

GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE DIRECTOR GENERAL OF POLICE
ITANAGAR

NO: PHQ/APPWS-01/

Dated: 3rd Jan, 2019

Tender Notice /Request for Proposal

- 1 Office of the Director General of Police, Arunachal Pradesh, Itanagar cum President, Arunachal Pradesh Police Welfare Society (APPWS) invites sealed "TENDER /Request for proposal" on plain paper from the authorized firms for the empanelment of Project Consultant cum Facilitator for Pradhan Mantri Kaushal Vikas Yojna (PMKVY) centre of Arunachal Pradesh Police Welfare Society to help in imparting Skill Development Training in Arunachal Pradesh.

At large the Job role of Project Consultant cum facilitator shall be handholding of 1st time Training provider/APPWS in establishment of 1st PMKVY Centre and this may included handling of smart portal correspondence, meeting with concerned stakeholders for Compliance of Work assistance in procurement of equipments and trainers (Which will be included from within the Community also) for training, guiding/supervision and holding examination & issue of Certificates as well as assistance in placement or self employment as per requirements of APPWS .

2. The Tender should reach the undersigned on or before 22/01/2019 at 1130hrs which will be opened on the same day.
3. Tenders received after schedule date and time will not be entertained. In case of any Bandh call on the day of opening of tenders, they will be opened on next working day.
4. The tenders should be quoted only in Indian currency separately for Technical bid and financial bid in sealed covers. The tender should be kept in sealed cover.
5. Tenders should be addressed to the undersigned by designation and not by name .The separate sealed envelopes containing the Tender should be subscribed for the empanelment of Project Consultant cum Facilitator of Arunachal Pradesh Police Welfare Society to help in imparting Skill development Training in Arunachal Pradesh.
6. The Financial /quoted rate should be mentioned as percentage of the receipt from Govt. for each candidate and shall be valid for two years.
7. Office of the Director General of Police, Arunachal Pradesh, Itanagar and President APPWS reserves the right to reject any or all the Tenders without assigning any reasons thereof.
8. Eligibility of Facilitator cum consultant:
 - a) Bidder must be a registered entity with NSDC & should have an experience of handling PMKVY Project in any State.
 - b) Bidder shall have a base /experience of working in Arunachal Pradesh.
 - c) Bidder will have to submit the details of coordinator & team members who will be working with APPWS, along with their qualification.



- d) An eligible bidder must be a legal entity in the form of Proprietorship Firm /Partnership Firm/ Private Limited Company /Public Limited Company / Society /Trust.
- e) An eligible bidder must not have been blacklisted by any State Government/Central Government /Funding Agency.
9. The bidder must furnish details/documents as per the prescribed format provided.
10. In case of any dispute the legal jurisdiction will be at Itanagar.

Enclosures:-

- i) Introduction (page 3 to 6)
- ii) Disclaimer (page no.7)
- iii) Annexure "A" Firm(s) Bio-Data (page 8.)
- iv)Annexure"B" Affidavit (page no 9)
- v)Annexure"C"Board Resolution (page no. 10.
- vi)Annexure "D" Authorization (page no.11)

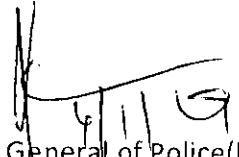
Sd/-
Director General of Police
Arunachal Pradesh
Itanagar

NO: PHQ/APPWS-01/

Dated: 4th Jan" 2019

Copy to:-

1. I/C Computer PHQ, Itanagar to upload the tender notice in the website of APP.
2. Notice Board
3. Office Copy


Asstt. Inspector General of Police(E)
Arunachal Pradesh
Itanagar.

