura, West Bengal
West	Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat, Madhya Pradesh, Maharashtra and Rajasthan

#### 4. Terms of Reference (TOR)

##### 4.1. Scope of Work

It is expected that the selected agency(ies) will undertake the inspection and grading of ITIs ( both government and private) as per the following scope:

##### a. Planning

- i. The agency(ies) will prepare time bound “inspection and grading plan” including but not limited to geographical coverage of ITIs and scheduling of manpower in consultation with DGT.
- ii. The agency(ies) will seek DGT ’s approval on inspection and grading plan before starting work
- iii. The agency(ies) will prepare checklist of information/documents to be verified as per grading framework already prepared by DGT
- iv. The agency(ies) will coordinate with the technology provider selected by DGT and assist in replicating grading related processes such as grading parameter, grading evaluation mechanism and document collection.
- v. The agency(ies) will conduct training of the field personnel on the functionalities and usage of the application/portal provided by DGT for data collection during inspection and grading.

##### Note:

- The grading methodology and grading framework are provided in Annexure-A and Annexure-B respectively.

- The application/portal provided for data collection during inspection and grading of ITI will be provided by DGT
- The process of Phase-2 grading of ITIs may be carried out in a lot-wise manner as deemed suitable by DGT

**b. Data verification and desktop assessment**

- The agency(ies) will coordinate with ITIs to collect data, documents and grading fees ( if applicable) from ITIs using secure payment gateway provided by the selected agency(ies)
- The agency(ies) will coordinate with NCVT –MIS team for data validation and verification
- The agency(ies) will conduct desktop assessment of information/documents/photographs submitted by the ITIs as proof of self-grading against grading parameters

**c. Inspection and grading of ITIs**

- Once the desktop assessment and data verification has been completed of the ITIs who have completed self-grading, the agency(ies) will conduct physical inspection and grading of such ITIs. The grading should confirm industry standards related to third party assessment and grading such as ISO 17020.
- The agency(ies) will deploy the qualified manpower (as per inspection and grading plan submitted to DGT in the planning stage) to undertake the inspection and grading exercise across the ITIs in India
- The agency(ies) will use the data collection tool/mobile app as suggested by DGT for the inspection and grading process. The said data collection tool will have features of capturing geo-tagged and geo-fenced time stamped photographs and will also have provision of recording short testimonial videos of trainees, trainers, alumni and the ITI staff.
- The agency(ies) will coordinate with ITIs, district nodal officers and/ or state directorate for scheduling data for physical inspection of the ITI.
- At the time of physical inspection, the field personnel will verify the documents submitted earlier by ITI and collect any copies of any additional documentary proof such as documents/photographs required for the process of grading.
- Additionally, the documents/photographs captured during the physical verification will be geo-tagged so as to ensure the authenticity of documents collected. The data will include but not limited to pictures of ITI infrastructure like labs, classrooms and common facilities present at the ITI and testimonial videos supporting the same. The data to be collected has been detailed in Annexure-A and Annexure-C

#### **d. Data analysis**

- i. Data collected by the agency(ies) through the app/portal provided by DGT will be shared with the agency(ies) for further analysis. Agency(ies) is expected to clean and standardize data in a format to ensure that the data so collected may be used for further analysis.
- ii. The standardized data will then be analyzed by agency(ies) using advanced data analytic to provide relevant insights about quality of ITI across various categories and parameters as detailed in ITI grading framework.

#### **e. Grading recommendations and reporting**

- i. The agency(ies) will provide recommendation on overall grading for each ITI. The agency(ies) will also assist in coordinating with ITIs ( if required) and preparing data for various Committees set up for the purpose of Phase-2 grading such as Grievance Committee, Appellate Committee and Core Grading Committee as detailed in Annexure-A
- ii. The agency(ies) will submit timely draft reports to DGT on grading of ITI as agreed in inspection and grading plan submitted to DGT in the planning stage. The report would be ITI specific (one per each ITI) and should contain detailed analysis of ITI grading data. The report should also provide data which benchmarks ITI against national best practices across categories and parameters. It should also highlight the areas of improvement of the ITI and best practices in the ITI which may be emulated by others.
- iii. The agency(ies) will also submit a consolidated report (covering all ITIs covered by the agency(ies)) to DGT consisting of recommendations on grading and insights from data analysis. The report should also emphasize the challenges faced by the agency(ies) in different stages of the inspection and grading process and respective actions taken. The agency(ies) should suggest necessary recommendations for improving the process and thus future grading process.
- iv. Agency(ies) will provide their detailed analysis of the grading parameters and recommendations to eliminate redundancies, if any and their key insights on revision of parameters for better and relevant grading
- v. Agency(ies) will submit final report ( individual ITIs and consolidated report) after incorporating comments from DGT

#### **4.2. Additional Quality and Compliance Checks**

- i. It is expected that the selected agency(ies) will share the details ( name, phone number, company id proof) of the field personnel going for physical inspection

well in advance ( at least 2 days before the date of inspection) with the respective ITI, district nodal officer, state engagement officer and DGT.

- ii. The data collection application provided by DGT will have provision of collecting geo-tagged and time stamped data and images. The agency(ies) will ensure that field personnel spend sufficient amount of time in each ITI while conducting physical inspection. It is expected that field personnel will spend minimum specified time in each ITI as detailed below:

Yearly enrolments in NCVT trades in ITI	Minimum time to be spent per ITI
Enrolment above 600	4 hours
Enrolment between 200 and up to 600	3 hours
Enrolment up to 200	2 hours

- iii. All the field personnel are expected to have an android device with following minimum configuration: Android OS, v5.0 (Lollipop), 2 Mega Pixel rear camera and a front camera with GPS and internet connectivity. This will help the field personnel to collect geo-tagged and time stamped document, images videos etc. as per the requirements of the aforementioned scope.
- iv. Agency(ies) is expected to ensure public availability of all the data collected during the grading process. This data includes but not limited to documents, photographs, videos etc. collected during the grading process.
- v. The data collected will be made available for public display (through a cloud storage) immediately once the inspection of the ITI gets over. The said data and related analysis should be displayed in searchable real-time online dashboards. All the reports prepared by agency(ies) and the data collected by agency(ies) such as documents, images, videos etc. should also be available in a searchable dashboard format on cloud storage for up to 1 year from date of declaration of phase-2 grading results.

**Note:** The selected agency(ies) is responsible for hosting collected data on a cloud. The data hosting should preferably confirm standard industry practices related to data security and availability such as ISO 27001.

- vi. Separate login ID and password will be provided to agency(ies) to access the MIS portal. Additionally, agency(ies) will also be provided access to the data collection application to be used for inspection and grading of ITI.

#### 4.3. Timeline of the deliverables

S. No.	Deliverable	Completion date
1	Inspection and grading plan, checklist of information/documents to be verified	T <sub>0</sub> + 15 days
2	Submission of ITI specific reports and online upload of complete data of ITI	Within 15 days of completion of field

		visit of each ITI
3	Submission of grading recommendations to core grading committee for 30% of the ITIs allocated to the agency	T <sub>0</sub> + 1.5 months
4	Submission of grading recommendations to core grading committee for 60% of the ITIs allocated to the agency	T <sub>0</sub> + 2.5 months
5	Submission of grading recommendations to core grading committee for all the remaining ITIs allocated to the agency And Submission of draft final report	T <sub>0</sub> + 3.5 months
6	Ensuring availability of all the information /documents/images or other data collected on a cloud storage And Submission of final report	T <sub>0</sub> + 4 months
T <sub>0</sub> : Date of award of the contract		

## 5. Staffing Requirement of Organization

The bidders must showcase the following in their proposals.

- The organization will be required to provide required qualified personnel including experts in the relevant sector.
- The Organization will be required to be available at short notice as and when required by DGT at their office in Delhi.

### A. Key Personnel: The Agency(ies) Team will consist of at least the following key personnel:

S. no	Position	Qualification	No. of Positions	Full Time / Part time	Experience
<b>Key Experts</b>					
1	Project Leader	Should be MBA / PGDM from a reputed institute.	One	Full Time	With at least 10 years of experience. Should have worked in leadership roles in the areas of education sector/skill development, implementation support for central / state sponsored schemes in program management,

S. no	Position	Qualification	No. of Positions	Full Time / Part time	Experience
					monitoring or Implementation
2	Data Analyst	B.E./ B.Tech in Informational Technology or Computer Science/MCA/Electronics/ Post Graduate in Economics / statistics	One	Full Time	With at least 5 years of relevant experience in Data analysis of medium to large scale projects
3	Report Writer	Master's degree in English, Journalism, or Mass Communication from a reputed University	One	Full Time	With at least 5 years of relevant work experience in report writing.
<b>Non-key Experts</b>					
4	Additional Team for field visits & verification	Graduate / Post Graduate degree in engineering OR diploma from polytechnic recognized by AICTE OR National Trade Certificate from NCVT	As per requirement	per	With 6 months experience in field investigation  (This will not be used for evaluation purpose. However, the qualification / experience details of team members proposed to be deployed for field visits may be shared in section on Key Personnel, qualification and competence for the assignment)

#### **B. Availability of Key Personnel:**

The bidder will ensure that the above Key Personnel along with other sub-professional required for the assignment are available meeting the minimum qualification and experience as specified above. The Client will not normally consider any request of the selected bidder for substitution of Key Personnel during negotiations. Substitution, will however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Client.



Team leader proposed for assignment will not be allowed to change. As a condition to such substitution, a sum equal to 10% (ten per cent) of the total fee will be deducted. In the case of a second substitution hereunder, such deduction will be 20% (twenty percent). Any further substitution may lead to disqualification of the Applicant or termination of the Agreement.

Additionally, all the key and non-key experts may be asked to undergo initial orientation programs at a Centrally Funded Institute such as National Skill Training Institute (NSTI). The orientation programs will ensure that inspection and grading of ITI is done in a consistent manner across the country.

It is expected that Team Leader ensures transfer of knowledge to all the staff henceforth deployed on project. It is also expected that Team Leader conducts at least 2 days training on grading and inspection methodology of all the field personnel deployed on the project.

### **C. Outsourcing and sub-contracting**

Only one level of outsourcing/subcontracting will be allowed to complete the scope of work as defined in this RFP .The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities under this contract to any other agency beyond first level without the prior written consent of DGT. It is expected that salaries of all the personnel deployed on the project are directly paid by the lead bidder and proof regarding this (such as salary slips and/or ID proof of the personnel) may be sought by DGT.

## **6. Terms of payment**

<b>Sl. No.</b>	<b>Payment Milestone*</b>	<b>Payment</b>
1	Submission of inception report	No payment
2	Acceptance of grading recommendations by core grading committee for 30% of the ITIs allocated to the agency	20% of contract value
3	Acceptance of grading recommendations by core grading committee for 75% of the ITIs allocated to the agency	30% of contract value
5	Acceptance of grading recommendations by core grading committee for all the ITIs allocated to the agency And Acceptance of final report	50% of contract value

## **7. Mid-term and Final Review of the Grading Exercise**

Deputy Director of Training (DDT), Directorate General of Training (DGT) will be the anchor person from DGT to support, follow up and monitor the inspection and grading exercise.

Additionally, Core Grading Committee will be conduct mid-term review and review of the final report as per the milestones mentioned in Section 6 of RFP and as per the

process detailed in Annexure-A.

- Agency(ies) will raise the invoice after the decision of core grading committee on agency(ies)'s recommendations.
- There will be no payment corresponding to those ITIs for which Core Grading Committee decides that the inspection done by agency(ies) wasn't satisfactory. For such ITIs payment will be made upon agency(ies) successfully conducting the re-inspection of such ITIs and acceptance of the grading recommendations of such ITIs by core grading committee.

## **8. Penalty Clause**

Following penalty clauses are applicable for delay in submission of the report, after discounting the delay caused due to external factors beyond the control of the selected agency(ies):

- i) For delay in submission of draft report: An amount of 1% of total bid value excluding taxes will be deducted for delay of each 7 days.
- ii) For delay in submission of final report: An amount of 1% of total bid value excluding taxes will be deducted for delay of each 7 days.

DGT reserves the right to determine the cause of delay and accordingly decide on the delay caused due to external factors beyond the control of the selected agency(ies)

## **9. Submission of Proposal**

Once submitted, the proposal, including the composition of the consulting team, cannot be altered without the prior written consent of the Client. Standard Format for submission of the Proposal are enclosed with this RFP.

