

Government of Bihar
Labour Resources Department
Directorate of Employment & Training, Patna Bihar

Request for Proposal (RFP) Digital Content

The directorate of Employment & Training functions with the major objective of providing Vocational Training to the youth in Bihar to ensure a steady flow of skilled worker in different trades for industry, as well as raise the quality & quantity of industrial production by scientific training. To achieve the objective, DET runs a variety of training programs as per NCVT Norms in Industrial Training Institutes in Bihar.

In the above context and to bring about uniformity in content delivery, DET through his RFP intends to receive proposals from reputed Agencies for providing Digital Content for Courses in ITIs under CTS scheme to enhance the training process through audio visual Learning(Digital Content). Details of the content of the courses are available on www.dget.nic.in/

The Proposal must be prepared in the prescribed format and submitted to:-
“Directorate of Employment and Training, Department of Labour Resources, Government of Bihar, Niyojan Bhawan, 4th floor, Bailey Road Patna – 800001” on or before 3:00 PM of 21.08.2017 by hand / through courier / through speed post.

The detailed RFP document can be downloaded from the website <http://labour.bih.nic.in> under the section tenders.

Director, Employment & Training
Directorate of Employment & Training
Department of Labour Resources.
Government of Bihar, Niyojan Bhawan,
Patna- 800001.

REQUEST FOR PROPOSAL

FOR

**EMPANELMENT WITH DIRECTORATE EMPLOYMENT AND TRAINING
(DET) AS AN AGENCY FOR PROVIDING DIGITAL CONTENT FOR NCVT
COURSES**

RFP No: टी 02 नामांकन 07/2016-1715

Date: 25.07.2017

**DIRECTORATE EMPLOYMENT AND TRAINING (DET)
DEPARTMENT OF LABOUR RESOURCES
GOVERNMENT OF BIHAR, NIYOJAN BHAWAN 4th FLOOR
PATNA- 800001**

Email Id: detbihar@gmail.com

Website: www.labour.bih.nic.in

Letter of Intimation (LOI)

Assignment Title: Empanelment with Directorate employment and training (DET) as an Agency for providing Digital Content for (NCVT) courses in different ITIs

Dear Sir / Madam,

The Directorate Employment and Training (DET) intends to enter into an arrangement for the provision of services outlined in this RFP document. In this respect, DET would like to invite your organization to submit a proposal as outlined in this RFP.

1. The DET invites sealed proposals (**Two Bid System**) from Eligible Organizations (herein after referred to as 'Agencies') to supply the pre developed Audio Visual Learning Content (herein after will be referred to as Digital Content) for specified (NCVT) courses. The List of NCVT Courses for which course content is required is attached as **Annexure IV** under this RFP Document.
2. The syllabus and course curriculum for the trades for which Digital Content is to be supplied, should strictly match with the syllabus and course curriculum of NCVT courses. It should be in the form of High Definition CD/DVD and the training by means of digital delivery will be done through Projector.

Agencies will be eligible for those courses only, for which their course material is approved by DET in this RFP Process.

3. DET reserves the right to select any or all of the Digital Content for all the courses as specified in the Annexure IV or to select a limited number of courses, and without incurring any liability towards it.
4. The application procedure, project information, terms and conditions and the broad scope of work are detailed in this RFP.
5. Kindly note that the selection of agencies under this RFP will not guarantee allocation of work/supply orders and DET will assume no liability or cost towards it. DET makes no commitments, express or implied, that this process will result in a business transaction between anyone.
6. Earnest Money Deposit (EMD) : An EMD of Rs 25,000/- (Rs Twenty Five Thousand only) in the form of a Demand Draft drawn from a Scheduled Bank of India in favor of "Director Employment and Training" payable at Patna must be enclosed in Technical Bid.
7. The Proposal must be prepared in the prescribed format and submitted to:- "Directorate of Employment and Training, Department of Labour Resources, Government of Bihar, Niyojan Bhawan, 4th floor, Bailey Road Patna – 800001" on or before 3:00 PM of 21.08.2017 by hand / through courier / through speed post.
8. Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Proposals will be opened on the same day at 4:00PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the DET.
9. The Proposal has to be submitted in a sealed non-transparent envelope super scribed with "RFP for Empanelment with DET as an Agency for providing Digital Content for NCVT courses in different ITIs of Bihar" along with Tender Ref No., Name of the agencies with contact Number / email id, containing following two sealed non-transparent envelopes –

