



Request for Proposal
for
Selection of Trust/ Society
for
Operations and Management of Vocational Education/Skill Development
Training Centre
Under
New Delhi Municipal Council (NDMC)

New Delhi Municipal Council (NDMC) as a part of the various initiatives has launched a scheme, Implementation of Skill Development Training Centre. Sealed quotations in single bid are invited in prescribed formats from reputed Societies/ Trusts with prior relevant experience to operate and manage these Skill Development program. Interested Bidders are requested to procure the prescribed documents from the office of Director (Project), NDMC, Palika Kendra, Sansad Marg, New Delhi – 110001, on all working days between 10 am to 5 pm up to 04.03.2015. The interested Bidders may down load the bid document from our website <http://www.ndmc.gov.in>. Last date for submission of bids is 04.03.2015 on 3 pm.


Director (Project),
New Delhi Municipal Council,
Palika Kendra, Sansad Marg,
New Delhi – 110001.



REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF TRUST/SOCIETY

FOR

**OPERATIONS AND MANAGEMENT OF VOCATIONAL EDUCATION/SKILL
DEVELOPMENT TRAINING CENTRE**

UNDER

NEW DELHI MUNICIPAL COUNCIL (NDMC)

DISCLAIMER

- 1) This RFP document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the Empanelment process for the selection of the vendors for the proposed contract. Each applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- 2) Neither the RFP document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful applicant will be required to acknowledge in the contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- 3) While the RFP document has been prepared in good faith, no representation or warranty, express or implied, is or will be made and no responsibility or liability will be accepted by NDMC and its employees or advisors or agents as to or in relation to the accuracy or completeness of the RFP document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- 4) Neither NDMC nor their employees shall be liable to any applicant or any other person under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the contract, or any other information supplied by or on behalf of NDMC or their employees or applicants or otherwise arising in any way from selection process for the award of the contract for the Consultancy.
- 5) NO extension of time will be granted under any circumstances to any applicant for submission of its application on the grounds that the applicant did not obtain a complete set of the RFP document.



- 6) NDMC is not bound to accept any or all the Proposals and reserves the right to reject any or all the applications received without assigning any reasons. No applicant shall have any cause for action or claim against NDMC or its officers, employees, successors or assignees for rejection of his application.
- 7) Failure to provide information that is essential to evaluate the applicant qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.
- 8) NDMC or its authorized officers/ representative Consultants. Advisors reserve the right without prior notice to change or modified the procedure for the selection of the Successful applicant or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.
- 9) This RFP document is not transferable.

A handwritten signature in blue ink, consisting of a vertical line with a loop at the top and a diagonal stroke extending to the right.

REQUEST FOR PROPOSAL [RFP]

SELECTION OF TRUST/SOCIETY FOR OPERATION AND MANAGEMENT OF VOCATIONAL EDUCATION/SKILL DEVELOPMENT TRAINING CENTRE UNDER NEW DELHI MUNICIPAL COUNCIL

Vocational Education/Skill Development is a comprehensive and integrated scheme of the New Delhi Municipal Council (NDMC), for providing quality and meaningful tertiary education to people of different age groups in order to make them employable in different fields by the NDMC.

The objective was to provide people with certain set of skills that would make them employable in different fields. New Delhi area has a large work force that is currently not employable due to lack of certain skills. The idea is to make those people self reliant by providing them with education that will help them to get employed.

The scheme of Vocational Education/Skill Development aims to provide quality tertiary education through setting up of training centers as benchmark of excellence at each and every level across India. The scheme has the following objectives:

- a) To be a model in infrastructure, curriculum, evaluation and school governance
- b) To try out innovative curriculum and pedagogy
- c) To have a pace setting role

1.0 DETAILS OF THE SCHEME

- 1) Training provided in a training centre would be holistic and integral touching upon physical, emotional and aesthetic development in addition to skills.
- 2) The training centre will have infrastructure for satisfying teaching needs, and also for students so that they can gain from the skill developments programs.
- 3) The curriculum will be based on a specific skill set required in different kind of fields.
- 4) Training centre will have access to internet and computers.
- 5) The trainer student ratio has to be such that every student is set to gain from the program he wishes to undertake.
- 6) The training centre will be provided with Trainers who are certified in their particular fields.
- 7) The applicants herewith in this document will be referred to as TCOP (Training Centre Operations Partner).



2.0 ELIGIBILITY CRITERIA

- 1) The applicants for operation and administration should be a registered Society/ Trust. The Trust/Society running the school should be registered under the Societies Registration Act, 1860 or the Indian Trust Act, 1882. Also, the formation of the Trust/Society should conform to the rules laid down by the State Government where the school is located.
- 2) The Trust/Society running the school should be of non-proprietary character. The list of members with their addresses, occupation, qualifications and an affidavit from the Chairman/Secretary stating how the members are related to each other or they are not related to each other duly attested by first class magistrate should be submitted. Due consideration to be given to people of reputed and eminence with regard to their contribution for bettering the society through education and other means.
- 3) The Trust/Society should be financially stable and it should have permanent source of income to meet the running expenses of the training centre so as to maintain it at a reasonable standard of efficiency, to pay the salaries to the trainers and other categories of staff regularly.
- 4) Background and credential and antecedents of promoters of such trusts and societies to be taken into consideration.
- 5) The aim and vision of the trust should be to better the society via different means and not the benefit of the trustees. It should be of non-proprietary nature and character.