INTRODUCTION

1. General Terms of Proposal Submission

- a. The bidder must furnish details/ documents as per the prescribed format.
- b. The RFP document should be submitted before the due date inside a sealed envelope marked as **"Empanelment of Consultant cum Facilitator of Arunachal Pradesh Police Welfare Society to Impart Skill Development Training in Arunachal Pradesh"**. The envelope shall clearly indicate the name and address of the bidder (**Consultant cum Facilitator**).
- c. APPWS shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by APPWS pursuant to this RFP as amended/clarified from time to time by APPWS.
- d. Bidders shall not have a conflict of interest that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- e. Any misrepresentation shall lead to disqualification of the Bidder.
- f. APPWS will not return any proposal or any information provided along therewith.
- g. In case it is found at any time during or subsequent to the Empanelment Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement/ Contract, if signed, shall be liable to be terminated by a communication in writing by APPWS to the Bidder, without APPWS being liable in any manner whatsoever to the Bidder.
- h. APPWS reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of APPWS to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of APPWS there under.
- i. The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. APPWS will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

2. Documents Required

- a) Covering Letter of Proposal
- b) Bidder Details as per Annexure - A
- c) Affidavit on not being blacklisted on Rs. 10/- Stamp Paper as per Annexure – B.
- d) Last 03 years Audited Balance Sheet & Income Tax Return (2015-16, 2016-17 & 2017-18)
- e) Experience in Vocational Education or Skill Training Sector with documentary proof.
- f) Board Resolution for Proposal Submission as per Annexure – C.
- g) Authorization for Signing of Proposal & Other documents as per Annexure – D.

3. Due Diligence, site visit and verification of information

It shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from APPWS;
- c) Satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

4. Clarifications

- a) Bidders requiring any clarification on the RFP may notify APPWS in writing or by letter and/or e-mail. Queries should be sent in before the last date for submission of proposal.
- b) APPWS shall endeavor to respond to the queries within the period specified therein through letter/e-mail. However, APPWS reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring APPWS to respond to any question or to provide any clarification.

5. Sealing and Submission of Proposals

- a) The Bidder shall submit the proposal in the formats specified in the Annexures, inside a sealed envelope marked as: **"Proposal for Empanelment of Consultant cum Facilitator for Skill Training Program of Arunachal Pradesh Police Welfare Society"**.
- b) The envelope shall clearly indicate the name and address of the entity.
- c) All documents should be signed and stamped on all pages.
- d) Proposal should have paging number and proper index.
- e) Proposals should be submitted at the address: Dy. SP (Welfare), DGP Office, Police Head Quarters, Itanagar, Arunachal Pradesh by registered post or courier or in person.

6. Modifications/ Substitution/ Withdrawal of Proposals

Bidders may not modify, substitute or withdraw their Proposals after submission. Information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by APPWS, shall be disregarded.

7. Rejection of Proposals

- a) APPWS reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for APPWS to accept any Proposal or to give any reasons for their decision.
- b) APPWS reserves the right not to proceed with the Empanelment Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

8. Confidentiality

- a) Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising APPWS in relation to, or matters arising out of, or concerning the Empanelment Process.
- b) APPWS will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. APPWS may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or APPWS.



9. Correspondence with the Bidder

APPWS reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

10. Evaluation of Bids (Opening and Evaluation of Proposals)

- a) APPWS will subsequently examine and evaluate the Proposals in accordance with the provisions set out.
- b) If at any time during the evaluation process APPWS requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

11. Tests of responsiveness

Prior to evaluation of Proposals, APPWS shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if :

- a) It is received as per **Clause 5**.
- b) It is received by the Proposal Due Date including any extension thereof;
- c) It does not contain any condition or qualification; and
- d) It is not non-responsive in terms hereof.

12. Fraud and Corrupt Practices

- a) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Empanelment Process and during the subsistence of the Agreement.
- b) Notwithstanding anything to the contrary contained herein, or in the Agreement, APPWS shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the empanelment process.
- c) For the purposes of **Clause 12**, the following terms shall have the meaning hereinafter respectively assigned to them:
 - i. "**Corrupt practice**" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the empanelment process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of APPWS who is or has been associated in any manner, directly or indirectly with the Empanelment Process or award of work or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of APPWS, shall be deemed to constitute influencing the actions of a person connected with the Empanelment Process); or (ii) engaging in any manner whatsoever, whether during or after the Empanelment Process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of APPWS in relation to any matter concerning the project;