## **10. Evaluation and Selection Process**

To evaluate the proposals for Selection of Professional Agency(ies) for carrying out inspection and grading of Govt. and Pvt. Industrial Training Institutes (ITIs), below process will be followed:

## **11. Procedure for preparation and submission of bids**

1. The Request for Proposal (RFP) will incorporate Quality and Cost based selection (QCBS) method of selection which will comprise the following steps :
  - a. Technical Bid consisting of all Technical details along with commercial terms and conditions
  - b. Financial Bid indicating item wise price for the items mentioned in the bid

There should be separate envelopes containing each of following: Technical Bid and Financial Bid proposals.

All the individual envelopes should be sealed by bidder in separate cover duly super scribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted as

### Request for Proposal

For

#### Selection of Professional Agency(ies) for carrying out

#### “Inspection and Grading of Govt. and Pvt. Industrial Training Institutes (ITIs)”

2. Technical bid should not include any financial information. Technical bid containing financial information will be declared non-responsive and will be disqualified.
3. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is received “Late” or due to any other reason.
4. The RFP received late and declared late by the RFP issuing authority will be rejected and/or returned unopened to the Bidder.
5. Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.
6. Technical bid, financial bid, and Earnest money must be prepared as per instructions provided in this section.
7. Bidder should take into account any corrigendum published on the tender document before submitting their bid.
8. Bidders are advised to go through the tender document carefully to understand the document required to be submitted as part of the bid.

#### 11.1. Evaluation of Technical Proposal

The technical proposals will be evaluated as per the criteria given below.

S.No	Criteria	Maximum score	Sub-criteria	Supporting documents required
1	Total experience (years of incorporation)	5	<i>The bidder should be a registered entity and in the business from last 5 years</i>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Registration Certificate</li> <li>• GST Registration Copy</li> </ul>

2	Project experience in rating/grading	10	<i>The bidder should have at least 2 years of experience in rating/grading/assessment</i>	<ul style="list-style-type: none"> <li>• Copy of the Work Order, Contract/agreement, project implementation/Completion Certificates</li> <li>• FORM 2</li> </ul>
3	Company Turnover	5	<i>The bidder must mention separately the turnover of the firm and turnover from activities relating to field data collection, validation, assessment and reporting for each of the last three years, i.e., 2015-16, 2016-17 and 2017-18.</i>	<ul style="list-style-type: none"> <li>• Certificate from statutory auditor</li> <li>• Audited financial statements for last 3 financial years with CA's Registration Number / Seal</li> <li>• Form 5</li> </ul>
5	Experience in working with Central / State government	5	<i>The bidder should have successfully completed at least 3 relevant projects in the past five years for National/State level government projects in conducting field visits, data collection, data validation, assessment and reporting with relevant experience in all supporting activities.</i>	<ul style="list-style-type: none"> <li>• Copy of the Work Order, Contract/agreement, project implementation/Completion Certificates</li> <li>• FORM 2</li> </ul>
6	Breadth of Coverage of Company(national / state level )	5	<i>The bidder should have offices in all zones of the country as mentioned in RFP</i>	<ul style="list-style-type: none"> <li>• Certificate by competent Head HR of the company</li> <li>• Registered office registration certificate from authorities or relevant Govt. Authorities may be enclosed.</li> </ul>
7	Quality accreditations of Company	5	<i>The bidder should confirm industry standards related to third party assessment and grading such as ISO 17020 or standards related to data security and availability such as ISO 27001 or any other similar standards.</i>	Copy of certificate clearly indicating validity

8	Non-Blacklisting	Mandatorily non-blacklisted	<i>The bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government (Central or State),Semi-Govt. &amp; PSU</i>	Self-declaration on non-blacklisting (FORM-4)
9	Proposed Approach, Methodology and Work Plan	40	Evaluation will be based on the quality of submissions and relevance to scope of work: <ul style="list-style-type: none"> <li>• Approach and methodology, Challenges likely to be encountered (20)</li> <li>• Work Plan (15)</li> <li>• Organization and Staffing (5)</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed Approach &amp; methodology</li> <li>• Work plan document</li> <li>• Organization and Staffing Document</li> <li>• FORM 3</li> </ul>
10	Key Personnel, qualification and competence for the assignment	15 (Team leader-5, Data Analyst-5, Report Writer-5)	<ul style="list-style-type: none"> <li>• Educational Qualification (1)</li> <li>• Number of Years of Experience in relevant field (1)</li> <li>• Relevant project experience (2)</li> <li>• Relevant certifications (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Resume and supporting documents</li> </ul>
11	Use of Technology	10	Evaluation will be based on the quality of submissions on the use of technology relevant to scope of work.	<ul style="list-style-type: none"> <li>• Details of technology to be leveraged</li> <li>• Supporting documents related to technology/software subscription/purchase</li> </ul> <p><i>Note: The application for data collection during inspection and grading of ITI will be provided by DGT</i></p>

A bidder should not be blacklisted and the set of the document submitted for technical proposal must not exceed 150 pages and the compliance to the shortlisting criteria must be supported by relevant documentary proofs

Financial proposals will be opened for only those bidders which score at least 70% in technical score  $S_t$  (out of 100 marks).

**$S_t$  = Score of Technical proposal**

The client reserves the right to judge, appraise and reject any or all proposals.

**11.2. Evaluation of Financial Proposal**

For financial evaluation, the total cost of financial proposal will be considered.

The agency(ies) is expected to quote financials as detailed below:

- i) Lump sum quote for conducting inspection and grading of 3,000 ITIs
- ii) Rate per ITI for conducting inspection and grading, in case demand increases beyond 3,000 ITIs

Additionally, the agency(ies) is expected to quote lump sum quote for conducting inspection and grading of total of 6,000 ITIs. This total cost which will be used for financial proposal evaluation. All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, Lodging and Boarding, Local Travel expenses etc. incurred during the implementation and the Client will not bear any additional costs on these activities.

The Client will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupees).

The lowest evaluated Financial Proposal ( $F_m$ ) is given the maximum financial score ( $S_f$ ) of 100.

The formula for determining the financial scores ( $S_f$ ) of all other Proposals is calculated as following:

**$S_f = 100 \times F_m / F$ , in which " $S_f$ " is the financial score, " $F_m$ " is the lowest price, and " $F$ " the price of the proposal under consideration.**

**11.3. Award of Work**

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.70, and

P = 0.30

Proposals are ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:

$$S = S_t \times T\% + S_f \times P\%.$$

The top two bidders (the bidders with the highest and second highest combined score) will be invited for negotiations. The Client will notify the successful Bidder in writing by registered letter and all other electronic medium.

DGT will be selecting two agencies for covering the scope of work and DGT reserves its right for splitting scope of work between two agencies. The splitting of the order will be in 70:30 ratio between the bidders (the bidders with the highest and second highest combined score respectively). The splitting of the order between the agencies will be such that all the ITIs in a particular state will be allocated to one agency.

In case of a tie between the bidders i.e. same combined score, the bidder having higher technical score will be given preference.

After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the bidder selected will be required to enter into a contract agreement with the Client to provide the envisaged services described in the Scope of work.

## **12. Client's inputs and Counterpart Personnel**

Deputy Director of Training (DDT), Directorate General of Training (DGT) will be the anchor person from DGT to support, follow up and monitor the inspection and grading exercise.

Client will provide access to the portal/application to be used for collecting data during inspection and grading of ITI.

The Client will also give access to all the required data, documents, correspondence, and any other information associated with the project and the assignment as deemed necessary including:

- (i) All documents related to the functioning / background of inspection and grading
- (ii) Permission for field visits to ITIs / States
- (iii) Any information from NCVT & MIS Portal
- (iv) Facilitate the provision of all proofs by all target ITIs for the usage of agency(ies)

## **13. Copyright**

All study materials and data from the field study including the final report will be the sole property of DGT. The agency(ies) will submit all the materials, secondary and primary data, including the filled questionnaires/checklists collected for the purpose of the study to The Director (Projects), DGT.

## **14. Terms and Conditions**

### **14.1. General Instructions**

- Proposals must be direct, concise, and complete.



- DGT will evaluate proposal received from a bidder, based upon its clarity and the directness of its response to the requirements of the project, as outlined in this RFP.
- Bidders shall furnish the required information on their technical and commercial proposals in the enclosed formats only.

#### **14.2. Mode of Submission**

The organizations are required to submit separately sealed **Technical Proposal and Financial proposal**. Email submissions are not allowed.

Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' will be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Proposal for (Title of Consulting Service)" - Do not open except in the presence of the RFP Issuing Authority. The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelopes.

1. Each proposal (Technical and Financial separately) will be hardbound and serially numbered. Financial figures will be laminated/covered with transparent adhesive tape.
2. DGT will not accept delivery of proposal in any manner other than what has been prescribed in this document. Proposal delivered in any other manner shall be treated as defective, invalid and is liable to be summarily rejected.
3. Technical proposal should not contain any commercial information.
4. The proof with technical and financial proposals, should be submitted along with a certified true copy of the corporate sanctions/approvals specifying the authorized representative of the bidder concerned, to sign/act/execute documents forming part of the bid submitted, including various RFP documents and binding contracts, at the portal.
5. If any bidder does not qualify in the Technical Proposal, then its Financial Proposal will be not be opened.
6. The proposals shall be valid for a period of 90 days from the date of submission. A proposal valid for a shorter period could be summarily rejected. Bids, once submitted cannot be withdrawn by the bidder concerned until the completion of evaluation process.
7. In exceptional circumstances, at the discretion of the DGT, the Commission may solicit the bidder's consent for an extension of the validity period. The request and the responses there to, shall be made in writing.

#### **14.3. Authentication of Bids**

The original and copies of the bid, shall be typed or written in indelible ink and signed by the Bidder or the official duly authorized by the bidder to this effect. A letter of authorization shall be supported by a written power-of-attorney, accompanying the bid. All pages of the bid, except for un-amended printed document, shall be initialed in ink and stamped by the authorized person or persons signing the bid.

#### **14.4. Interlineations in Bid**

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder. In such a case, the requisite corrections shall be initialed by the authorized person or persons signing the bid.

#### **14.5. Late Bids**

Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained. Shall the bidder face difficulty in uploading the bid online, they shall take prior written approval from competent authority at DGT for submitting the proposal in a pen-drive and hard copy.

#### **14.6. Proposal Preparation Costs**

The bidders shall be responsible for all the costs incurred in connection with their participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the DGT to facilitate the evaluation process, and in negotiating a definitive Service Agreement (Master Service Agreement as per the RFP) and all such activities related to the bid process. This RFP does not commit DGT to award a contract or to engage in negotiations with the bidder concerned. Further, no reimbursable cost may be incurred in anticipation of an award of the contract for implementation of the project.

#### **14.7. Supplementary Information/ Corrigendum / Amendment to the RFP**

- If DGT deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of the provisions of this RFP, the DGT may issue supplements/corrigendum to this RFP. Such supplementary information shall be communicated to all the participating bidders. Any such supplementary information, shall be deemed to have been incorporated by this reference into this RFP.
- At any time prior to the deadline (or as extended by DGT) for submission of bids, DGT, for any reason or in response to clarifications requested by a prospective bidder, may modify the RFP document by issuing amendment(s) to the effect. All bidders will be notified of any such amendment(s).The given amendments will be binding on all the bidders.
- In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, the DGT at its discretion, could extend the deadline for the submission of bids.

#### **14.8. Right to Terminate the Process**

DGT makes no commitments, explicit or implicit, that this process will result in a commercial transaction with any of the bidders participating in the process. A bidder's participation in this process may result in DGT selecting the bidder concerned, to engage in further discussions and negotiations towards the finalization of the contract. The commencement of such negotiations does not, however, signify

a commitment by DGT to execute the contract or to continue with further negotiations.

#### **14.9. Language of Bids**

The Bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the DGT, shall be in English, provided that any printed document furnished by the bidder may be written in another language so long as the same is accompanied by an authenticated English translation. In the given case, for purposes of interpretation of the bid, the English translation shall be binding.

