



**Name of work:** Development of PH and FG for Job Roles in Mining Industry for SCMS.



**Tender No.:** SCMS/ STD/2024-25/01

**SKILL COUNCIL FOR MINING SECTOR**

New Delhi-110020, Delhi, India.

Phone: 091-11-26814596, E-mail: [scms@skillcms.in](mailto:scms@skillcms.in), Website: [www.skillcms.in](http://www.skillcms.in)





***NOTICE***

***REQUEST FOR PROPOSAL (RFP)***

**For**

***Development of Participant Handbooks (PH) and Facilitator Guides (FG)  
for Job Roles in Mining Industry for SCMS***

**Tender No.:** SCMS/STD/2024-25/01



	<b>Name of work:</b> Development of PH and FG for Job Roles in Mining Industry for SCMS.	 <b>Skill India</b> कोशल भारत - कुशल भारत
	<b>Tender. No.:</b> SCMS/ STD/2024-25/01	

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### GLOSSARY

S. No.	Abbreviation /Term	Full Form
01.	CC-BY-SA	Creative Commons Attribution–Share Alike License
02.	DSI	Digital Skilling Solutions & Innovations
03.	EMD	Earnest Money Deposit
04.	FG	Facilitator Guide
05.	FIMI	Federation of Indian Mineral Industries
06.	FY	Financial Year
07.	IPR	Intellectual Property Right
08.	LLP	Limited Liability Partnership
09.	LRT	Learning Resources, Digital Skills and Technology
10.	MC	Model Curriculum
11.	MSDE	Ministry of Skill Development & Entrepreneurship
12.	NCVET	National Council for Vocational Education & Training
13.	NOS	National Occupation Standards
14.	NSDC	National Skill Development Corporation
15.	NSQF	National Skill Qualification Framework
16.	PDF	Portable Document Format
17.	PH	Participant Handbook
18.	PO	Purchase Order
19.	PPP	Public Private Partnership
20.	QC	Qualifying Criteria
21.	QP	Qualification Pack
22.	QR	Quick Response
23.	RFP	Request For Proposal
24.	SCMS	Skill Council for Mining Sector
25.	SME	Subject Matter Expert
26.	WIP	Work in Progress
27.	WO	Work Order

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### **SECTION 1: SCHEDULE OF RFP**

Organization	<b>Skill Council for Mining Sector (SCMS)</b>
SCMS TENDER No.	<b>Tender No.: SCMS/STD/2024-25/01</b>
Name of work:	Development of PH and FG for Job Roles in Mining Industry.
Scope of work	<b>Refer Section 3 of this document.</b>
Mode of Tender (RFP)	Proposal submission in hard copy at SCMS office
Bid Type	Two-stage (Technical & Financial) bidding system
Date of Tender Documents (RFP) available to parties in the web site	<b>24.12.2024 (TUESDAY)</b>
Bid Security/ Earnest Money Deposit	Rs. 50,000/-, Refer Point 4.5 of <b>Section 4</b> in this document
Date of Starting of submission	<b>24.12.2024 (TUESDAY)</b>
Last date of Query through Email	<b>30.12.2024 (MONDAY) by 4 PM IST</b>
Last date & time for hard copy receipt/submission of Bid	<b>07.01.2025 (TUESDAY) at 03:00 PM IST</b>
Date & Time of opening of Tender RFP (Technical only)	<b>07.01.2025 (TUESDAY) at 03.30 PM IST</b>
Date of Technical Presentation	Date shall be communicated individually post desktop evaluation, subject to meeting all Qualifying Criteria and Level 1 Evaluation Criteria.
RFP validity	The proposals shall be kept valid for <b>60 days</b> from the date originally set for opening of tender

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## **SECTION 2: RFP NOTICE**

### **2.1. Introduction:**

Skill Council for Mining Sector (SCMS), promoted by FIMI and supported by Ministry of Mines, was established in December 2013 as the apex body to train and meet the requirement of skilled workforce for the mining industry in PPP mode. SCMS is a registered company under Section 8 of Company's Act 2013 and issued 80G and 12AA certificate under Income Tax Act 1961 in October 2015. SCMS was setup by NSDC under the MSDE. MSDE in its notification dated 17 March 2015 has authorized SCMS as a non-statutory agency for certifying the mining workforce in India. SCMS is also recognized by NCVET as 'Awarding Body' for NSQF compliant skill certification.