- ii. **"Fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- iii. **"Coercive practice"** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Empanelment Process;
- iv. **"Undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by APPWS with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; .
- v. **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

13. Miscellaneous

- a) The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Itanagar shall have exclusive Jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.
- b) APPWS, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - i. suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
 - ii. consult with any Bidder in order to receive clarification or further information;
 - iii. retain any information and/ or evidence submitted to APPWS by, on behalf of, and/ or in relation to any Bidder; and/ or
 - iv. independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- c) It shall be deemed that by submitting the Proposal, the Bidder agrees and releases APPWS, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or it may have in this respect, whether actual or contingent, whether present or future.



Disclaimer

The information contained in this Request for Proposal ("RFP") or subsequently provided to Bidder(s), Whether verbally or documentary or any other form by or on behalf of Arunachal Pradesh Police Welfare Society (herein after "APPWS") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

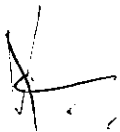
This RFP is not an agreement and is neither an offer nor an invitation by APPWS to interested parties who apply for empanelment (henceforth "Bidders" in response to this RFP. The purpose of this RFP is to provide bidders with information that may be useful to them in preparing and submitted their proposals ("Proposal") for empanelment as a consultant cum facilitator with Arunachal Pradesh Police Welfare Society for various skill training programs.

APPWS makes no representation or warranty and shall have no liability to any person or bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability to the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this—empanelment process.

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

The issue of this RFP does not imply that APPWS is bound to empanel any Bidder(s) or select any Bidder(s) for any project. APPWS reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The consultant cum facilitator shall be working with training provider i.e APPWS for the handholding in the initial phase of minimum one year or completion of three full cycle/batches of trainees at the rate of 30 to 40 percent of the financial which Training Provider shall be getting and there will be no exit clause by party i.e. consultant cum facilitator before completion of one year.



PARTICULARS OF FIRM(S)

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ANNEXURE – A

SL. No.	PARTICULARS	DETAILS
1	Name of the Organization:	
2	Registration details with NSDC (date & status)	
3	No- of years of experience working with PMKVY Project.	
4	Name and Designation of the Contact Person	
5	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
6	Corporate website URL.	
7	Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust etc.)	
8	Address of Head Office:	
9	Incorporation/ Registration status of the Agency	
10	Date of Incorporation/ Registration	
11	Turnover in the last 3Years:	
12	PAN Number	
13	GSTIN Number	
14	Affidavit stating that the firm has not been blacklisted by any Central / State Government / Public Sector	
15	One Copy of the whole of the RFP document with each page signed and stamped.	
16	Name, Contact No and E-Mail ID of Primary Person for all communication	
17	Name, Contact No and E-Mail ID of Secondary Person for all communication	

Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of _____ (*Name of Bidder*, with its registered office at _____ do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)



Format - Board Resolution for Proposal Submission

(To be furnished by the Bidder)

Certified true copy of the resolution passed at the meeting of the Board of Directors of _____ <Name of Organization> at their meeting held on _____ <Date> _____ at <Time> at _____ <Address>

"Resolved that the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request for Proposal for *'Empanelment of Project Consultant cum facilitator of Arunachal Pradesh Police Welfare Society to Impart Skill Development Training in Arunachal Pradesh.*

Signed on behalf of:

(Signature of Authorized Representative(s) of the Board)

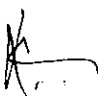
Name: _____

Designation: _____

Signature of:

Name: _____

Designation: Company Secretary



Format - Authorization
(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr. / Ms. _____ son/ daughter/ wife of _____ and presently residing at _____, who is presently employed with us and/or holding the position of _____, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for "Empanelment of project consultant cum Facilitator of Arunachal Pradesh Police Welfare Society to help in Skill Development Training in Arunachal Pradesh" including but limited to signing and submission of all applications, bids and other documents, participating in Bidders conferences and providing information/ Arunachal Pradesh Police Welfare Society (APPWS), responses to representing us in all matters before APPWS or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with APPWS.

Signed on behalf of _

(Signature)

(Name, Title and Address)