#### **14.10. Bid Prices**

- Quantities as specified in Cost Tables in this Bid document, would be used for the purpose of commercial evaluation.
- Prices quoted in the bid must be firm and final, and shall not be subject to any upward modifications or escalation, on any account whatsoever. However, DGT reserves the right to negotiate the prices quoted in the bid, to effect an appropriate modification in the commercial terms and conditions quoted.
- The Commercial bid should clearly indicate the price to be charged, without any qualifications whatsoever and should include all taxes, duties, fees, statutory levies, works contract tax and other statutory charges as may be applicable in relation to the activities proposed to be carried out in the contract concerned.
- Prices or commercial terms and conditions should not be revealed in any form before the opening of the Commercial Bid. Failure to abide by the given condition could result in the bid submitted by the bidder concerned to be summarily rejected by DGT. If a change in price is envisaged due to any clarification, revised bid in shall be submitted with prior written permission of the DGT before the time specified for closing of commercial bid.

#### **14.11. Bid Currencies**

- Prices shall be quoted in Indian Rupees (INR) only

#### **14.12. Bidder Qualifications**

- The "Bidder" as used in the Bid documents, shall be construed as the one who has signed on the Bid Form. The Bidder may be either the Principal Officer or the Authorized Representative of the bidder. In either case, he / she shall submit a certificate of authority to this effect. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Principal Officer or by the Authorized Representative of the bidder concerned.
- The authorization shall be indicated by written power of attorney accompanying the Prequalification bid.

#### **14.13. Earnest Money Deposit (EMD)**

- Bidders shall submit, along with their Bids, EMD of Rs.5,00,000 (Rs. Five Lakhs only) only form in the form of a Demand Draft/ Bank Guarantee issued by any Scheduled

bank in favour of the **PAO, MSDE** payable at New Delhi, valid for a period of 90 days from the due date of the RFP.

- The Bank Guarantees are to be issued by any Nationalized Scheduled Bank
- The EMD amount is interest free and will be refundable to the bidders, without any interest accrued thereon.
- The bid submitted without EMD shall be summarily rejected
- Bidders claiming Special category concessions from the Government shall be governed under respective provisions and guidelines of the Government of India. Bidders submitted their bids under the given category would be required to submit certification issued by appropriate agency of the Government to substantiate their claim for their benefit hence solicited.
- The bid security may be forfeited in the following conditions:
  - A. If a bidder withdraws its bid during the period of validity of the bid
  - B. In case of a bidder being successful in the commercial bidding process, if the bidder fails to sign the contract in accordance with terms and conditions as detailed under this RFP
- The EMD of all unsuccessful bidders shall be refunded by DGT within three months of notification of award from the client. The EMD of successful bidder would be returned upon the submission of the Performance Security as detailed in **Section 14.31 of RFP**

#### **14.14. Bid Validity Period**

- Period of Validity of Bids: Bids shall remain valid for 90 days consequent upon the date of opening of the Technical Proposal as prescribed by DGT. A bid valid for a period less than 90 days, shall be summarily rejected. However, the prices finalized after opening of the Bids shall not be considered for escalation, throughout the period of implementation and operation of the Contract.
- Extension of Period of Validity: In exceptional circumstances, DGT may request the Bidder(s) for an extension of the period of validity of their Bids. The validity of EMD shall also be suitably extended.

#### **14.15. Commercial Proposal / Bid Prices**

- The Bidder is expected to factor in the price of all the items and services proposed, in the Technical Proposal. DGT may seek clarifications from a Bidder on his Technical Proposal. Any of the clarifications submitted by the Bidder on the technical proposal, should not have any commercial implications. The Commercial Proposal submitted by the Bidder, should be inclusive of all the items in the technical proposal and should incorporate all the clarifications provided by the Bidder on the technical proposal during the evaluation of the technical bid.
- Unless explicitly indicated in this RFP, bidder shall not include any technical information regarding the services in the commercial proposal. Additional information directly relevant to the scope of services as sought, in the RFP, may be submitted with the proposal. However, this information will not be considered for evaluation purposes.

#### **14.16. Correction of Error**

- Bidders are advised to exercise adequate care in quoting the prices.

#### **14.17. Prices of Components and Overall Price Information**

- The Bidder shall quote a price for all the components, the services of the solutions as per the provisions of this RFP document. All the prices shall be quoted in terms of Indian Rupees.
- No adjustment of the price quoted in the Commercial Proposal shall be made on account of any variations in costs of Labor and materials, currency exchange fluctuations with international currency or any other cost component affecting the total cost, in meeting the obligations under the contract.
- The price quoted in the Commercial Proposal shall be the only payment, payable by DGT to the successful Bidder for completion of the contractual obligations, by the successful Bidder under the Contract, subject to the terms of payment as specified in the proposed commercial bid or the one agreed between DGT and the Bidder after negotiations.
- The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever, within the period of the validity of the proposal and period of the validity of the contract. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected at the discretion of DGT.
- Bidder should provide all prices, quantities as per the format prescribed in the RFP document. No field/columns should be left blank by the bidder. In case of a field being not applicable, the Bidder must indicate "NA (Not Applicable)" in all such fields.
- It is mandatory to provide details of the GST payable by bidder. The bidder shall also submit to DGT, its GST registration certificate and requisite details as per the governing regulations.
- All costs incurred due to any delay, directly attributable to the bidder, shall be borne by the Bidder.
- DGT reserves the right to direct the Bidder to submit proof of payment against any of the taxes, duties and statutory levies as indicated in the bid, within the specified time frame as permitted under Governing Taxation laws.

#### **14.18. Conditions under which this RFP is issued**

- This RFP is not an offer and is issued with no commercial obligation on the part of the DGT. DGT reserves the right to withdraw the RFP and change any part thereof at any stage. DGT also reserves the right to disqualify any bidder, should it be felt necessary at any stage.
- If the bidder after submission of bid and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of the tender document, and/or execute the work as per prescribed schedule given or at any time repudiates the contract, the DGT will have the right to forfeit the EMD, invoke the performance security, deposited by the bidder and get the work done from other bidder at the risk and consequence of the bidder. The cost difference between the alternative arrangement and bidder' bid value will be recovered from the bidder

along with other incidental charges including custom duties, taxes, freight and insurance etc. In case DGT is forced to get the work done through alternative sources and if the cost is lower, no benefit on this account would be passed on to the bidder.

- Timing and sequence of events resulting from this RFP shall be determined by the DGT.
- Neither the bidder nor any of the authorized representatives of the bidder, shall have any claim whatsoever against DGT or any of its officials or employees, arising out of or relating to this RFP or procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms and conditions of the final contract).
- Till the finalization of the contract and during the currency of the period of the contract, the bidders shall not directly or indirectly try to solicit any official or employee of DGT. The bidder shall also not engage any official or employee of DGT, who was involved in the process of evaluation of the bid, as his employee without the prior written approval of DGT.

#### **14.19. Rights to the Contents of the Proposal**

All proposals and accompanying documents of the Technical proposal shall be considered as the property of DGT and shall not be returned after opening of the technical proposals. DGT is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without any right to compensation to the bidders.

#### **14.20. Modifications and Withdrawal of Proposals**

No proposal may be withdrawn in the interval between the deadline for submission of the proposal and the expiry of the validity period as specified in this RFP.

#### **14.21. Non-Conforming Proposals**

- A proposal may be construed as a non-conforming proposal and would be considered as ineligible if it does not comply with the requirements of this RFP. Failure to comply with the technical requirements or non-acknowledgment of receipt of any amendments, would be considered as factors leading to a proposal being categorized as non-conforming.
- If a proposal appears to be a combination of promotional material which does not follow the prescribed format of this RFP or does not appear to address the particular requirements of the proposed contract, the given bid shall also be considered for disqualification by DGT.

#### **14.22. Disqualification/ Termination**

The proposal is liable to be disqualified under the following circumstances:

- Proposal not submitted in accordance with the procedure and formats prescribed in this RFP or is treated by DGT as a non-conforming proposal.
- The form used for submitting the proposal is found to be incomplete.
- Proposal is not accompanied by all the requisite documents
- In case of the bidder submitting the quotation for a part of the project

- Information submitted in technical proposal is found to be misrepresentative, incorrect or false, at any time during the finalization of the contract or during the tenure of the contract, including the extension period, if any.
- Commercial proposal is found to be enclosed along with the technical proposal
- Bidder tries to influence the process of evaluation of the proposal by resorting to unlawful/corrupt/fraudulent means at any point of time during the bid process
- In case any one bidder submits multiple proposals for the same category/slab or in case of a common interest arising amongst more than one bidder, the bidders concerned are likely to be disqualified.
- Bidders may specifically note that while evaluating the proposals, if it comes to the knowledge of DGT, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance, resulting in delaying the processing of the proposal, the bidders so involved would be liable to be disqualified for the award of this contract, which may extend for a further period of three years in regard to tenders floated by DGT.
- Bidder fails to deposit the Performance Security or fails to enter into a contract within 21 days of the date of notice of award of contract or within such extended period, as may be specified by DGT.

**14.23. DGT's Right to change the Scope of Contract at the time of Award of the Contract**

- DGT may at any time, by a written order given to the bidder, make changes to the scope of the contract under consideration.
- If any such change causes an increase or decrease in the cost of or the time required for the bidder's performance of any part of the work under the Contract, mutually agreed change in the Value or time schedule relating to the given Contract shall be arrived at between the Bidder and the Commission. Any claim made by the bidder for change under the extant Clause must be asserted from the Commission within a period of twenty one (21) days consequent upon the receipt of the change order.
- DGT reserves the right to withdraw/revoke/cancel the whole or any part of the Bid at any stage without assigning any reason.

**14.24. DGT's Right to Accept Any Bid and to reject any or All Bids**

- DGT reserves the right to accept any bid and/or annul the Bidding process and reject bids at any time prior to the final award of Contract, without incurring any liability to the bidders concerned and without any obligation to inform the bidders concerned regarding the reasons of said action of DGT.
- DGT reserves the right to negotiate the terms and conditions of the commercial bid with the selected bidder seeking a revision in the bid thus submitted.

**14.25. Concessions permissible under statutes**

- Bidder, while quoting against this RFP, should take cognizance of all concessions admissible under various Statutes including the benefit under statutory provisions relating to GST, failing which, the bidder shall be required to bear the extra cost which arise on account of the bidder not availing concessional rates of levies like customs duty, excise duty, sales tax, etc. DGT shall not bear any responsibility to this



effect. However, DGT may provide necessary assistance to the bidder for claiming the given concessions from the statutory authorities concerned. In case of a reduction in the rate of tax claimed by the bidder, the requisite benefit arising out of the given reduction in the rate of tax shall be passed over to the DGT by the bidder.

**14.26. Tax Liability**

The bidder shall indicate TAXES/GST wherever applicable

**14.27. Uniformity**

- All information submitted must clearly refer to page number, section number or other identifying reference in this RFP document. All information submitted must be noted and furnished in the sequence mentioned in this RFP.
- All pages of the proposal submitted by bidder should be sequentially paginated.

**14.28. Only One Proposal**

Bidder shall submit only one proposal under each category/slab. If a bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

**14.29. Bid Scope**

The bidder cannot bid for a specified portion of the RFP under consideration. The entire scope of work has been detailed in this RFP.

**14.30. Duration of Project**

The duration of the project is as defined in the scope of work

**14.31. Performance Security**

- The EMD of successful bidder would be returned upon the submission of the Performance Security equivalent to 10% of the project cost valid up to 90 days after date of completion of performance obligation or subsequent extension if any.
- The agency(ies) shall at its own expense, deposit with the DGT, within 21 days working days of the date of notice of award for the Contract or prior to signing of the Agreement, whichever is earlier, an unconditional and irrevocable Performance Security from a Nationalized Bank acceptable to DGT, payable on demand, for the due performance and fulfillment of the Agreement. Performance Security Format is provided in the RFP (Annexure-D).
- The Performance Security may be discharged/ returned by DGT upon being satisfied that there has been due performance of the obligations of Consultant under the Agreement. However, no interest shall be payable on the Performance Security.
- In the event of agency(ies) being unable to service the Agreement for whatever reason, DGT would evoke the Performance Security. Notwithstanding and without prejudice to any rights whatsoever of DGT under the Agreement in the matter, the proceeds of the Performance Security shall be payable to DGT as compensation for any loss resulting from agency(ies) failure to complete its obligations under the Agreement. DGT shall notify agency(ies) in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which Consultant is in default.