The core activity of SCMS is to formulate the National Occupational Standard (NOS) for different job roles aligned to National Skills Qualifications Framework (NSQF) initially notified by Government of India, in December 2013 and revised by NCVET in 2023. SCMS has carried out Occupational Mapping and Skill Gap Studies for the sector. It has developed skill competency standards i.e. qualification packs and curriculum aligned to NSQF levels benchmarking it with national and international standards for both opencast and underground mines.



### **About Request for Proposal (RFP):**

Skill Council for Mining Sector invites proposal in two bid (Technical & Financial) system in English from eligible organizations (*hereinafter referred as 'Agency' or 'Bidder'*) as per the Qualifying Criteria (QC) mentioned below, for the work detailed in Section 3 of the RFP document. RFP documents are hosted in SCMS website ([www.skillsms.in](http://www.skillsms.in)) under **NOTICES/Notification** section.

**Note:** For all contexts mentioned below & in RFP document, wherever 'Last Three Financial Years' is mentioned, it will be FYs 2021-22, 2022-23 & 2023-24.

### **2.2. Mandatory Qualifying Criteria (QC) for the bidders:**

- 2.2.1. The entity must be a Company/ Society or Trust/ Partnership Firm/ Limited Liability Partnership (LLP) registered with the appropriate authority in India. Proprietorship, Consortiums and Joint Ventures are not allowed. (*Submit copies of applicable registration certificate*)
- 2.2.2. The average turnover of the agency in last three financial years (i.e. 2021-22, 2022-23 & 2023-24) must not be less than Rs.10.00 lakhs (*Submit copies of Balance Sheets*).
- 2.2.3. The agency must have developed & delivered PHs and FGs for at least ten (10) job roles for Sector Skill Councils during last three FYs. (*Submit copy of work orders & completion certificate/evidence of work completion*).



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- 2.2.4. The agency must have filed the income tax returns for last three financial years (2021-22, 2022-23 & 2023-24). (*Submit copies of Income Tax returns*).
- 2.2.5. The Net worth of the agency should be positive as on the last financial year (2023-24) balance sheet  
(*Submit copy of last FY balance sheet*).
- 2.2.6. Government Authorities must not have blacklisted the Agency or its Board of Directors/ Management/Promoters (*Declaration on Letterhead signed by Authorized Signatory*).

### **2.3. General Terms & Conditions:**

- 2.3.1. Not with standing anything stated above, the SCMS reserves the right to verify all statements/ information submitted to confirm the bidder's claim on experience, to assess the capacity and capability to perform the development of PH and FG Content.
- 2.3.2. An associate of agency is not permitted to be a bidder in the same tender.  
Amendments / Errata / Corrigendum / Clarifications if any issued for the RFP shall form part and parcel of the RFP document. Amendments / Errata / Corrigendum / Clarifications if any will be displayed on SCMS's Website ([www.skillcms.in](http://www.skillcms.in)) under **NOTICES/Notification** section. Bidders are requested to visit SCMS website and note the amendments before submission of offer. SCMS shall not be responsible if any agency omits to notice any amendments. Amendments will be numbered consecutively.
- 2.3.3. Proposal submitted without proper documentary evidence to substantiate fulfillment of the qualifying criteria are likely to be rejected. However, SCMS reserves the right to reject/ accept any proposal, or all such proposals received, at its discretion without assigning any reason whatsoever.