- A) Envelope- I: Marked as Technical Bid
- B) Envelope- II: Marked as Financial Bid

Note: Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

10. The Proposal should be submitted in sealed envelope latest by the date and time mentioned above. DET is not responsible for any courier/postal delay and reserves the right to cancel all or any of the Proposals or this RFP without assigning any reason thereof.
11. Financial Bid of only those courses and of those bidders only who have qualified the technical eligibility criteria will be opened on a date and time duly communicated to them.
12. The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the "Tender Section" of our website: <http://www.labour.bih.nic.in>
13. The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal (s) or to cancel the whole of this RFP at any stage without assigning any reason thereof.

**Director
Employment and training
Niyojan bhawan,
Department of Labour Resources
Government of Bihar
Bihar, Patna-800001
Email: detbihar@gmail.com**

Schedule for RFP

A	Name of the Issuer	Directorate of Employment and training (DET) Department of Labour Resources, Government of Bihar
B	Address where response to the RFP has to be submitted	Address: Director, Employment and training, Department of Labour Resources, Government of Bihar Niyojan Bhawan, Patna-800001
C	Address where response to the RFP has to be submitted	Director, Employment and training, Department of Labour Resources, Government of Bihar B-Block, 4 th Floor Niyojan Bhawan, Patna-800001
D	Issue of RFP	24/07/2017
E	Last Time and date of submission of response to the RFP	On 21/08/2017 latest by 3:00 PM.
F	Opening of RFP along with Financial Bid	The Technical Bid will be opened on the same day i.e. on 21/08/2017 at 4:00 PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the DET
G	Bid Validity Period	The Bid Validity Period will be 180 days from the last date of submission of this RFP.
H	Opening of Financial Bid	Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on a date and time duly communicated to them.
I	List of Courses for which Digital Content has to be developed	Annexure IV
J	Mandatory Features and Specifications to which Digital Content must be made compliant	Annexure I

Section 1: Introduction

1. Objectives of the program:

- To enrich the basic knowledge of the trade concerned along with the in class theory and virtual workshop experience of the students.
- To inculcate interest among the students by making learning a fun and engaged experience.
- To enhance students classroom experiences by diversifying learning activities through proper training.
- To improve student learning outcomes both subject-specific and in a broader context.

2. Implementing the program:

The program aims to achieve its objective by-

- Providing quality training as per NCVT curriculum through digital learning content.
- Conducting holistic training that enables teachers to integrate the technology into their classrooms.
- Providing weekly lesson plan to supports student and instructor also.

Section 2: Broad Scope of Work

1. Semester and trade wise digital content of curriculum which includes a proper combination of theoretical and practical portion of the syllabus (as prescribed by NCVT), so that a wholesome learning can obtained through this digital content medium.
2. The digital content delivery should be as per NCVT Syllabus and as and when updated / amended. In case of any amendment / development in the course content by NVCT, it shall be obligatory on the part of content provider to provide updated digital content within one month of said amendment / development. No cost will be paid for any amendment during the proposal / agreement period.
3. The Digital content should adhere to the Mandatory Features and Specifications as defined in Annexure I
4. The Course content needs to explain every topic and sub-topic as per NCVT latest syllabus
5. Digital content should have include Audio, videos, animations, Gif, PPT, examples, and exercises for the students
6. Digital content should include 3D demonstrations across the course content.
7. The module should include chapter / Topic wise assessment exercises (Example – Multiple choice questions, single line questions etc.)
8. Digital Content for the specified courses (Annexure-IV) need to be developed by incorporating all multimedia features like audio, video, animation etc.
9. The Digital Content must have features like User Friendliness, Sequencing and Navigation as per the syllabus of the course.
10. The Digital Content should be supported by effective voice narration, catchy depictions so as to explain the same concept through graphic illustrations. The Digital Content should also include animation and video clippings wherever necessary.
11. The medium of instruction in Digital Content should be in Hindi, technical terms may be in English. If the ready content with the bidder is in English or any other medium, it has to be translated in Hindi after issuance of LOA. However for the purpose of technical evaluation, the English medium content will be considered.
12. The syllabus and course curriculum for the courses (session/ trade wise / topic wise detailed table of contents complying the course stipulated by NCVT) for which Digital Content is to be supplied should strictly match with the syllabus and course curriculum of NCVT courses.
13. DET reserves the right to select any or all of the Digital Content for all the trades as specified in the Annexure IV or to select a limited number of trades / courses, in the beginning and shall not be responsible for any liability towards it.