## 15. Bidding Formats

### 15.1. Bid Related Queries

The bidders requiring specific points of clarification may communicate with DGT during the specified period using the following format:

#### **BIDDER'S REQUEST FOR CLARIFICATION**

<<Name of Organization submitting query / request for clarification>>

<<Full formal address of the Organization including Tel:  
phone, fax and email points of contact>>

Fax:

Email:

S. No	RFP Reference (Section No. / Page No.)	Content of RFP requiring clarification	Points of clarification required
1			
2			
3			
4			

### 15.2. Bid Document Formats - Standard Forms

Checklist of documents to be submitted:

1. EMD
2. FORM1
3. Technical Proposal ( along with supporting documents and FORM 2, 3, 4 and 5)
4. Financial Proposal (FORM 6, FORM 7)

**FORM 1: Letter of proposal submission**

[Location, Date]

The Director (Projects)

Directorate General of Training

Ministry of Skill Development & Entrepreneurship

Kaushal Bhawan, 1<sup>st</sup> Floor, Karol Bagh,

New Delhi – 110 005

**Subject: Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)**

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes Technical Proposal (sealed under a separate envelope), and a Financial Proposal (sealed under a separate envelope). We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of firm:

Address:

## FORM 2: Bidder's organization and experience

### A - Bidder's Organization

Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Bidder has formed a consortium, details of each of the member of the consortium, name of lead members etc. will be provided.

### B - Bidder's Experience

Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job. If possible, the employer will specify exact assignment/job for which experience details may be submitted. In case of Consortium or Association of Bidder, the bidder must furnish the following information for each of the consortium members separately.

Firm Name:

1	Assignment/job name:
1.1	Description of Project
1.2	Approx. value of the contract (in Rupees):
1.3	Country:
1.4	Location within country:
1.5	Duration of Assignment/job (months) :
1.6	Name of Employer:
1.7	Address:
1.8	Total No of staff-months of the Assignment/job:
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):
1.11	Completion date (month/year):
1.12	Name of associated organization, if any:
1.13	No. of professional staff-months provided by associated bidder:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:
	<b>Note:</b> Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience will not be considered for evaluation if such requisite support documents are not provided with the proposal.

**FORM 3: Comments and suggestions on the RFP and on counterpart staff and facilities to be provided by the employer.**

**A – On the RFP**

Suggest and justify here any modifications or improvement to the RFP you are proposing to improve performance in carrying out the Assignment/job. Such suggestions should be concise and to the point and incorporated in your Proposal. The Client is not bound to accept the comments/modifications suggested.

**B – On Inputs and Facilities to be provided by the employer**

Comment here on Inputs and facilities to be provided by the Bidder to Client.

#### FORM 4: Self-Declaration on Non- Blacklisting

To,

Mr. Sanjay Kumar  
Director (Projects)  
Directorate General of Training,  
Ministry of Skill Development & Entrepreneurship,  
2nd Floor, Kaushal Bhawan, Karol Bagh, New Delhi -110 005.

Sir,

In response to the **“REQUEST FOR PROPOSAL (RFP) For Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)”**, I/We hereby declare that presently our Company/ Service provider \_\_\_\_\_ is having unblemished record. We and any of our related entities in India is neither blacklisted nor debarred by any PSU or Any Regulatory Body or Government of India or State Government or any of its agencies for any reasons whatsoever for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder

Authorized Signatory

Seal of the Organization



### FORM 5: Format for Turnover Details

S. No	Years	Turnover Details (in INR)
A	2017-18	
B	2016-17	
C	2015-16	
Average Annual Turnover (A+B+C) / 3		

**FORM 6: Format for Financial Proposal Submission Form**

To,

**Mr. Sanjay Kumar  
Director (Projects)  
Directorate General of Training,  
Ministry of Skill Development & Entrepreneurship,  
2nd Floor, Kaushal Bhawan, Karol Bagh, New Delhi -110 005.**

Sir,

In response to the "REQUEST FOR PROPOSAL (RFP) For Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)", I/We , the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*<sup>1</sup>]. This amount is exclusive of the local indirect taxes, service tax and duties payable as mentioned in the REQUEST FOR PROPOSAL (RFP) document and is shown in the summary separately in Form 7- Summary of Costs.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in REQUEST FOR PROPOSAL (RFP) document

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

**Thanking you,**

**Yours faithfully,**

**Name of the Bidder**

**Authorized Signatory**

**Seal of the Organization**

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<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal excluding taxes mentioned in the Form- 6 Summary of Costs. The agency(ies) is expected to quote lump sum quote for conducting inspection and grading of total of 6,000 ITIs. This total cost will be used for financial proposal evaluation.

### FORM 7: Summary of Costs

Item	Costs (in INR)
A. Lump sum quote for conducting inspection and grading of 3,000 ITIs	
B. Rate per ITI for conducting inspection and grading , in case demand increases beyond 3,000 ITIs	
<b>C. Total Costs of Financial Proposal excluding taxes.</b> <i>(Lump sum quote for conducting inspection and grading of total of 6,000 ITIs as detailed in RFP)</i>	
D. Taxes, duties, charges and levies of State or Central Governments <i>(as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any)</i>	
<b>E. All inclusive Financial Proposal</b> (C. +D.)	

## **Annexure- A: Grading Framework for Phase-2 of ITI Grading**

## 1. Background: Phase-1 of ITI Grading

Ministry of Skill Development and Entrepreneurship (MSDE) launched Phase-1 of ITI Grading in January 2017 and released the grading results of 4811 Industrial Training Institutes (ITIs) in June 2018.

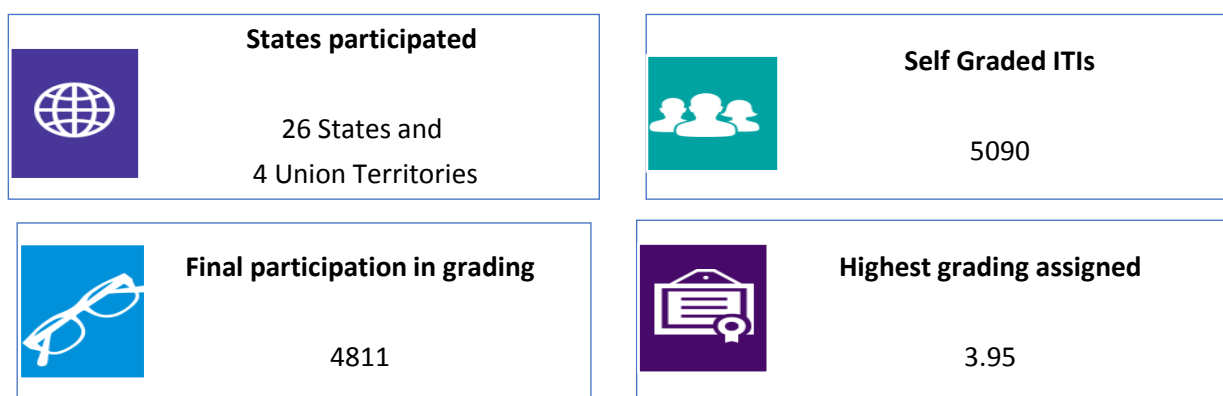
The Phase-1 grading of ITIs was a voluntary exercise with an aim to establish a quality assurance mechanism for both Government and Private ITIs. The grading results aimed to help trainees make informed choices about the institutions.

### Salient features of Phase-1 of ITI Grading:

Grading of ITIs was a three step process starting with the online submission of self-grading by the respective ITI. This was followed by physical verification and data validation by a third party independent auditor. The final grading score was approved by Core Grading committee of experts constituted by Ministry of Skill Development and Entrepreneurship (MSDE).

- ITIs were graded on an overall scale of 0 to 5 based on 43 pre-defined parameters. The composite grade score of the institute reflected their current performance level of the ITI. Additionally, parameter wise score also enabled ITIs to find out the key areas where they can improve upon, resulting in overall improved performance of the ITIs in the country.
- To ensure transparency of the entire process, the grading score assigned by third party independent auditor was shared with the respective ITIs. The ITIs were given a chance to submit their grievances to the Grievance Committee, in case they were not satisfied by the third party grading score. Grievance Committee consisting of State Directorate and DGT officials looked into the grievances.

### Summary: ITI Grading Coverage under Phase-1



## 2. Need for Phase-2 of ITI Grading

Currently, only 4811 ITIs have been graded out of 15000+ ITIs present in the country.

DGT, under the aegis of Ministry of Skill Development and Entrepreneurship (MSDE) intends to make it mandatory for all the ITIs in the country to get graded. Phase-2 of grading will offer

chance to remaining ITIs to get graded. Further, Phase-2 grading system has been made more outcome focussed by incorporating feedback from ITIs, state directorates, industry partners, and members of the Core Grading Committee.

Additionally, all the ITIs covered in Phase-1 of grading will also be given a chance to improve upon their existing grading under Phase-2.

### **3. Validity of Grading Result**

The grading result will be valid for next 5 years from date of award of grade to the ITI. However, such ITI's may be given a chance to get re-graded even before 5 years, if there are changes in the grading parameters.

Additionally, if an already graded ITI (graded under Phase-1 of grading) goes for re-grading (under Phase-2 of grading), then the latest grading score will be considered while deciding on any future course of action (including but not limited to incentives, benefits) corresponding to that ITI. However, any benefit availed by the ITI based on the older grading score will not be withdrawn for that academic session. However, the latest grading score will be used for all future benefits from the next academic session.

Additionally, an ITI can get graded only once

### **4. Incentives linked to ITI Grading**

The Grading score of ITIs will be used to provide graded autonomy to them. Additionally, top graded ITIs will also be suitably incentivized. The incentives based on the grading scores will be decided from time to time.

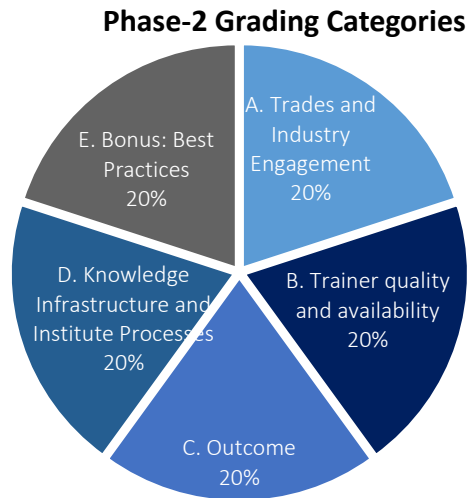
Following incentives are envisaged for top graded ITIs based on 10<sup>th</sup> meeting of NCVT Sub-Committee held on 28<sup>th</sup> August 2018:

- a) ITIs with grade  $\geq 2.5$  (both private and Government) will be self-centres for OMR based theory examination.
- b) Only ITIs with grade 2.5 or more (both private and Government) will be allowed to apply for addition of new trades/units on the affiliation portal.
- c) Only Private ITIs with at least 2.5 grade and Government ITIs with at least 2.0 grade will be eligible to receive financial support under STRIVE (World Bank Project).
- d) Principals and Instructors of ITIs (both private and Government) with 2.5 or more grade will be eligible for training in NSTIs or abroad, wherever possible
- e) Principals of top rated ITIs may be honoured at a National event.
- f) Grading of respective ITI as allocated to be displayed on NCVT MIS Portal. Additionally, states to display grades on their admission portals so that ITI applicants make informed choice.