**Sr. Manager- Curriculum Design & Development**



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### **SECTION 3: SCOPE OF WORK and RELATED TERMS**

- A. Scope of Work:** The work involves the design and development of Participant Handbooks (PHs) and Facilitator Guides (FGs), in the English language for NSQF aligned Job Roles of Skill Council for Mining Sector as per the below table:

<b>IMPORTANT ABBREVIATIONS:</b>
<b>FC</b> – Fresh Content (Fresh content needs to be created in English)

Sl. No.	Qualification Name - QP Code (NSQF Level)	Notional Hours	PH	FG
1	Driver Special Utility Vehicle - MIN/Q1301 (4)	480	Not required	FC
2	Mining Rescuer-MIN/Q1701 (3)	420	Not required	FC
3	Grader Machine Operator-MIN/Q1405 (3)	420	FC	FC
4	Heavy Earth Moving Machinery (HEMM) Electrician-MIN/Q3102 (4)	510	FC	FC
5	Coal Bed Methane (CBM) Extraction Operator-MIN/Q1605 (3)	420	FC	FC
6	Low Profile Dump Truck (LPDT) Operator-MIN/Q1506 (3)	390	FC	FC
7	Slurry Pump Operator (Mines)-MIN/Q3207 (3)	390	FC	FC
8	Drill Operator {Down-the-hole/Long Hole (DTH/LH)}-MIN/Q1206 (3)	390	FC	FC
9	Mine Foreman/Overman-MIN/Q1207 (5.5)	750	FC	FC
<b>Summary of Scope</b>		<b>Service</b>	<b>No. of PHs</b>	<b>No. of FGs</b>
		FC	7	9

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The Scope of work covers the following:



1. Creation of the PH and FG as per latest QP and MC of Job Roles, wherever asked.
2. Develop **English** versions of the Participant Handbook (PH)-As per respective Model Curriculum & NSDC-LRT/DSI guidelines, wherever asked.
3. Develop **English** versions of the Facilitator Guide (FG) corresponding to the updated PH – As per respective Model Curriculum & NSDC-LRT/DSI guidelines, wherever asked.
4. The New / Fresh PH and FG developed should have QR codes inserted relevant to the core NOS topics.
5. There should be minimum **10 QR** codes embedded in each PH and FG. These QR Codes should be linked to videos/presentation of corresponding topics of the NOSs for elaboration of the topic and better understanding of the job role related skills. Obtaining permission to embed the videos will be the responsibility of the agency. The agency has to submit a letter of proof that they have obtained permission to embed the videos in the books, and the concerned owner of the video has “No Objection” to it. The bidding agency should take the onus.
6. There should be an annexure of QR codes, as per the NSDC guidelines.
7. Videos will have to be approved with SCMS team, before embedding in the books.
8. There should be CC-BY-SA inserted in the PH and FG in **English**, as applicable.
9. Use the same fonts as per NSDC guidelines.
10. Submit **Undertaking** for all the PH and FG, that they are technically and grammatically correct and relevant to the corresponding Qualifications.

**B. Project Timeline & Deliverables:**

<b>60 Working Days from the date of release of the Work Order to complete the entire Work.</b>
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A standard timeline of 15 days shall be applicable for incorporating any changes if suggested by SCMS from the date of recommendations sent to Agency.

Agency needs to organize weekly review meetings with SCMS from the start of the Project or as and when required by SCMS at the SCMS office or through online/virtual mode.



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### C. Payment Terms:

- The contract(s) signed with the successful agency will be a fixed-price contract.
- Payments shall be made within 15 days of invoice submission subject to acceptance and approval of content by SCMS as applicable.
- Amount payable to the agency as stated in the Work Order shall remain firm and fixed during the tenure of the Contract.
- The deliverables-based payment with successful bidder /agency is as under:

S. No.	Tranche	Activity (Services) Milestones	Payment % of Total Work Order Value
01.	Tranche 1	First Draft Submission in MS-WORD format for all job roles and acceptance by SCMS. Submission of <b>Undertaking</b> for the content of all the PHs and FGs to be correct.	60%
02.	Tranche 2	Final Deliverables, PDF files (within 25 MB size) and finalized PH and FG in higher resolution (if any) plagiarism report and <b>at least 5 Industry Endorsements for each job roles</b> . And the Corel Draw or In-Design files of all the PHs and FGs. And <b>two (2) colored hard copies</b> of each developed book (PH & FG). Submission of <b>Declaration</b> for all the content (PH & FG) developed to be plagiarism-free.	40%





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e) **Penalty Clause:** All delays, failures to adhere to the Work Order (WO) terms will attract a financial penalty. Delay beyond total timeline is applicable for each job role in the submission of SCMS accepted draft content for all allocated activities. The delay shall attract a penalty of 2% of the Total Work Order Value cost per week. Back-out in between the contract period (as per WO) or no response from the bidder awarded the assignment will lead to forfeiting of the EMD. The same delay clause is applicable for delay in implementing the recommended amendments by SCMS.