14. The min duration for the Digital Content of a particular trade should be as per the following stipulated structure :-

- ❖ Two year courses : each trade - Total 720 Hours
- ❖ One year courses : each trade -Total 360 Hours

Section 3: Instructions to the Bidders

1. Completeness of Response

- A.** Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B.** The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.
- C.** RFP should be submitted by the Agencies as Sole applicants only. No form of Consortiums/ Joint Ventures or sub-contracting model is allowed.

2. RFP Proposal Preparation cost & related issues

- A.** The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by DET to facilitate the evaluation process and Awarding of Contract.
- B.** DET shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

3. Terms and Conditions

- A.** This RFP does not prevent or force DET to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.
- B.** The maximum estimated time for delivery of Digital content for all trades of the courses for which LOA has been issued to the bidder will be 60 days from the date of demand letter from DET. However, DET reserves the right to provide extension of the stipulated time limit. It is clarified that the entire cost for development/ customization (if any) to make the digital content compliant to the requirement of DET shall be borne by the bidder.
- C.** The digital content has to be supplied in form of high definition CD/DVD along with a spare copy. If during agreement period any such CD/DVD of any ITI crashed or becomes non-operational or damaged, the bidder has to replace this CD/DVD within 15 days from the date of such intimation at their own cost.

- D. The selected bidder to whom Letter of Award (LOA) has been issued will have to enter into an Agreement with the DET within 30 days of issue of LOA. The format of agreement will be shared at the time of issuance of LOA.
- E. The Digital Content will be reviewed by the DET. The Agencies shall be required to make all the modifications/ additions/ deletions (if any) as suggested by the DET. **The DET reserves the right to reject the learning material and Digital Content developed by the Agency, if it is not as per the satisfaction of DET and in that case, no claim for any reimbursement of incurred cost by the bidder shall be maintainable.**
- F. In case of any amendment / development in the course content by NCVT, it shall be obligatory on the part of the content provider to provide updated digital content within one month of the said amendment / development. No cost shall be paid for the updation during agreement period.
- G. The Digital content should run on a machine of a Particular class room and the training will be done through projector. However it is made clear that in a class room digital content should be able to navigate, so that training could be jumped to different topics as per the requirement of the class.
- H. **Agreement Validity Period:-** This Agreement shall be valid for a period of Two Years from the date of signing of agreement.

4. Right to Terminate the Process and issue of Corrigendum and other Rights.

- A. DET may, for any reason, modify the RFP Document by a corrigendum and may, at its discretion, extend the last date for the receipt of Proposals.
- B. DET may terminate the RFP process at any time without assigning any reason. DET makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- C. DET reserves the right to modify and amend any of the condition/criterion as stipulated in whole of this RFP Document depending upon project priorities vis-à-vis urgent commitments.

5. Preliminary Eligibility Criteria:

The bidders should satisfy the following eligibility criteria to qualify for the Technical Evaluation. Proposals not meeting the eligibility criteria and not containing the supporting documents will be summarily rejected:

SL	Eligibility Criteria	Reference document as evidence of response
1.	Registration: The Bidder must be incorporated under the Company's Act	Certificate of Incorporation under Companies Act.
2	Existence: The Bidder must be incorporated before 01.04.2014	Certificate of Incorporation under Companies Act
3	Average annual Turn Over: The Bidder must have an average annual turnover of INR 03 Crores (Rs. Three Crore) for previous two financial years starting from	Audited Financial statements (Balance Sheet and Profit and Loss Account) for FY 2014-15 and Fy 2015-16.

	Fy 2014-15 (i.e FY 2014-15 and FY 2015-16).	
4	Prior Experience: The bidder should have at least three work orders Govt. clients/Private or Public educational institutes/colleges or institution to whom they have provided such e-contents or digital contents for the various courses.	Bidder should attach copy of work orders/Satisfaction Certificate from the clients as a proof.
5	The Company should have experience in digital content development for education/training purposes.	Self declaration on company's letter head along with brochure.
6	Bidder should possess valid registrations for all statutory requirements such as PAN, TIN.	Necessary Registration Certificate
7	Bidder should not have been charged of involvement in any malpractice, fraud, scandal or any criminal case or have been blacklisted by any Central or State Government Department or Agency.	A Notarized Affidavit stating that the Applicant firm has not been blacklisted by any Central / State Government / Public Sector Undertaking and has not any proceeding/litigation pending before any court of laws.