**Note:** *The incentives envisaged for top graded ITIs may be changed or modified in the future as per policy and/or decision of the Government of India.*

## 5. Grading Framework: Grading of ITIs under Phase-2

There are 27 grading parameters categorized into 5 categories as described below:



The parameters corresponding to the above mentioned categories are as follows:

Category Name	Parameter #	Parameter
<b>A. Trades and Industry Engagement</b>	1	No. of Active MoUs existing with industry ( MoU will be considered Active only if MoU is valid as on date and MoU has provided some benefit to ITI like trainee exposure program, internship/apprenticeship opportunity, industry sponsored infrastructure, training of instructor, industry expert lecture, placement assistance, assistance in curriculum revamp) <b>Note:</b> If any ITI is still using a machine provided by an industry under an older MoU, then that MoU will also be considered active provided the machine is still properly maintained and in working condition, as evidenced through videos And/or physical inspection
	2	CSR Support for ITI in developing training infrastructure
	3	Trainees who have been sent for "dual training" (%)
	4	Placement Cell and its functioning (Conduct of placements and the number of job fairs conducted)
<b>B. Instructor quality and availability</b>	5	Craftsmen Instructor Training Scheme (CITS) certification of available instructors (in eligible trades as per NCVT) (%)
	6	Number of ITI instructors who have completed short term refresher training (at least 5 days) at NSTI/Industry/any other Institute in last 2 years (%)
	7	Instructor vacancy against sanctioned posts (%)
	8	Percentage of guest instructor from Industry
<b>C. Outcome</b>	9	Pass rate (%) (Proportion of trainees who passed in first attempt as a percent of total hall tickets issued)
	10	Percentage of trainees passing in first attempt and scoring more >= 80 percent marks in the final exam
	11	Career Progression Rate % i.e. Rate of Wage Employment + apprenticeship engagement + higher studies + self-employment (%)
	12	Participation, Awards and accolades by Principal/trainees/Instructors/ITI at District / State / National/ International Level (including skill competitions etc.) in the last 2 years

Category Name	Parameter #	Parameter
D. Knowledge Infrastructure and Institute Processes	13	Functional IMC in case of Govt. ITI and similar institutional mechanism with at least one industry representative expert in case of Pvt. ITI
	14	Machine maintenance log books
	15	Availability of "full-time" ITI Principal and post-employment training. (Admin/management of at least 5 days).
	16	Availability of production centre generating revenues (excl. course fee) / earn with learn scheme as per audit report.
E. Bonus: Best Practices  ( ITIs need to score in only 5 parameters out of the 11 parameters in this category)	17	Playground/Horticulture/ Garden/Indoor Play Ground facilities
	18	Percent of trainees who were 10th pass on joining and got 12th Certificate after passing (Not Applicable for ITI younger than 3 years)
	19	Recognized Technological Innovation/Advancements
	20	Availability of new generation courses like IoT, Mechatronics, Drone Technology
	21	Sustainable measures being adopted by ITI viz. rain water harvesting, solar power utilization, utilization of scrap, and waste management
	22	Women oriented courses available in ITI (Courses related to Apparel/Dress making, Beauty and Wellness, Stenographer, COPA, Secretarial Assistant (English), Food Processing etc.)
	23	All the details of Instructors entered in NCVT MIS Portal
	24	Convocation Ceremony for ITI passed out
	25	Existence of functional Alumni association
	26	Diversity of Trades
	27	Fund Utilization by ITI ( in case ITI was part of any of Centrally Sponsored Scheme such as viz. "Scheme for upgradation of 1396 Government ITIs in PPP Mode" , "Model ITI Scheme", "World Bank Funded VTIP Scheme")

Detailed grading framework has been detailed in **Annexure- B**. As detailed in the annexure, all parameters have been assigned a weightage and each parameter can be scored (0 to 5). The sum of weighted scores from all parameters will be used to calculate ITI grade (on a scale of 5.0) i.e. ITI Grade= (Summation of (weightage\*score) across all parameters /100)

**Note:**

- **In parameter categories A, B, C and D-** Parameters in these categories are mandatory for all ITI. Hence if an ITI is a new ITI (i.e. ITIs which have not completed at least 2 years of operation from the date of grant of affiliation), following parameter will not be considered:

Category	Parameter #	Parameter
A. Trades and Industry Engagement	4	Placement Cell and its functioning (Conduct of placements and the number of job fairs conducted)
C. Outcome	9	Pass rate (%) (Proportion of students who passed in first attempt as a percent of total hall tickets issued)
	10	Percentage of trainees passing in first attempt and scoring more >= 80 percent marks in the final exam



Category	Parameter #	Parameter
	11	Career Progression Rate % i.e. Rate of Wage Employment + apprenticeship engagement + higher studies + self-employment (%)
D. Knowledge Infrastructure and Institute Processes	16	Availability of production center generating revenues (excl. course fee) / earn with learn scheme as per audit report.

Accordingly, weighted score of remaining parameters in the corresponding category will be accordingly scaled up for that “category”

- **In category E ( Bonus: Best practices)-** Since not all 11 parameters in this category are applicable to all the ITIs , hence an ITI may be required to score in only 5 parameters out of 11 parameters in this category to get full marks in this category.

## 6. Grading Methodology

The methodology for grading of ITIs will include following steps:



**Step 1- Self –grading by ITIs:** DGT will invite ITIs to participate in the grading exercise on an online portal/app. All the ungraded ITIs will grade themselves on grading parameters defined in grading framework detailed in **Annexure-B**. This self-grading will be done on NCVT MIS Portal.

ITIs will mention “actual value” of the data/information against each parameter and keep the records ready for verification.

**Note: Self-grading will be self-assessment by ITI and will have no bearing on the final grading of ITI.**

**Step 2- Field visit and data validation by external agency:** Self-grading data submitted by ITI will be validated by third party external agency empanelled by DGT. A mobile app may be used for carrying out inspection based on the grading framework. Additional inspections may be carried out by DGT officials as well by State government officials. All such inspection reports will be loaded on online portal. DGT may also assign an official to visit ITIs on sample basis, validate the submitted data and provide scores against grading parameters.

**Step3- Grievance resolution by Grievance Redressal Committee:** The ITIs will be given a chance to submit their grievances to the Grievance Redressal Committee, in case ITIs are not satisfied by the third party grading score provided by external agency.

Grievance Redressal Committee will consist of representatives of State Directorate and DGT officials. The committee will look into the grievances of the ITIs and accordingly may recommend on the revised ITI grading score.

**Step4- Final ITI Grading by Core Grading Committee:** The ITIs will be given a given a final grade by Core Grading Committee basis inputs of field visit reports, data validation reports as

well as inputs of Grievance Redressal Committee. Draft final grade will be published on the DGT website. Core Grading Committee will be committee of experts from other ministries/ directorates/ autonomous bodies constituted by DGT.

**Step5- Query resolution by Appellate Committee:** ITIs can raise their concerns with the Appellate Committee in case they are not satisfied with the final grade allocated to them by the Core Grading Committee.

Appellate Committee will consist of representatives of DGT officials and Core Grading Committee. The committee will look into the queries related to final grade of the ITIs and will accordingly inform the DGT about the same.

Final grade will then be published on the DGT website.

Note: The process of Phase-2 grading of ITIs may be carried out in a lot-wise manner as deemed suitable by DGT.

## 7. Grading Parameters and their Significance

There are 27 grading parameters categorized into 5 categories. Following is the detailed description of grading categories and the corresponding parameters

### A. Trades and Industry Engagement

#### 1) No. of Active MoUs existing with industry

Collaboration of ITI with industries helps the training stay relevant and up-to-date with industry requirements and latest technologies. ITI can collaborate for industrial visits, internships/apprenticeship opportunities, placement assistance, industry expert lecture, instructor training, industry-sponsored infrastructure, assistance in curriculum revamp etc.

**Documentary proof:** Copy of active MoUs signed in last 2 calendar years and proof of benefit derived from the MoU like email/letter from the industry detailing the same validated through with pictures of ITI and physical inspection.

**Additional Note:** MoU will be considered Active only if MoU is valid as on date and MoU has provided some benefit to ITI like trainee exposure program, internship/apprenticeship opportunity, industry sponsored infrastructure, training of instructors, industry expert lecture, placement assistance, assistance in curriculum revamp)

If any ITI is still using a machine provided by an industry under an older MoU, then that MoU will also be considered active provided the machine is still properly maintained and in working condition, as evidenced through videos and/or physical inspection

#### 2) CSR Support for ITI in developing training infrastructure

CSR is a good channel for engaging with the Industries for getting training infrastructure support. This signifies that the ITI has a good outreach and connect with the Industries.

**Documentary proof:** Photos/ video of the MoU like email/letter from the industry detailing the CSR support provided by industry. The proof of infrastructure created through such CSR activity should be supported by pictures of ITI and/or physical inspection.

#### 3) Trainees who have been sent for dual training (%)

Dual training is defined as a system under which theory portion; basics about safety, tools & equipment; along with foundation practical are conducted at ITI whereas practical/lab training portion of the curriculum is provided in the industry.

**Documentary proof:** Copy of MoUs, indicating number of trainees, signed with industry for dual training in last one calendar year and through NCVT MIS portal (of last academic session)

#### **4) Placement Cell and its functioning**

Placement cell is expected to organize regular campus placement and job fairs for the benefit of the trainees. Additionally, the cell is also expected to be used for conducting additional placement allied activities such as counselling sessions for trainees, training in employability skills etc.

**Documentary proof:** Dates and photographs of such events conducted and copy of job offers given during such events

### **B. Instructor quality and availability**

#### **5) Craftmen Instructor Training Scheme (CITS) certification of available instructors**

Trained instructors are necessary to ensure that trainees are provided with the highest quality of teaching. This parameter is expected to track the CITS certification level of instructors as per NCVT norms in eligible trades. More the instructors certified with CITS in eligible trades, higher is the score.

**Documentary proof:** Undertaking from ITI Principal certifying instructors already certified or have undergone CITS training (as on date) in eligible trades. Certificate of instructors in eligible trades will be checked during inspection.

#### **6) Number of ITI instructors who have completed short term refresher training ( at least 5 days) at NSTI/Industry/any other Institute in last 2 years**

Refresher training of instructors is important for keeping the instructors in touch with their skills and new developments in the trade, thus ensuring high quality of training. Higher the number of instructors who have undergone refresher training (at least 5 days) in the last 2 years, higher is the score.

**Documentary proof:** Certificate of ToT in eligible trades (as on date) and Proof of Instructor having undergone refresher Course

#### **7) Instructor vacancy against sanctioned posts**

The shortage of instructors at ITIs is a key challenge which has impact on effectiveness of training. The posts have been sanctioned keeping in mind the requirements, and so the ITIs are encouraged to fill up vacant posts in order to maintain the quality of training. Hence, higher the vacancy, lower is the score.

**Documentary proof:** Undertaking from ITI Principal certifying instructor vacancy in the ITI or through NCVT MIS portal (as on date) or through NCVT Affiliation Norms Calculation

#### **8) Percentage of guest instructor from Industry**

This indicates close tie-ups with industry and effective leveraging of the relations for the benefits of trainees. It is expected that guest instructor from industry can impart instructions about latest technologies in the industry and provide a different perspective.

**Documentary proof:** Email/Letter from instructor's employer and proof of salary/honorarium paid to guest instructors.

### **C. Outcome**

**9) Pass rate (%) (Proportion of trainees who passed in first attempt as a percent of total hall tickets issued)**

Pass rate is an indicator which also showcases the quality of training. It is calculated by dividing the number of trainee who passed in first attempt as a percent of total number of hall tickets issued. Hence, higher the pass rate, higher is the score.

**Documentary proof:** Through NCVT MIS portal (of last academic session)

**10) Percentage of trainees passing in first attempt and scoring more >= 80 percent marks in the final exam**

This is an indicator of the quality of training, as a large number of trainees obtaining greater than or equal to 80 percent marks in the final exam means that the training imparted is effective. This parameter will be calculated by dividing the number trainees passing in first attempt and scoring more >= 80 percent marks in the final exam by the total trainees issued hall ticket for the final exam.

**Documentary proof:** Through NCVT MIS portal (of last academic session)

**11) Career Progression Rate % (i.e. Rate of Wage Employment + apprenticeship engagement + higher studies + self-employment (%))**

This shows an ability of an ITI to provide apprenticeship and employment opportunities (wage employment and self-employment) to its pass-out trainees.

Employment/placement (%) is a very important indicator of quality of training being imparted at ITI. If the placement is low then it reflects poorly on various facets of its training programs. More the number of pass-out trainees getting placed/employed or going into apprenticeships, higher is the score. It will be calculated by dividing the total number of trainees who have achieved career progression (i.e. wage employment, or self-employment, apprenticeship or undertaking higher education) by the total trainees pass outs of the ITI.

**Documentary proof:** Undertaking from ITI Principal certifying details of trainee (in last academic session) who have passed out and received wage employment, self-employment, and apprenticeship or have undertaken higher education (along with proof of trainee undergoing/undergone for higher education)

**12) Participation, Awards and accolades by Principal/trainees/Instructors/ITI at District / State / National/ International Level (including skill competitions etc.)**

Participation in skill competitions outside the ITI provides an opportunity to trainees for getting recognized for their excellence in skilling. It also boosting the enthusiasm of trainees and instructors towards learning.