**D. Intellectual Property Right:** SCMS will own all IPR for PHs and FGs, designed and developed as part of this project. The IPR alongwith Open corel /in-design files and *two (2) colored hard copies* of each developed book (PH & FG) to be submitted to SCMS, as final deliverables, after final SCMS Approval.

**E.** Ensure deliverable must be **plagiarism free** and submit the declaration document for it.

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## **SECTION 4: INSTRUCTION TO AGENCIES (BIDDERS)**

The bidders are requested to read all the terms & conditions as mentioned in ‘RFP Notice’ and below ‘RFP Document’ before submitting the proposal:

### **4.1. Preparation of RFP:**

The agencies will be able to prepare RFP documents using the respective forms attached as annexures below in this RFP document. For help/guidance please write to SCMS at email id, [scms@skillcms.in](mailto:scms@skillcms.in) . Agencies can also attach additional documents containing company profile, scanned copies of certificates, etc. The agencies submitting the bid for complete scope of work indicated in the RFP document shall only be accepted.

### **4.2. Submission of RFP:**



The two stage (Technical & Financial) evaluation criteria will be adopted for evaluating the bids submitted within the timeline mentioned. To apply, the bidders must submit a proposal in physical hard copy, keeping in mind the scope of work and expected deliverables with timelines described in Section 3. Bidders should submit their technical and financial proposal in the below mentioned format:

**i. Technical proposal format:**

- A descriptive note on the project, methodology and deliverables as per your understanding.
- Profile of Consultants and SMEs executing the Project - Details to be attached
- Time-lines for Execution of the Project which has to be on or before the timelines mentioned in RFP document

**ii. Financial proposal format**

Sl. No.	Qualification Name - QP Code (NSQF Level)	Notional Hours	Cost of PH	Cost of FG
1	Driver Special Utility Vehicle - MIN/Q1301 (4)	480	Not required	FC
2	Mining Rescuer-MIN/Q1701 (3)	420	Not required	FC
3	Grader Machine Operator-MIN/Q1405 (3)	420	FC	FC
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8	Drill Operator {Down-the-hole/Long Hole (DTH/LH)}-MIN/Q1206 (3)	390	FC	FC
9	Mine Foreman/Overman-MIN/Q1207 (5.5)	750	FC	FC
Total Costs (A)				
Total Taxes, if any (B)				
Overall Cost (inclusive of Taxes) [A+B]				

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**Note:**

- a) In case of an upward revision to duties and taxes the Bidder will be responsible for incurring the additional cost.
- b) Individual cost is a must. (In case of mention of only consolidated cost for the entire work, the bid will be summarily rejected)



The bidder should submit both the technical proposal along with proof/evidence of Earnest Money Deposit (EMD) paid (online payment detail or Demand Draft in favor of ‘Skill Council for Mining Sector’ payable at New Delhi) as detailed under point no. 4.5. and financial proposal in two separate sealed envelopes, appropriately **superscripted** as ‘Technical Proposal’ and ‘Financial Proposal’ (along with the Agency Name) with both the envelopes kept in a common sealed envelope, which shall be superscripted as the **“Proposal for- Development of PH and FG for Job Roles in Mining Industry for SCMS”**.

The outer envelope shall clearly indicate the bidder's name and address, bid number/reference, and bid due date. **Late bids will not be considered.** Bidders are advised to submit their proposals well in advance of the deadline to ensure timely delivery.

Technical proposal should not include any financial bid information related to the proposal. Any such technical proposal containing financial bid information shall be disqualified.