6. Technical Evaluation:-

A Only those bidders who have passed the Preliminary Eligibility Criteria will be eligible for Technical Evaluation.

B Under Technical Evaluation, the bidder has to give a technical presentation and has to demonstrate their pre developed digital content for each of the applied course in front of the tender committee. For this presentation the bidder has to arrange their own systems at DET office. The demonstration will be made on a projector which will be provided by DET. Bidders has to demonstrate full digital content of the respective course and has to run topics as decided by Tender committee.

C The respective Course Content (digital content) should pass the technical evaluation by tender committee.

Financial Bid of only those bidders who have qualified the technical evaluation will be opened on a date and time duly communicated to them. Financial quote of only those course will be eligible which has passed the technical evaluation.

7. Financial Bid

- A. Financial Bid is to be submitted as per the prescribed format (FIN-1).
- B. **Course wise Financial Bid(s):-** The bidder has to quote for those Courses only in which they intends to participate in FIN-1. However Financial Quote of only those course will be eligible for Financial Evaluation which has passed the technical evaluation.
- C. The Quote will have to be made on per trade per Institute wise basis. The Course wise L-1 bidder shall be decided on the basis of lowest quote by the bidders.
- D. The Quoted rate will be inclusive of all applicable taxes, duties, charges, levies and expenses. No extra payment other than the quoted rate will be paid.
- E. Each Financial bid (**FIN-1**) must be signed and stamped by the authorized representative on each page.
- F. Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- G. The tendering authority may ask L-1 bidder to substantiate its quoted price and may negotiate for further rationalization of prices. The price thus arrived will be the approved price of the respective course.
- H. In case of a Tie in the L-1 quotes, the DET reserves the right to award the course to that organization whose digital content is better on as per the discretion of DET.
- I. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its Proposal.
- J. The selected bidder / bidders will then be issued Letter of Award. These agencies shall have to enter into an Agreement with the DET within 30 days of issue of LOA. Digital Content should be made compliant as per the requirement of DET (if any) at the bidder's own cost and no payment liability will arise on the DET on this account.
- K. The incidental expenses incurred on account of the execution of the agreement shall be borne by the successful bidder / bidders.

9. Payment Terms

- A.** No advance payment shall be made. Statutory deductions (if applicable) will be made on applicable rates.
- B.** All payments to the successful Bidder (with whom an agreement is made) shall be made upon submission of invoices along with the sign off of related documents thereof after verification and satisfaction as per the following terms and conditions :-
- 60% of total Payment to be made within one month of supply of the digital content.
 - Another 20% payment to be made after Tw months of supply of the digital content.
 - Last 20% payment to be made at the end of project period of two years.

Section 4: Bid Submission Forms and Annexures

The bidders are expected to respond to the RFP using the forms given in this section with all supporting documents.

Proposal shall comprise of the following forms:

Tech 1: Covering Letter with Correspondence Details

Tech 2: Details of the Applicant's Operations and Consulting Business

Tech 3: List of courses in which agency applies.

Fin 1: Financial Bid

Annexure I: Detailed Features and Specifications to be mandatorily complied by Digital content

Annexure II: Affidavit

Annexure III: Power of Attorney in favour of Authorised Representative

Annexure IV: Course List

Note: One Copy of this RFP document with each page signed and stamped by the authorised representative has to be submitted along with proposal document as an acknowledgement and acceptance of the terms and conditions and scope of work under this RFP.

Tech 1

Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,
The Director,
Employment and Training,
Department of Labour Resources,
Government of Bihar
Niyojan Bhawan 4th floor,
Bailey Road, Bihar, Patna-800001

Dear Sir,

We, the undersigned, offer to provide services as stated in the RFP No. dated We are hereby submitting our Request for Proposal to empanel with (DET) as an Agency for providing Digital Content for NCVT courses / trades.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this document may lead to our disqualification by the DET.
- (b) Our Proposal shall be valid and shall remain binding upon us for a period of 180 days from the last date of submission of this RFP.
- (c) In submitting the Proposal, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.

We understand that DET is not bound to accept any Proposal that it receives.