**Documentary proof:** Documentary proof of award/accolade (like participation certificate/trainee medallion etc.) of participation in skill competition in the last 2 years.

**D. Knowledge Infrastructure and Institute Processes**

**13) Functional IMC in case of Govt. ITI and similar institutional mechanism with at least one industry representative expert in case of Private ITI**

IMC ensures that the ITI has proper institutional mechanism to effectively govern the institute. Functional IMC means that meetings of IMC have been held on a regular basis as per the agenda defined at the beginning of the year or session. A similar institutional mechanism for a Private ITI could be a society/board/trust which has at least one representative from industry or industry has a significant role to play in training operations through an appropriate forum. Further, the IMC or a similar institutional mechanism should be instrumental in facilitating industry-institute engagement.

**Documentary proof:** *Certification of incorporation of IMC (or similar). For measuring functioning IMC, MoM of the last 3 meetings conducted in last 1 year to be verified.*

#### **14) Machine maintenance log book**

Maintaining logbooks to record annual machine repair and maintenance should be a regular practice across the ITIs.

**Documentary proof:** *Date and photos of updated machine log book (as on date)*

#### **15) Availability of “full-time” ITI Principal and post-employment training (Admin/management of at least 5 days)**

Full time ITI Principal is important to ensure that an effective leadership provided to the institute which can steer it through various challenges being faced by it. It also motivates other staff to give-in their best and work collectively towards the success of the institute.

Post-employment training of ITI principal will enable him/her to understand the roles and responsibilities of principal related to ITI administration, overall management and providing necessary leadership to trainees and trainers

**Documentary proof:** *Record of monthly salary deposit through “cheque /online payment” (of last 3 months at least) and record of post-employment training like certificate of attending such training program.*

#### **16) Availability of production centre generating revenues (excluding course fee) / earn with learn scheme as per audit report**

It is expected that ITIs explore diverse revenue streams other than course fees to enhance the long term sustainability of institutes. One way could be to establish a “production centre” to produce and supply products as per industry demand. Similarly, a “service centre” corresponding to service related trades could also be set up to provide services and generate additional revenues. This parameter will encourage ITIs to explore this option and engage in “job-works” with industry to provide hands-on learning experience to the trainees in the ITI. Hence, ITIs with a production centre and generating additional revenues other than course fee will score high. ITIs have to mention the revenues earned as per audit report.

**Documentary proof:** *Audit report of last financial year*

#### **E. Bonus: Best Practices**

**Note:** This category consists of 11 parameters. However, since all of these parameters might not be applicable to all the ITIs, hence only top 5 parameters (under this category) will be scored.

#### **17) Playground/Horticulture/ Garden/Indoor Play Ground facilities**

Facilities such as Playground/Horticulture/Garden/Indoor Play Ground are necessary for conduction and promotion of extra-curricular activities such as sports, cultural events etc. which are essential for ensuring holistic learning, as they provide opportunity to learn values of patience, team spirit, etc.

**Documentary proof:** *Photos/ videos of the facilities along with physical inspection*

**18) Percent of trainees who were 10th pass on joining and got 12th Certificate after passing (Not Applicable for ITI younger than 3 years)**

Providing a 12<sup>th</sup> standard equivalent certificate to trainees who studied for 2 years after 10<sup>th</sup> standard ensures that they can smoothly transition to further education opportunities without being hindered by lack of certification.

**Documentary proof:** *Through NCVT MIS portal (of last academic session) and copy of equivalence certificate facilitated through ITI*

**19) Recognized Technological Innovation/Advancements**

Recognition granted for Innovation/Advancements are an indicator of research and innovation activities taking place in an ITI. This could provide self-employment opportunities to ITI trainees provided there is an adequate arrangement for incubation and commercialization of the idea/product/service.

**Documentary proof:** *Physical copy of proof of recognition from national/state level entrepreneurship/incubation cells like Atal Tinkering Labs/ other innovation labs.*

**20) Availability of new generation courses like IoT, Mechatronics, Drone Technology**

This signifies that training provided at the ITI contributes to manpower requirement as per changing needs of the economy. It also shows ITI's progressiveness in carrying out skill development activities. Hence, more the number of seats offered in new generation courses, higher is the score.

**Documentary proof:** *Through NCVT MIS portal (of last academic session)*

**21) Sustainable measures being adopted by ITI viz. rain water harvesting, solar power utilization, utilization of scrap, and waste management**

These measures are important to ensure the efficient utilization of resources which are limited in nature, or whose over-use results in ecological damage. Rain water harvesting helps recharge the water level, reducing the ITI's dependence for water from external sources. Using solar electricity, recycling/reuse of scrap and efficient waste management help minimize the negative effects on the environment.

**Documentary proof:** *Photos/ videos of the facilities along with physical inspection*

**22) Women oriented courses available in ITI**

Women oriented courses such as Courses related to Apparel/Dress making, Beauty and wellness, Stenographer, COPA, Secretarial Assistant (English), Food Processing etc. improve the representation of female trainees in overall trainee strength of ITI, creating a women friendly training environment. It also showcases the effort of ITI management to admit more women trainees.

**Documentary proof:** *Through NCVT MIS portal (of last academic session)*

**23) All the details of Instructors entered in NCVT MIS Portal**

It is important that database of instructors is available on the MIS so that information may be used for the benefit of the ITI such as conducting training of instructors, capacity

development etc.

**Documentary proof:** Through NCVT MIS portal (of last academic session)

#### 24) Convocation ceremony of ITI pass outs

Convocation ceremony conducted for pass-out trainees gives the feeling of ownership/ belongingness towards the institute they belong to.

**Documentary proof:** Date and photos of last convocation ceremony

#### 25) Existence of functional Alumni association

Alumni association helps keep the trainee pass outs remain connected to their alma mater. This has several benefits for ITI, such as improved tracking of pass out trainees, building a support network for the ITI that can contribute towards the needs of the ITI such as placement assistance, guest lectures for ITI etc.

**Documentary proof:** Photos of Charter of alumni association

#### 26) Diversity of Trades

This signifies that training provided at the ITI is not limited to traditional trades, and that the ITI is proactive in providing skill development opportunities. Hence, if the ITI is offering greater than equal to four trades, ITI will score on this parameter.

**Documentary proof:** Through NCVT MIS portal (of last academic session)

#### 27) Fund Utilization by ITI

This is a measure of the willingness and efficiency of the ITI management for carrying out reform and development activities by using the funds provided under various schemes. This parameter is applicable to only those Govt. ITI who have been part of any Centrally Sponsored Scheme such as viz. "Scheme for upgradation of 1396 Government ITIs in PPP Mode", "Model ITI Scheme", "World Bank Funded VTIP Scheme"

**Documentary proof:** Fund utilization certificate

### 8. Tentative Timelines

Phase-2 of ITI grading process is expected to commence from December 2018 and expected to be completed by December 2019. The final grading will be published on DGT website. The timelines for each step are defined below:

S.No.	Action Items	Timelines
1	Self-grading by ITI	January 2019 to February 2019
2	Selection of third party grading agency	December 2018 to March 2019
3	Field visit, data validation and report submission by external agency	March 2019 to October 2019
4	Grievance resolution by Grievance Committee	September 2019 to November 2019

- 5 Draft grading by Core Grading committee and publishing on DGT website December 2019
- 6 Query resolution by Appellate Committee December 2019
- 7 Final grading published after resolution by Appellate Committee December 2019



## Annexure-B: Detailed ITI Grading Framework

Category Name	Category weight age	Parameter #	Parameter	Parameter Weight age	Max Parameter Score	0	1	2	3	4	5
A. Trades and Industry Engagement	20	1	No. of Active MoUs existing with industry	5	5	No Active MoU	Up to 1 MoUs Active	2 MoUs Active	3 MoUs Active	4 MoUs Active	5 or greater than 5 Active MoUs
		2	CSR Support for ITI in developing training infrastructure	5		No CSR Support from any company for ITI	Up to 1 company supporting ITI with CSR		2-3 companies supporting ITI with CSR		>3 companies supporting ITI with CSR
		3	Trainees who have been sent for "dual training" (%)	5		Less Than 10% of the total seats offered at ITI are offered in dual training mode	>=10% to less than 20%	>=20% to less than 30%	>=30% to less than 40%	>=40% to less than 50%	>=50% and above
		4	Placement Cell and its functioning (Conduct of placements and the number of job fairs conducted)	5		ITI doesn't have a placement cell		ITI does have a placement cell BUT Placement cell has organized NO regular campus placement drives OR job fairs in last 1 academic year	ITI does have a placement cell AND Placement cell has organized ATLEAST ONE regular campus placement drives OR job fairs in last 1 academic year BUT Placement cell has not undertaken initiatives beyond regular campus placement drives and job fairs to improve placement (e.g. counselling sessions for trainees, training in employability skills etc.)	ITI does have a placement cell AND Placement cell has organized ATLEAST ONE regular campus placement drives OR job fairs in last 1 academic year AND Placement cell has undertaken initiatives beyond regular campus placement drives and job fairs to improve placement (e.g. counselling sessions for trainees, training in employability skills etc.)	
B. Instructor quality and availability	20	5	Craftsmen Instructor Training Scheme (CITS) certification of available instructors (in eligible trades as	5	Less than 40% Instructors are certified	>=40% to Less Than 50% Instructors are certified	>=50% to Less Than 60% Instructors are certified	>=60% to Less Than 70% Instructors are certified	>=70% to Less Than 80% Instructors are certified	>=80% and above Instructors are certified	

Category Name	Category weight age	Parameter #	Parameter	Parameter Weight age	Max Parameter Score	0	1	2	3	4	5
ty			per NCVT (%)								
		6	Number of ITI instructors who have completed short term refresher training (at least 5 days) at NSTI/Industry/any other Institute in last 2 years (%)	5		<5% Instructors have undergone refresher training in the last 2 years	>=5% to less than 10% Instructors have undergone refresher training in the last 2 years	>=10% to less than 20% Instructors have undergone refresher training in the last 2 years	>=20% to less than 30% Instructors have undergone refresher training in the last 2 years	>=30% to less than 40% Instructors have undergone refresher training in the last 2 years	>=40% Instructors have undergone refresher training in the last 2 years
		7	Instructor vacancy against sanctioned posts (%)	5		25% and above	>=20% to less than 25%	>=15% to less than 20%	>=10% to less than 15%	>=5% to less than 10%	less than 5%
		8	Percentage of guest instructor from Industry	5		Less than 5%	>=5% to less than 10%	>=10% to less than 15%	>=15% to less than 20%	>=20% to less than 25%	>=25% and above
C. Outcome	20	9	Pass rate (%) (Proportion of trainees who passed in first attempt as a percent of total hall tickets issued)	8		Less Than 40%	>=40% to less than 60%	>=60% to less than 70%	>=70% to less than 80%	>=80% to less than 90%	>= 90% and above
		10	Percentage of trainees passing in first attempt and scoring more >= 80 percent marks in the final exam	4		Less Than 4%	>=4% to less than 6%	>=6% to less than 7%	>=7% to less than 8%	>=8% to less than 9%	>= 9% and above
		11	Career Progression Rate % i.e. Rate of Wage Employment + apprenticeship engagement + higher studies + self-employment (%)	5		less than 40%	>=40% to less than 60%	>=60% to less than 70%	>=70% to less than 80%	>=80% to less than 90%	>=90% and above