The proposal including filled annexure forms and attachments/enclosures as per QC duly signed and stamped on each page by the authorized signatory addressed to the **CEO, Skill Council for Mining Sector, B-311, Okhla Industrial Area, Okhla Phase-1, New Delhi-110020** is required to be submitted at SCMS office. The proposal can also be submitted through post/ courier ensuring that the packet reaches SCMS office on or before the end date & time of RFP submission as mentioned in “Schedule of RFP”. RFP submitted in any other mode other than specified above shall be rejected.

All QC criteria needs to be met for being eligible. **Not meeting any QC criteria shall be strictly treated as not eligible and the bidder shall be rejected without any further processing/ evaluation/correspondence.** Failure to furnish all information required in the RFP document or submission of an offer not substantially responsive to the requirements in every respect or received in incomplete shape shall also be liable for rejection. Proposals once submitted shall not be allowed for any amendment/ addition of documents unless asked by SCMS or returned. Once the proposal is submitted and accepted by SCMS, it shall become and remain the property of SCMS only.

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#### 4.3. RFP Opening & work allocation process:

- a. No request for postponement/extension of time shall be permitted for the bid opening date.
- b. The proposals shall be opened on **07 January, 2025 (Tuesday)** at **03:30pm IST by SCMS**. Bidders are requested to visit SCMS office to view the RFP opening activity. Only the technical proposal will be opened on this day, while the financial proposal will be kept in sealed form. After opening the offers, within thirty (30) days the status of technically accepted proposals will be intimated through e-mail.

SCMS may request additional documents/ seek any clarifications as may be needed with any bidder for proper examination, evaluation and comparison. Such request for clarification by SCMS and clarifications provided by the agencies shall always be in by email. A presentation would also have to be made by bidders before SCMS, as part of the evaluation of the technical proposal.

All notices and correspondences to the agencies shall be sent by email during the selection process till the finalization of the tender. Hence, the agencies are required to ensure that the email address provided in the RFP document is valid and updated. Non-receipt of email will not entitle any agency to lodge any complaint or claim in this regard.

- c. Technical evaluation criteria are provided in Annexure VIII. **The agencies who secure 60 and above marks during technical evaluation (Level-1) will be required to make a detailed presentation (Level-2) and the bidders who secure 70 or >70 marks in Level 1+ Level 2 will qualify for commercial /financial bid opening.** The date & time for opening will be intimated by email.
- d. The financial proposals of only those bidders whose technical proposals have been shortlisted, will be opened in the presence of shortlisted bidders, who may depute their representatives at the denoted time and day. SCMS may negotiate with the lowest quoting bidder (L1) and any other agency which has quoted the cost within 30% range of L1 quote. **SCMS at its own discretion may either award entire job to one agency or split/distribute amongst others.**
- e. **SCMS also at its discretion may reduce the quantum of job, services required, etc.**

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#### 4.4. Validity of the RFP offer:

The RFP offer shall be kept valid for the period as mentioned in ‘Schedule of RFP’. In exceptional circumstances, SCMS may seek the consent of the agency to extend the period of validity of the RFP offer under the same terms & conditions.

#### 4.5. Cost of Tendering:

The bidders shall bear all costs and expenditure associated with the preparation of the proposal and connected work. SCMS shall not be liable for these costs.

While submitting proposal, the bidder will be required to deposit an interest free EMD amount of Rs. 50,000/- either through online bank transfer as per details furnished below or in form of DD (in favor of ‘Skill Council for Mining Sector’ payable at New Delhi). This amount will be refunded (a) to unsuccessful bidder(s), if no job is awarded (within 15 days of release of WO) (b) On successful completion of the project along with all balance payment to the successful bidder. However, in case the bidder fails to complete the task in stipulated timeframe or withdraws in-between the process from submission of the bid to the completion of the work, then at the sole discretion of SCMS, this EMD shall be forfeited in part or full without assigning any reasons thereof. Any penalty if imposed due to delay in agreed delivery schedule will be adjusted from final payment/ EMD.