3.0 EVALUATION PROCESS

The following evaluation criteria shall be adopted with respect to the evaluation of RFPs submitted:

S.no	Parameter	Max Points	
1	Experience of the TCOP in executing similar projects in an educational institution of repute.	Brand Value / Track Record	10
		No of Years of experience in operating training centre.	20
		Vision and Mission.	20
2	Adequacy of the proposal, approach and methodology based on presentation	40	
3	Financial Capability based on last three financial years audited balance sheets. Average of last three years turnover will be taken for marking. Solvency Status will also be taken into account.	20	
4	Experience of faculty training and capacity building	20	
5	Ability to cooperate with local community and local presence.	20	
Total		150	

NOTES:

A minimum of 100 marks will have to be obtained by the bidder(s) to qualify for the technical evaluation process. The last date for submission of application is 02, March 2015.

The short listed Bidders would be intimated by e-mail with regard to time and other details of the presentation.

4.0 PERIOD OF AGREEMENT

The TCOP will be initially selected for a period of 15 years to be extended by another 15 years subject to satisfactory performance, which will be evaluated every 5 years.

5.0 GENERAL GUIDELINES

- a) No part of income from the institution shall be diverted to any individual in the Trust/Society/company/ School Management Committee or to any other person. The saving, if any, after meeting the recurring and non-recurring expenditure and contribution to development, depreciation and contingency funds may be further utilized for promoting the training centre. The accounts should be audited and certified by a Chartered Accountant and proper accounts statement should be prepared as per rules. A copy each of the Statement of Accounts should be sent to the New Delhi Municipal Council.
- b) The TCOP running the training centre should have well qualified management and support staff to manage the training centre.
- c) The emoluments and other admissible allowance to the staff will be as per emoluments prescribed by the State Government/ NDMC.

6.0 CONSIDERATION OF APPLICATIONS

NDMC reserves the right to delete, modify procedures, evaluation methodology of this empanelment documents. Also NDMC may withhold issue of application for empanelment or reject any or all the applications and also subsequently invite quotations from any empanelled Agency without assigning any reason whatsoever.

NDMC decision shall be final and binding and no claims /representations in this regard shall be entertained. Mere submission of application by the AGENCY does not vest any right in them for being selected for empanelment.

7.0 ARBITRATION & APPLICABLE LAWS

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of NDMC or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of Honorable High Court, Delhi.



ANNEXURE I

REGISTRATION FORM FOR EMPANELMENT

To:

**Director (Project),
New Delhi Municipal Council,
Palika Kendra, Sansad Marg,
New Delhi – 110001.**

Sub: Application for Operation and Management of Vocational Education/Skill
Development Training Centre

Sir,

We are pleased to submit our application for empanelment in management of running and operation of the Vocational Education/Skill Development Training Centre of NDMC. All documents as required in your instructions are provided and enclosed herewith for your kind perusal.

I/we have carefully perused the instructions to applicants that NDMC reserves the right to withhold my application for empanelment, issue enquiry or ask quotations from empanelment Agencies and annul the empanelment process without assigning any reason whatsoever.

I/we shall submit additional documents wherever necessary for by NDMC, I also declare hereby that all documents and information hereby are true to the best of my knowledge.

Thanking you

Yours faithfully

Name & Signature of the authorized person

Date:.....



DECLARATION

1. I / we (Name of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I / we also hereby declare that all matters related to NDMC shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr. whose signature is appearing below, is / are the authorized representatives of the firm.
4. I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I / we assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
6. I / We had read and understood all the 'Terms and Conditions' of NDMC as mentioned in this document and con consciously to abide by them.

Name & Signature of the authorized person

Date:.....



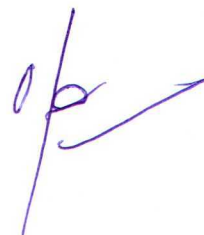
ANNEXURE III

DETAILS ABOUT THE ORGANISATION

NOTE: Use separate sheet wherever space is short

SL. NO.	INFORMATION SOUGHT	DETAILS TO BE
1	CONTACT DETAILS OF THE APPLICANT	
	Name of the Applicant	
	Address	
	Telephone, Mobile No	
	Email	
	Fax	
	Website	
2	BUSINESS INFORMATION ABOUT THE APPLICANT'S OPERATIONS	
2.1	Incorporation/registration Information	
	Incorporation status of the Agency (Public Limited /Govt. / Private Limited, Society, Trust, etc.)	
	Year of Establishment	
	Details of Society/ Trust (Attach the photocopy of the relevant documents).	Date of Registration
		Reference No.
Details of registration with appropriate authorities for sales tax, service tax, PAN and other statutory taxes/duties (for each provide date of registration, registration reference / number and photocopies and any other relevant detail)		
Details of the Board of Director / Members of Management Committee / Governing Body / Partners etc.		