Category Name	Category weight age	Parameter #	Parameter	Parameter Weight age	Max Parameter Score	0	1	2	3	4	5
		12	Participation, Awards and accolades by Principal/trainees/Instructors/ITI at District / State / National/ International Level (including skill competitions etc.) in the last 2 years	3		Principal/Trainees/Instructors haven't participated any Skill India Competition ( State/Central/International)	Principal/Trainees/Instructors have participated in at least one Skill India Competition ( State/Central/International)	Principal/Trainees/Instructors have participated in at least one Skill India Competition ( State/Central/International) And Principal/Trainees/Instructors or ITI have won 1-2 awards cumulatively across District / State / National/ International Level	Principal/Trainees/Instructors have participated in at least one Skill India Competition ( State/Central/International) And Principal/Trainees/Instructors or ITI have won 3-4 awards cumulatively across District / State / National/ International Level	Principal/Trainees/Instructors have participated in at least one Skill India Competition ( State/Central/International) And Principal/Trainees/Instructors or ITI have won 5-6 awards cumulatively across District / State / National/ International Level	Principal/Trainees/Instructors have participated in at least one Skill India Competition ( State/Central/International) And Principal/Trainees/Instructors or ITI have won >6 awards cumulatively across District / State / National/ International Level
D. Knowledge Infrastructure and Institute Processes	20	13	Functional IMC in case of Govt. ITI and similar institutional mechanism with at least one industry representative expert in case of Pvt. ITI	6		IMC or similar structure has not been constituted	IMC has been constituted but all posts as per the requirement are not filled	IMC has been constituted but not functional	IMC has been constitutional and functional. IMC meets at least once in a year	IMC has been constitutional and functional. IMC meets at least twice in a year	IMC has been constituted and functional. IMC meets at least once in a quarter.
		14	Machine maintenance log books	4		No such log books available or the log books not up to date					Updated log books available
		15	Availability of "full-time" ITI Principal and post-employment training. (Admin/management of at least 5 days).	6		No Full Time ITI Principal			Full Time ITI Principal exists but no provision of post-employment training( of administration/management employees for at least 5 days)		Full Time ITI Principal exists and provision of post-employment training( of administration/management employees for at least 5 days)

Category Name	Category weight age	Parameter #	Parameter	Parameter Weight age	Max Parameter Score	0	1	2	3	4	5
		16	Availability of production center generating revenues (excl. course fee) / earn with learn scheme as per audit report.	4		<i>Production center /earn with learn scheme with up to INR 50,000 revenues per annum</i>			<i>Production center /earn with learn scheme with &gt;=INR 50,000 to less than 1lakh revenues per annum</i>		<i>Production center /earn with learn scheme with &gt;=INR 1lakh revenues per annum</i>
<b>E. Bonus: Best Practices</b>	<b>20</b>	17	Playground/Horticulture/ Garden/Indoor Play Ground facilities	4		<i>Such facilities are not available or not maintained</i>					<i>Such facilities are available and maintained</i>
		18	Percent of trainees who were 10th pass on joining and got 12th Certificate after passing (Not Applicable for ITI younger than 3 years)	4		<i>Less than 50%</i>					<i>&gt;=50% and above</i>
		19	Recognized Technological Innovation/Advancements	4		<i>No Recognized innovation</i>					<i>At least one Recognized innovation</i>
		20	Availability of new generation courses like IoT, Mechatronics, Drone Technology	4		<i>&lt;60 seats being offered in the ITI</i>					<i>&gt;=60 seats offered in such courses</i>
		21	Sustainable measures being adopted by ITI viz. rain water harvesting, solar power utilization, utilization of scrap, and waste management	4		<i>NO such measures adopted by ITI</i>					<i>At least one of these measures adopted by ITI</i>
		22	Women oriented courses available in ITI (Courses related to Apparel/Dress making, Beauty and Wellness, Stenographer, COPA,	4		<i>&lt;60 seats being offered in such courses</i>					<i>&gt;=60 seats offered in such courses</i>

Category Name	Category weight age	Parameter #	Parameter	Parameter Weight age	Max Parameter Score	0	1	2	3	4	5
			<i>Secretarial Assistant (English), Food Processing etc.)</i>								
		23	All the details of Instructors entered in NCVT MIS Portal	4		<i>Completed details of instructors are not available on MIS</i>					<i>Completed details of instructors are available on MIS</i>
		24	Convocation Ceremony for ITI passed out	4		<i>No</i>					<i>Yes</i>
		25	Existence of functional Alumni association	4		<i>No</i>					<i>Yes</i>
		26	Diversity of Trades	4		<i>&lt;4 trades offered in ITI</i>					<i>&gt;=4 trades offered in ITI</i>
		27	Fund Utilization by ITI ( in case ITI was part of any of Centrally Sponsored Scheme such as viz. "Scheme for upgradation of 1396 Government ITIs in PPP Mode", "Model ITI Scheme", "World Bank Funded VTIP Scheme")	4		<i>&lt;80% Fund utilization as a percentage of total funds released to the ITI ( total across such schemes)</i>					<i>&gt;80% Fund utilization as a percentage of total funds released to the ITI ( total across such schemes)</i>

### **Annexure-C: ITI Infrastructure details to be verified**

- I. Images of ITI main entrance gate
- II. Images of main electricity meter of the ITI and latest electricity bill
- III. Images of classrooms and labs corresponding to all trades in the ITI
- IV. Images of hostel facilities and mess facilities in the ITI
- V. Videos of major machineries functioning in the lab (only for machineries costing at least 25000 INR per unit)
- VI. Videos of the trainee batch present in the ITI at the time of inspection
- VII. Testimonial of the principal of the ITI

## **Annexure-D: Performance Security**

*[The bank, as requested by the successful Consultant, shall fill in this form in accordance with the instructions indicated]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert name and Address of Client]*

**Date:** *\_[Insert date of issue]*

**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *\_[insert name of Consultant, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the assignment of *\_[insert name of contract and brief description of Consulting Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (\_\_\_\_\_) *[insert amount in words]*,<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... Day of ....., 2...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

\_\_\_\_\_  
*[signature(s)]*

**Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.**

<sup>1</sup> *The Guarantor shall insert an amount representing the percentage of the Contract Amount specified in the Contract, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

<sup>2</sup> *Insert the date twenty-eight days after the expected completion date. The Client should note that in the event of an extension of this date for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."*





**Addendum - 1**

**Subject: "Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs) – Grading Phase-2"**

With reference to the RFP dated 6<sup>th</sup> May, 2019 issued to the shortlisted firms, following amendments have been made:

<b>Sl. No.</b>	<b>Reference to RFP</b>	<b>Amendments</b>
1.	<p>Page-14,C. Outsourcing and sub-contracting</p> <p>Only one level of outsourcing/subcontracting will be allowed to complete the scope of work as defined in this RFP .The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities under this contract to any other agency beyond first level without the prior written consent of DGT. It is expected that salaries of all the personnel deployed on the project are directly paid by the lead bidder and proof regarding this (such as salary slips and/or ID proof of the personnel) may be sought by DGT.</p>	<p>Only one level of outsourcing/subcontracting will be allowed to complete the scope of work as defined in this RFP. Agency may have different subcontractor for each of the state/UT. However, this should not exceed one level in any case.</p> <p>The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities under this contract to any other agency beyond first level without the prior written consent of DGT.</p> <p>It is expected that salaries of all the personnel deployed on the project are directly paid by the lead bidder/One level sub-contractor (as declared in respective RFP Response) and proof regarding this (such as salary slips and/or ID proof of the personnel) may be sought by DGT.</p>
2.	<p>Page-21, 11.3 Award of Work</p> <p>The top two bidders (the bidders with the highest and second highest combined score) will be invited for negotiations. The Client will notify the successful Bidder in writing by registered letter and all other electronic medium.</p> <p>DGT will be selecting two agencies for covering the scope of work and DGT reserves its right for splitting scope of work between two agencies. The splitting of the order will be in 70:30 ratio between the bidders (the</p>	<p>The top two ranked bidders (the bidders with the highest and second highest combined score) will be invited for discussions for award of work. The Client will notify the successful Bidder by electronic medium.</p> <p>DGT will be selecting two agencies for covering the scope of work and DGT reserves its right for splitting scope of work between two agencies. The splitting of the order will be in approximate 70:30 ratio, provided the</p>

	<p>bidders with the highest and second highest combined score respectively). The splitting of the order between the agencies will be such that all the ITIs in a particular state will be allocated to one agency</p>	<p>rank 2 bidder agrees to match the rates quoted by rank 1 bidder and agrees to all the terms and conditions. The splitting of the order between the agencies will be such that preferably all the ITIs in a particular state will be allocated to one agency.</p> <p>In case rank 2 bidder is not willing to match rank 1 bidder rates, DGT will invite rank 3, rank 4 bidders and so forth, in that order willing to match rank 1 rates. In the event of rank 2, rank 3, rank 4 etc. service providers do not match the rank 1 rates, the entire quantity will be awarded to rank 1 bidder.</p> <p>In case of a tie between the bidders, the bidder having higher technical score will be given preference.</p> <p>After finalization of detailed scope of work, terms &amp; conditions, schedule, and professional fee for the services, the bidder selected will be required to enter into a contract agreement with the Client to provide the envisaged services described in the Scope of work.</p>
3.	<p>Page-15, 8. Penalty Clause</p> <p>Following penalty clauses are applicable for delay in submission of the report, after discounting the delay caused due to external factors beyond the control of the selected agency(ies):</p> <ul style="list-style-type: none"> <li>i) For delay in submission of draft report: An amount of 1% of total bid value excluding taxes will be deducted for delay of each 7 days.</li> <li>ii) For delay in submission of final report: An amount of 1% of total bid value excluding taxes will be deducted for delay of each 7 days.</li> </ul>	<p>Following penalty clauses are applicable for delay in submission of the report, after discounting the delay caused due to external factors beyond the control of the selected agency(ies):</p> <ul style="list-style-type: none"> <li>i) For delay in submission of draft report: an amount of 1% of total lot value ( Lot of 500 ITIs basis pre-Decided per ITI Cost) excluding taxes will be deducted for delay of each 7 days.</li> <li>ii) For delay in submission of final report: An amount of 1% of total lot value ( Lot of 500 ITIs basis pre-Decided per ITI Cost) excluding taxes will be deducted for delay of each 7 days.</li> </ul>
4.	<p>Page-13, Report Writer Qualification- Master's degree</p>	<p>Report Writer Qualification- Post Graduate Degree in Management, English, Journalism, or Mass</p>

	in English, Journalism, or Mass Communication from a reputed University	Communication from a reputed University
5.	Page-13, Data Analyst Qualification- B.E./ B.Tech in Informational Technology or Computer Science/MCA/Electronics/ Post Graduate in Economics / statistics	Data Analyst Qualification- B.E./ B.Tech in Informational Technology or Computer Science/MCA/Electronics/ Post Graduate in Management/ Economics/ statistics
6.	Page-13 Non-Key Experts  Qualification  Graduate / Post Graduate degree in engineering OR diploma from polytechnic recognized by AICTE OR National Trade Certificate from NCVT	Non-Key Experts  Qualification  Graduate / Post Graduate degree in engineering OR diploma in engineering from polytechnic recognized by AICTE OR National Trade Certificate from NCVT
7.	Page-13 Non-Key Experts  Experience  With 6 months experience in field investigation	Non-Key Experts  Experience  With minimum 6 months experience in field investigation for candidate with Graduate / Post Graduate degree in engineering OR With minimum 1 year experience in field investigation for candidate with diploma in engineering from polytechnic recognized by AICTE OR With minimum 2 year experience in field investigation for candidate with National Trade Certificate from NCVT

All other terms & conditions mentioned in the RFP remain unchanged.