#### SCMS Bank Details:

Account Name:	Skill Council for Mining Sector
Bank Name:	State Bank of India
A/c. No.	65182865951
IFSC Code:	SBIN0014461
MICR Code:	110002360
Bank Address:	101-102, Plot No. 15 Aggarwal Plaza, Okhla Phase-1, New Delhi - 110020

#### 4.6. Evaluation Criteria:

Any agency scoring minimum of 70 marks shall qualify the evaluation criteria. During the above said evaluation process, in case, the documents of any agency are found to be false/incorrect, then the offers of such bidders will be rejected. Such agencies will be blacklisted for a period of five years from participating in future tenders.

SCMS reserves the right to accept or reject any offer or all the offers at any time prior to award of the work order, without thereby incurring any liability to the affected agency/ies and not be obliged to inform the grounds of such action.

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**4.7. Disclaimer:**

- 4.7.1.** SCMS reserves the right, not to proceed further or to change the process or procedure of RFP. It also reserves the right to reject any or all RFP offers or cancel/withdraw the RFP process without assigning any reason whatsoever and in such case no agency/agencies/intender shall have any claim arising out of such action. It also reserves the right to decline to discuss further with any agency applying for RFP.
- 4.7.2.** Issue of this document does not in any way commit or otherwise oblige SCMS to proceed with all or any part of a tender process. The RFP request is not the subject of any process contract or any contractual obligations between SCMS and the applicant agency to the RFP. Further SCMS may at its absolute discretion either modify or abandon any part or whole of the document and/or process, without giving prior notice to any or all the applicants.
- 4.7.3.** Amendment of SCMS document - At any time prior to the last date for receipt of bids, SCMS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment. The amendment will be intimated to all proposers who confirm their intention to participate, by email. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, SCMS may, at its discretion, extend the last date for the receipt of Bids. The bidders are allowed to resubmit their bid- if required, after such amendments.
- SCMS reserves the right to modify the submission deadline: SCMS may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum on the SCMS website ([www.skillcms.in](http://www.skillcms.in)) under **NOTICES/Notification** section, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.
- 4.7.4.** SCMS reserves the right to terminate the process - SCMS may terminate the RFP process at any time and without assigning any reason. SCMS makes no commitments, express or imply that this process will result in a business transaction with anyone. This RFP does not constitute an offer by SCMS. The bidder's participation in this process may result in SCMS shortlisting the bidder and awarding the contract.
- 4.7.5.** SCMS reserves the right to accept or reject any proposal, to annul the short-listing process and reject all responses at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for SCMS's action.



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### **SECTION 5 - LIST OF ANNEXURES**

<b>S. No.</b>	<b>DESCRIPTION</b>	<b>ANNEXURE</b>
1	Covering Letter	I
2	Profile of the Agency /Company	II
3	Annual Turnover	III
4	Details of past Assignments	IV
5	Details of Team / SMEs Available (Individual CV of members)	V
6	Self-Declaration by Authorized Person	VI
7	Checklist for Qualifying Criteria (QCs)	VII
8	Evaluation Criteria & Scoring	VIII
9	Financial Bid	IX

*Note: All Annexures are to be submitted on agency letterhead*

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**Annexure-I**

**Covering Letter Format**

Date:

To,  
The CEO,  
Skill Council for Mining Sector,  
B-311, Okhla Industrial Area,  
Okhla Phase-1,  
New Delhi – 110020.

Sub: Development of PHs and FGs for Job Roles in Mining Industry

Ref: SCMS RFP published on SCMS website bearing Tender No.: **SCMS/ STD/2024-25/01**

Having examined the RFP document, I/ we, the undersigned, offer to be shortlisted for the Development of PHs and FGs for Job Roles in Mining Industry for SCMS. We would like to participate in the process of associating with SCMS.

We agree to abide by and fulfill all the terms and conditions and scope of work as defined in the RFP. This is further to confirm that we unconditionally accept all the instructions, Terms, and Conditions of the subject RFP – Development of PHs and FGs for Job Roles in Mining Industry for SCMS.

We hereby declare that the information submitted is true to the best of our knowledge. We understand that in case of any discrepancy found in the information submitted by us, our RFP application is liable to be rejected.