We remain,
Yours sincerely,

Authorized Signature: _____
Name and Title of Authorised Signatory: _____
Name of Organisation: _____
In the capacity of / Designation: _____
Correspondence Address: _____
Contact information (Mobile No. and e-mail): _____

Tech 2

Details of the Applicant's operation and consulting Business

S. No.	Particulars	Details
1.	Name of the Applicant Organization:	
2.	Name and Designation of the Contact Person	
3.	Address and Contact Details (E-Mail ID and Mobile No.) of the Contact Person	
4.	Corporate website URL.	
5.	Address of Head Office:	
6.	Incorporation of the Applicant Organization	Submit Incorporation Certificate <i>Page No. at which enclosed: __</i>
7.	Date of Incorporation	
8.	Power of Attorney in the name of the Authorized signatory	<i>Page No. at which enclosed: __</i>
9.	PAN Number	<i>Page No. at which enclosed: __</i>
10.	Sales Tax/GST Registration Number	<i>Page No. at which enclosed: __</i>
11.	Turnover of Last Two Year (FY 2014-15 & FY 2015-16)	<i>Page No. at which enclosed: __</i>
12.	A Notarized Affidavit stating that the Applicant firm has not been blacklisted by any Central / State Government / Public Sector Undertaking	<i>Page No. at which Affidavit has been enclosed: __</i>
13.	Work Orders as per Preliminary Eligibility Criteria	<i>Page No. at which enclosed: __</i>
14.	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed: __</i>

(TECH 3)
(APPLICATION DETAILS)

We are participating for empanelment for providing Digital Content/s in following NCVT courses and we undertake that we have developed and have ownership of all such course content/s.

Sl. No	Cours/Trade	Participating (Yes/No)	Hours of Digital Content (Fill of Participating)
1	Fitter		
2	Turner		
3	Machinist – Grinder		
4	Machinist		
5	Electrician		
6	Wireman		
7	Mechanic (Refrigerator and air conditioning)		
8	Mechanic (Electronics)		
9	Mechanic (Instrument)		
10	Mechanic (Motor Vehicle)		
11	Mechanic (Diesel)		
12	Plumber		
13	Mechanic (Tractor)		
14	Welder		
15	Mechanic(Consumer Electronics Appliances)		
16	ICTSM/IT		
17	Foundryman		
18	Surveyor		
19	Draughtsman Civil		
20	Draughtsman Mechanical		

**FORM FIN-1
FINANCIAL PROPOSAL**

{Location, Date}

To,
The Director,
Employment and Training,
Department of Labour Resources,
Government of Bihar
Niyojan Bhawan 4th floor,
Bailey Road, Bihar, Patna-800001

Dear Sir,

We, the undersigned, offer to provide the services in accordance with your Request for Proposal No.RFP NO. datedOur Financial Proposal for the assignment is as follows:

1 We understand that nothing will be paid over and above the Financial Quote provided below.

S. No	Course/Trade	Rate per digital content (CD/DVD) per ITI (Amount in INR, inclusive of all taxes)
1	Fitter	
2	Turner	
3	Machinist – Grinder	
4	Machinist	
5	Electrician	
6	Wireman	
7	Mechanic (Refrigerator and air conditioning)	
8	Mechanic (Electronics)	
9	Mechanic (Instrument)	
10	Mechanic (Motor Vehicle)	
11	Mechanic (Diesel)	
12	Plumber	
13	Mechanic (Tractor)	
14	Welder	
15	Mechanic(Consumer Electronics Appliances)	
16	ICTSM/IT	
17	Foundryman	

18	Surveyor	
19	Draughtsman Civil	
20	Draughtsman Mechanical	

- 2 The quote covers the digital content for - two year course totaling 720 hours/ one year course totaling 360 Hours as applicable.
- 3 We understand that nothing will be paid over and above the Financial Quote provided above.
- 4 All 'out of pocket' expenses / Per-diem / statutory levies / taxes, other cost items like designing, customisation, hosting, technical / managerial / operational expenses etc., if any, shall be treated as inclusive in the Financial Quote.
- 5 We undertake to amend the digital content within One month of the modification, when ever happen in the above course as per NCVT syllabus and will provide updated digital content at our own cost. We also undertake that if during agreement period any such CD/DVD of any ITI crashed or becomes non-operational or damaged, we will replace this CD/DVD within 15 days from the date of such intimation at our own cost.