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**Response to Pre-bid Queries raised by bidders on the RFP dated 06-05-2019 for Selection of Professional Agency(ies) for carrying out Inspection and Grading of Govt. and Pvt. Industrial Training Institutes (ITIs) – Grading Phase-2”**

Clause No	Clause in RFP	Clarifications sought from DGT	Response by DGT
2	Additionally, all the ITIs covered in Phase-1 of grading will also be given a chance to improve upon their existing grading under Phase-2.	CRISIL handled Phase-1 of the project. Hence, can CRISIL expect mandate to grade phase-1 ITIs in addition to fresh lot from phase-2?  For phase-1 cases, would the earlier process and approach apply or the new frame work and process of phase-2.	Yes, any of the selected agency can get to grade Phase-1 ITIs.  For all the ITIs (whether graded or ungraded in Phase-1), Phase-2 grading methodology would apply.
3	For the purpose of Phase-2 grading, the country will be geographically divided into four zones.	Will the shortlisted agency be allowed to select zones/states to enable optimal project planning and delivery	No, it will be at DGT's discretion. But DGT will try to allocate all ITIs in a state to one agency
4.1.4	The agency(ies) will coordinate with the technology provider selected by DGT and assist in replicating grading related processes such as grading parameter, grading evaluation mechanism and document collection.	Will the technology partner prepare the solution before the commencement of ITI inspection and grading or would this be done in parallel?  Are there any timelines for the technology platform to be completed by the IT partner? If so can you share the details.	The app to collect grading data is already available

Clause No	Clause in RFP	Clarifications sought from DGT	Response by DGT
4.1.Note	The application/portal provided for data collection during inspection and grading of ITI will be provided by DGT	<p>Is the Application/Portal for data collection operational? If no, when is it going to be launched?</p> <p>There can be internet speed and connectivity issues in remote locations resulting in uploading issues. What are the plans to tackle such issues?</p>	<p>Application is already operational.</p> <p>Additionally, app also supports offline form submission as app can locally store data till the time it gets access to proper network for data transmission to servers.</p>
4.1.Note	The process of Phase-2 grading of ITIs may be carried out in a lot-wise manner as deemed suitable by DGT	Please let us know the lot size and the frequency at which it will be released.	Lot size will be of 500 ITIs
4.1.b	The agency(ies) will coordinate with ITIs to collect data, documents and grading fees(if applicable)from ITIs using secure payment gateway provided by the selected agency(ies)	<p><b>Data</b> Whether information/documents will be provided to DGT/SNO or agencies directly.</p> <p>In what form whether soft/hard forms documents will be provided.</p> <p><b>Fees</b> We would request clarity on who will be paying the fees. Will it be from DGT or ITI? The RFP also mentions of payment milestones in point 6 of the document.</p> <p>In case of non-cooperation from ITI, will the fees will be paid by DGT</p> <p>Whether secured payment gateway will be made available by DGT</p>	<p>Information will be directly provided to the agency. Data will be collected in online mode by scanning the hard copy of the documents.</p> <p><b>Fees</b> For all ungraded ITIs, fees will be paid by DGT.</p> <p>For all the ITIs going for re-grading, payment will be made by respective ITI in online mode through payment gateway. Such ITIs need to pay full grading fees to the agency before the visit.</p>

Clause No	Clause in RFP	Clarifications sought from DGT	Response by DGT
	<p>The agency(ies) will coordinate with NCVT – MIS team for data validation and verification</p>	<p>We request DGT to ensure sharing correct and verified contact details (including alternate contact no's) at the beginning of the exercise.</p>	<p>OTP verified numbers and email address of most of the ITIs are already available with DGT.</p>
4.1.c	<p>Once the desktop assessment and data verification has been completed of the ITIs who have completed self-grading, the agency(ies) will conduct physical inspection and grading of such ITIs. The grading should confirm industry standards related to third party assessment and grading such as ISO 17020.</p>	<p>Can visits be planned parallel with desktop assessment as entire information collection may take time and visits may be delayed?  The RFP mentions of one level of subcontracting.</p>	<p>It is expected that self-grading exercise will be completed by 31<sup>st</sup> May 2019.  Additionally, only one level of sub-contracting is allowed. However, agency may have different sub-contractor for each of the state but the level of sub-contracting cannot exceed one level.</p>
4.1.c.v	<p>At the time of physical inspection, the field personnel will verify the documents submitted earlier by ITI and collect any copies of any additional documentary proof such as documents/photographs required for the process of grading.</p>	<p>Whether all information submitted by ITI has to verified by field personnel during visit  What happens if the original documents to be verified are not readily available during site visit?</p>	<p>All documents need to be verified and scanned copies of the same need to be uploaded via app.  Agency needs to follow-up with ITI through SNO/DNO to ensure that documents are ready before the visit.</p>



Clause No	Clause in RFP	Clarifications sought from DGT	Response by DGT
4.1.c.vi	<p>Additionally, the documents/photographs captured during the physical verification will be geo-tagged so as to ensure the authenticity of documents collected. The data will include but not limited to pictures of ITI infrastructure like labs, classrooms and common facilities present at the ITI and testimonial vide supporting the same. The data to be collected has been detailed in Annexure-A and Annexure-C</p>	<p>Whether Geo tagging of documents is required?</p>	<p>Only geo-tagging of photographs need to be done. However, All documents need to be verified and scanned copies of the same need to be uploaded via app.</p>
4.1.d	<p>The standardized data will then be analyzed by agency(ies) using advanced data analytic to provide relevant insights about quality of ITI across various categories and parameters as detailed in ITI grading framework.</p>	<p>Wouldn't the technology provider selected by DGT to replicating grading related processes such as grading parameter, grading evaluation mechanism also create dashboards on the website?</p> <p>Will each of the assessment agencies be presenting data analytics only on their ITI grading portfolio?</p>	<p>The app provided by DGT will be used for grading data collection. All the data such collected will be shared with grading agency in excel file to populate dashboards created by agency. Grading agencies will discuss with DGT to arrive at common format for dashboard reporting. This dashboard format thus finalized needs to be replicated by each agency for displaying the data of ITIs graded by them</p>
4.2.1	<p>It is expected that the selected agency(ies) will share the details (name, phone number, company id proof) of the field personnel going for physical inspection well in advance ( at least 2 days before the date of inspection) with the respective ITI, district nodal officer, state engagement officer and DGT</p>	<p>What will be role of SNOs and DNOs in the phase 2 of the assignment?</p>	<p>SNOs and DNOs will support the grading agencies in obtaining cooperation from ITIs. Contact list of SNOs/ DNOs will be shared with grading agencies</p>

Clause No	Clause in RFP	Clarifications sought from DGT	Response by DGT
4.2.2	<p>The data collection application provided by DGT will have provision of collecting geo-tagged and time stamped data and images. The agency(ies) will ensure that field personnel spend sufficient amount of time in each ITI while conducting physical inspection. It is expected that field personnel will spend minimum specified time in each ITI as detailed below:</p> <p>Yearly enrolments in NCVT trades in ITI</p> <p>Minimum time to be spent per ITI Enrolment above 600 hours</p> <p>Enrolment between 200 and up to 600 3 hours</p> <p>Enrolment up to 200 2 hours</p>	<p>Can you please share the breakup of ITIs based on enrollment numbers &amp; zone/state wise so that once can plan the field personnel requirement and efforts involved.</p>	<p>This data is already available on NCVT-MIS Portal: <a href="http://www.ncvtmis.gov.in/pages/home.aspx">http://www.ncvtmis.gov.in/pages/home.aspx</a></p>

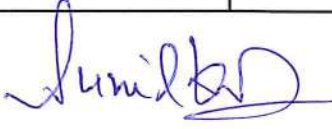


Clause No	Clause in RFP	Clarifications sought from DGT	Response by DGT
4.2.5	<p>Agency(ies) is expected to ensure public availability of all the data collected during the grading process. This data includes but not limited to documents, photographs, videos etc. collected during the grading process.</p> <p>The data collected will be made available for public display (through a cloud storage) immediately once the inspection of the ITI gets over. The said data and related analysis should be displayed in searchable real-time online dashboards. All the reports prepared by agency(ies) and the data collected by agency(ies) such as documents, images, videos etc. should also be available in a searchable dashboard format on cloud storage for up to 1 year from date of declaration of phase-2 grading results.</p> <p>Note: The selected agency(ies) is responsible for hosting collected data on a cloud. The data hosting should preferably confirm standard industry practices related to data security and availability such as ISO 27001.</p>	<p>The reports prepared by the agencies and the data collected by the agencies is already being captured by the technology provider selected by DGT and assist in replicating grading related processes such as grading parameter, grading evaluation mechanism and document collection. Wouldn't asking assessment agencies to put the same separately on cloud a duplication of process?</p> <p>One of the challenges could be converting hard documents into soft form in case the ITI submits only hard copies. This will involve sizable costs and efforts. We seek clarification from DGT on whether it intends to issue notification that all accredited ITIs need to share data only in soft form. We also need clarity from DGT that the assessment agencies need not maintain or return the hard copies received from ITIs in addition to cloud storage</p> <p>Does DGT intend to share documents submitted by ITIs in public. If yes, would it not be against data privacy and protection norms?</p>	<p>The app provided by DGT will be used for grading data collection. All the data such collected will be shared with grading agency in excel file to populate dashboards created by agency.</p> <p>Grading agencies will discuss with DGT to arrive at common format for dashboard reporting. This dashboard format thus finalized needs to be replicated by each agency for displaying the data of ITIs graded by them. The access to this data need to be provided through proper authentication based mechanism to the stakeholders to ensure compliance to data privacy norms.</p> <p>Additionally, all documents collected during the grading process need to be verified and scanned copies of the same need to be uploaded via app.</p>

Clause No	Clause in RFP	Clarifications sought from DGT	Response by DGT
5A	Staffing requirement: Report writer Non-key experts: field visit experts	For Report writer, additional Qualification can be MBA Finance, Marketing, OR CA as analyst write reports and have necessary experience  For Field visit executives, qualification can additionally be BSC or Commerce graduates	The said clause has been revised as mentioned in Annexure-A.
5B	Team Leader	There can be some exceptional situation wherein Team Leader resigns from agency payroll. In such cases exceptions can be considered	Such exceptions will be considered by DGT on case to case basis.
8 (page 15)	Penalty clause	Penalty for any delay in report should be at report level and not entire deal value. E.g. 25% of pre ITI Grading cost. Request DGT to consider this	The said clause has been revised as mentioned in Annexure-A.
11.1 (Page 17)	Financial Statement	If company is listed and our financial statements are audited by our statutory auditor for which we would submit copies of audited financial statements, hope it would be fine if we submit these audited financial statements copy signed by our statutory auditor and certificate as per Form 2 format is certified by a CA (Chartered Accountant) along with his registration number & seal?	Accepted

Technical Evaluation report for "Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)-Grading Phase-2"

Rank	Name of Bidder	Score
1	IMaCS	82
2	CRISIL	81
3	BRICKWORK RATINGS	70
4	APEX Quality Certification Services Pvt. Ltd.	44
5	INTERTEK INDIA PVT LTD	19



(Sunil Kumar Gupta)  
Director/Member



(N.R. Arvandan)  
Director/Member



(Sanjay Kumar)  
Director/Member



(Deepankar Mallik)  
DDG/Chairman

No. DGT-35(4)/MIS(ITI Grading-Phase-2)/STRIVE-2019-NPIU

Government of India

Ministry of Skills Development & Entrepreneurship  
Directorate General of Training

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Kaushal Bhawan, Karol Bagh,  
New Delhi, Dated 23.08.2019

To

M/s ICRA Management Consulting Services (IMACS) Limited  
1105, 11<sup>th</sup> Floor, Kailash Building,  
26 Kasturba Gandhi Marg,  
New Delhi 110001

**Subject: Letter of Award for "Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)-Grading Phase-2" under the scheme 'Skills Strengthening for Industrial Value Enhancement' (STRIVE).**

**Kind Attention: Dr. Rajesh Khanna, Sector Head**

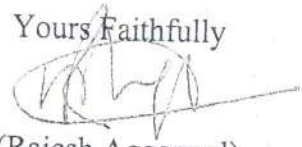
Dear Sir,

This is to inform you that after evaluating the bid for the hiring of Firm for "Selection of Professional Agency(ies) for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)-Grading Phase-2" under the scheme STRIVE "Skills Strengthening for Industrial Value Enhancement", DGT, MSDE dated 16<sup>th</sup> June 2017, you have been selected as the successful bidder for the hiring of consultant for carrying out Inspection and Grading of Government and Private Industrial Training Institutes (ITIs)-Grading Phase-2 under the scheme STRIVE "Skills Strengthening for Industrial Value Enhancement", DGT, MSDE. As per your offer submitted on dated 28<sup>th</sup> May 2019, in the sum of **Three Crore Thirty Lakhs [Rs 3,30,00,000/- plus taxes (as applicable)] for 6,000 ITIs and above 6000 ITIs @Rs 5,500/- per ITI plus taxes as applicable will be applied** with all terms and conditions of RFP. The contract will be signed eventually.

In this regard you are also requested to submit the performance Security @ 10% of Contract amount i.e. **Thirty three lakhs only (Rs 33,00,000/-)** as was mentioned in the RFP within 07 days of the date of issue of the Letter of Award. The Format of Performance Security is mentioned in Annexure D of RFP document.

*Sincerely*  
23/8/2019  
*Time 1:55 PM*

Yours Faithfully

  
(Rajesh Aggarwal)  
DG(T) / AS

Copy To:

1. IFD, M/o Ministry of Skills Development & Entrepreneurship, S.S. Bhawan, New Delhi.
2. Sanction Folder.