Place :  
Signature with seal :  
Name :  
Designation :





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**Skill India**  
कौशल भारत - कुशल भारत

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## Annexure II

### Profile of the Agency

Sub: Development of PHs and FGs for Job Roles in Mining Industry

Ref: RFP published on SCMS website bearing Tender No.: **SCMS/ STD/2024-25/01**

S. No.	Particulars	Details
1	Name of the Agency	
2	Legal Status	
3	Date of Incorporation / Registration	
4	No. of years in operations	
5	Address for Correspondence: Registered/Corporate Office:	
6	Single Point of Contact for RFP Name: Designation: Mobile No.: Landline No.: E-mail id:	
7	No. of Clients (PSUs/ Govt. Depts./ Pvt. /Sector Skill Councils etc.) Served for Similar interventions during last 3 FYs ( 21-22, 22-23 & 23-24)	
8	Brief of any ongoing project	
9	PAN No. and GST No.	
10	Bank details (for refund of EMD/ payment), along with copy of cancelled cheque leaf	

Signature with seal:

Date & Place :

Name :

Designation:



**Name of work:** Development of PH and FG for Job Roles in Mining Industry for SCMS.



**Skill India**  
कौशल भारत - कुशल भारत

**Tender. No.:** SCMS/ STD/2024-25/01

**Annexure-III**

**Annual Turnover**

Turnover of the applicant agency over last three financial years

Financial Year	Annual Turnover (Rs. In Lakhs)	Remarks
2021-22		
2022-23		
2023-24		

**Average turnover (for these 3 Financial years):** .....

*(Attested certified copies of Annual Audited Statement in support to your furnished financial information.)*



Signature of Authorized Person:

Date:

Place:

Name:

Seal:



	<b>Name of work:</b> Development of PH and FG for Job Roles in Mining Industry for SCMS.	 <b>Skill India</b> कौशल भारत - कुशल भारत
	<b>Tender. No.:</b> SCMS/ STD/2024-25/01	

**Annexure IV**

**Details of past Assignments**

PH and FG Content Development works done/delivered (till 30<sup>th</sup> November 2024):

S. No.	Brief details of project (Attach relevant WO/PO)	Name of the Organization/Client /Sector Skill Councils	Date of PO/WO	Completion date/ or ongoing	Value of work (in Rs. Lakhs)

	<b>Name of work:</b> Development of PH and FG for Job Roles in Mining Industry for SCMS.	 <b>Skill India</b> कौशल भारत - कुशल भारत
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**Annexure-V**

**DETAILS OF TEAM/ SMEs AVAILABLE:**

Team members preferably with minimum 2-year work experience in the field of PH and FG content development and SMEs related to Mining:

Sr.	Name	Qualification	Engagement (Onroll/freelancer	Experience (Yrs.)	Associated Since

*(Attach CVs for all the above profile.)*



Signature of Authorized Person:

Date:

Place:

Name:

Seal:

	<b>Name of work:</b> Development of PH and FG for Job Roles in Mining Industry for SCMS.	 <b>Skill India</b> <small>कौशल भारत - कुशल भारत</small>
	<b>Tender. No.: SCMS/ STD/2024-25/01</b>	

**Annexure-VI**

**DECLARATION OF NON-BLACKLISTING**

I/We, \_\_\_\_\_, M/s \_\_\_\_\_ (Name of Bidder), hereby certify that I/ we have not been banned / de-listed/ blacklisted/ debarred from business by any PSU/ Govt. Department/ Sector Skill Councils during the last 03 (three years).

I/We have carefully read and understood all the terms and conditions of the Notice and RFP and undertake to abide by them.

The information, documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/ We am/ are aware of the fact that furnishing of false information/ fabricated document would lead to rejection of my Request for Proposal at any stage besides liabilities towards prosecution under appropriate law.

I/We do not have any Civil/Criminal Cases or Complaints pending against me/us.