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

We remain,

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

Mandatory Features and Specifications

Following are the expected features in the content:

Nature of content

- A typical Content LO (Learning Object) must follow a representative flow viz.
 - Learning Object - Introduction
 - Real life situations
 - Demonstration
 - Explanation
 - Summary
 - Assessment Questions on skills covered in the learning object
 - Activity/Exercise
 - Interview Questions
 - Project/Assignment related instructions
- Each and every single frame of content must be accompanied by narration text (which shall be delivered preferably in Hindi with technical words in English language)

Content Types

Following are the types of content required for above mentioned course:

1. Inform sessions
2. Assignments
3. Projects
4. Question bank/quizzes

Inform Sessions:

Inform type content may vary from flash animations, video, static images - graphics, etc.

Flash Animations

- Screen size: 800mm x 600mm or 1024mm x 768mm
- Embed all the desired fonts within the compiled file
- Duration: 30 – 40 seconds (for every individual frame)

Graphics

- Screen size: 800mm x 600mm, 1024mm x 768mm
- Recommended formats: JPEG, GIF, PNG, BMP, PDF

Video

- Screen size: 800mm x 600mm, 1024mm x 768mm
- Recommended formats: MPEG, MP4

Assignments /activities:-

- A. Assignments should be such so as to encourage hands-on application of concepts/gained skills, though the nature of assignments can vary depending upon the subject / skill.
- B. These assignments/activities for enrichment of learning ideally should comprise of:
 - a. Reference material (raw files, open files, and other required assets)
 - b. Instructions (in PDF format)
 - c. Glimpse/sample of finished assignment/activity

Assessment through Objective Questions

To support comprehensive and continuous assessments, the assessment sessions should have

- Topic wise assessment sessions (with hint, without hint): for convergence of learning and assessment

Objective questions including

- Multiple Choice Single Correct
- Multiple Choice Multiple Correct
- Fill in the blanks
- Match the following
- Drag and Drop
- Comprehensive questions
- Multimedia Questions with Video and Audio support

Content package

Content will be considered complete only when it is bundled with the following:

- Job Roles which a Candidate needs to perform after completing the course
- Detailed syllabus (NCVT)
- Day wise breakup (day wise session plan)
- List of skills which a Candidate is required to achieve
- Quality Assurance Certificate/Undertaking
- Compliance to the Performance Criteria as specified by NSDA for respective Qualification Packs

Required features of the Multimedia educational content keeping in mind the aptitude and ability of the candidates.

Local language: For better understanding and interpretation, the languages in the multimedia content is required to be written and spoken with utmost correctness. The language experts may be engaged for the purpose.

Cultural context of multimedia eLearning content: It should predominantly reflect life ethos and culture of the State.

(Affidavit on non-judicial stamp paper by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No. dated and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of (Name of the Company), with its registered office at do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies. We also undertake that no proceeding/litigation is pending before any court of laws against us.
3. I/We on behalf of (Name of the Company) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions given in the RFP document vide reference No. dated
4. I/We understand that the tendering authority is not bound to accept a lowest offer/quote that they may receive.

For and on behalf of:
Signature:
Name:
Designation:
Date:
(Company Seal)

Annexure-III

(Power of Attorney in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We.....
..... (name of the enterprise and address of the registered office do hereby irrevocably
constitute, nominate, appoint and authorize Mr/ Ms (name)
.....son / daughter / wife of
.....and presently residing at
.....who is presently employed with us and holding
the position of..... as our true and lawful attorney (hereinafter referred to as the
“Attorney”) to do in our name and on our behalf, all such acts, deeds and things including to enter into
negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the
“RFP No. dated”.

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,,
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS
.....DAY OF

For

{ Signature, name, designation and address }

Accepted

.....
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.
2.

Annexure-IV

Sl. No.	Course /Trade
1	Fitter
2	Turner
3	Machinist – Grinder
4	Machinist
5	Electrician
6	Wireman
7	Mechanic (Refrigerator and air conditioning)
8	Mechanic (Electronics)
9	Mechanic (Instrument)
10	Mechanic (Motor Vehicle)
11	Mechanic (Diesel)
12	Plumber
13	Mechanic (Tractor)
14	Welder
15	Mechanic(Consumer Electronics Appliances)
16	ICTSM/IT
17	Foundryman
18	Surveyor
19	Draughtsman Civil
20	Draughtsman Mechanical