	Total Number of Permanent Staff on Rolls	
	Total Number of Contractual Staff on Roll	
	Profile of the personnel to be designated as contact person with NDMC.	
2.2	ANNUAL TURNOVER ** IN INDIA: AS REVEALED IN ANNUAL FINANCIAL STATEMENTS REPORTED	
	Financial Year	
	FY 2013-14	
	FY2012-13	
	FY 2011-12	
	** In case of not for profit agencies, annual turnover is defined to include all research grant, grant-in-aid and receipt for all activities undertaken within a particular financial year.	



FORMAT FOR FINANCIAL PROPOSAL

(To be submitted and signed by the Bidder's authorised signatory)

To

Director (Project), NDMC,
7th Floor,
Palika Kendra,
Sansad Marg,
New Delhi - 110001

Sub: **RFP for selection of Trust / Society for Vocational Education/Skill Development Training Centre under New Delhi Municipal Council (NDMC).**

Sir,

We hereby submit our Financial Offer for the captioned project. If the project is awarded to us, we agree to make the following payments to NDMC as per the terms given in the Request for Proposal (RFP) Document.

1. **Quarterly Recurring Payment** of Rs. ____ (in figures) (in words) for Operation and Management of Vocational Development/Skill Development Training Centre under New Delhi Municipal Council (NDMC).
2. Service tax as applicable will be borne by the successful bidder/licensee
3. The recurring payment as above shall be escalated at the rate of 10 % compounded every year from the date of first payment.
4. This offer is being made by us after taking into consideration all the terms and conditions stated in the RFP document, and after careful assessment of the site, all risks and contingencies and all other conditions that may affect the financial proposal.

We agree to keep our offer valid for 180 days from the due date of bid opening of this Financial Proposal.

Date :

Place :

Authorised signatory
Name and Seal of Bidder



INSTRUCTION FOR TENDERING

1. Before tendering the Tenderer are requested to carefully examine the Tender Document, Terms and condition of assignment, specification and if there is any ambiguity they should immediately refer the matter to NDMC, for clarification.
2.
 - i. The Tenderer shall complete the annexed form of tender and information called for therein and shall sign with date each page of the Tender documents.
 - ii. The tender should contain a name with designation, an address, Tel. No. and Fax No for serving notices to the Tenderer in connection with the tender.
 - iii. **1st Envelope: Pre-qualification / Minimum Eligibility Criteria.**
 - a. DD/ Pay order towards tender cost.
 - Amount: 10,000/- in form of DD in favour of ___ enclosed as cost of RfP
 - b. DD/ Pay order towards EMD.
 - Amount: _____/- in form of DD in favour of ___ enclosed as EMD
 - c. Bid Forwarding Letter.
 - Annexure - I to be submitted and signed by the Bidder's on society's letter head
 - d. Pre-qualification/ Minimum Eligibility Criteria Form.
 - Please attach documents in respect of Clause 1.0, 2.0 3.0 along with Annexure II, III & IV on company's letter head
 - e. Bank Mandate Form.
 - iv. **2nd Envelope: Financial Bid (Annexure V)**
 - v. Tenders should be submitted in a sealed envelope clearly indicating in top of the each envelope **“SELECTION OF TRUST/SOCIETY FOR OPERATION AND MANAGEMENT OF VOCATIONAL EDUCATION/SKILL DEVELOPMENT TRAINING CENTRE UNDER NEW DELHI MUNICIPAL COUNCIL”**.
3. All form may please be filled up in Times New Roman 13 fonts in double spacing format.
4. The bidder should enclose the proofs of document for qualifying requirement.

5. Document not required as part of the tender should not be provided.
6. NDMC does not bind itself to accept any tender and has the right to refuse any Tender a without assigning any reason or select any Bidder / Single bidder that is in the final evaluation list. NDMC also has a right to re issue the tender without Tenderer having the right to object against such reissue. NDMC also reserves the right to extend the validity period of the tender.
7. For any clarification, the tenderer may contact: Director (Project), NDMC and Clarifications to be forwarded, latest by 04.03.2015.
8. RFP complete with relevant supporting documents should be sent in sealed cover superscripted "**RFP FOR SELECTION OF TRUST/SOCIETY FOR OPERATION AND MANAGEMENT OF VOCATIONAL EDUCATION/SKILL DEVELOPMENT TRAINING CENTRE**" through post/courier/hand delivered to the Director (Project), New Delhi Municipal Council (NDMC), 7th floor, Palika Kendra, New Delhi – 110001 before **15.00 hrs** on **04.03.2015**.
9. Incomplete offers and offers not submitted in sealed envelopes as indicated above will be rejected at the initial stage.
10. NDMC reserves the right to reject any or all the applications at its sole discretion without assigning any reason there for and without reference to the applicants.