Signature of Authorized Person:

Date:

Place:

Name:



Seal:

	<b>Name of work:</b> Development of PH and FG for Job Roles in Mining Industry for SCMS.	 <b>Skill India</b> कौशल भारत - कुशल भारत
	<b>Tender. No.:</b> SCMS/ STD/2024-25/01	

### Annexure-VII

Check list for QC submission:

Sl.	Description	Enclosed
1	The entity must be a Company/ Society or Trust/ Partnership Firm/Limited Liability Partnership (LLP) registered with the appropriate authority in India. Proprietorship, Consortium and Joint Ventures are not allowed. <i>(Submit copies of applicable registration certificate)</i>	YES/NO
2	The average turnover of the agency in last three financial years (i.e. 2021-22, 2022-23 & 2023-24) must not be less than Rs.10.00 lakhs <i>(Submit copies of Balance Sheets).</i>	YES/NO
3	The agency must have developed & delivered PHs and FGs for at least ten (10) job roles for Sector Skill Councils during last three FYs. <i>(Submit copy of work orders &amp; completion certificate/evidence of work completion)</i>	YES/NO
4	The agency must have filed the income tax returns for last three financial years (2021-22, 2022-23 & 2023-24). <i>(Submit copies of Income Tax returns).</i>	YES/NO
5	The Net worth of the agency should be positive in the last financial year balance sheet <i>(Submit copy of last FY balance sheet).</i>	YES/NO
6	Government Authorities must not have blacklisted the Agency or its Board of Directors/ Management/Promoters <i>(Declaration on Letterhead signed by Authorized Signatory).</i>	YES/NO
<b>Other Documents:</b>		
1	Details of agency website, preferably reflecting all details such as objective, director's and promoters name, teams'/unit names, areas of work, reports, achievements, etc.	YES/NO
2	No. of staff having relevant qualification with minimum 2-year work experience in the field of PH and FG content development. <i>(Attach profiles)</i>	YES/NO
3	All annexure forms from I to X of RFP	YES/NO



	<b>Name of work:</b> Development of PH and FG for Job Roles in Mining Industry for SCMS.	 <b>Skill India</b> कोशल भारत - कुशल भारत
	<b>Tender. No.:</b> SCMS/ STD/2024-25/01	

**Annexure-VIII**

(To be submitted by agency)

**Evaluation Criteria of Agency: 100 Marks Maximum**

Levels	S. No.	Evaluation Criteria/Definition	Score	Self-Score by Bidder
<b>1</b>	1.	<b>Past Experience:</b> No. of NSQF aligned Job roles for which PH & FG (both mandatory for marking) content developed during the last three FYs (2021-22, 2022-23 & 2023-24). < 10 job roles → Not eligible to apply =10 job roles →10 marks 1 mark for each Job Role >10 (Maximum 20 marks) <i>(Attach POs/WOs &amp; completion certificate/evidence of work completion)</i>	20	
	2.	<b>Recent Projects:</b> No. of NSQF aligned Job roles for which PH & FG (both mandatory for marking) content developed and P.Os received from 1 <sup>st</sup> April 2024 to 30 <sup>th</sup> November 2024. 2 marks for each Job Role (Maximum 10 Marks) <i>(Attach POs/WOs)</i>	10	
	3.	<b>Subject Matter Experts:</b> No. of SMEs related to Mining job roles in the team of Agency 3 marks for each SME (Maximum 15 Marks) <i>(Attach employment/ contract document/LoI)</i>	15	
	4.	<b>Financial Capabilities:</b> Average Annual turnover of last three FYs (2021-22, 2022-23 & 2023-24). < 10 Lacs → Not Eligible 10 lacs - 20 lacs → 10 Marks >20 lacs → 15 marks <i>(Attach audited balance sheets)</i>	15	
	5.	<b>Team Size &amp; Capabilities:</b> No. of team members available with > 2 years of experience in the development of PH and FG content 2 marks for each eligible profile (Maximum 10 Marks) <i>(Attach engagement document &amp; CV with role)</i>	10	
	6.	<b>Sectoral Diversity:</b> No. of Sector Skill Councils (SSCs) for whom content developed/WIP for PH & FG in last 3 FYs (2021-22, 2022-23 & 2023-24) & till 30 <sup>th</sup> November 2024. 2 marks for each SSC (Maximum 10 marks) <i>(Attach POs/WO.s)</i>	10	
<b>2</b>	7.	<b>Approach and Methodology:</b> Project Understanding, Approach and Methodology, Risk Mitigation Plan, Timelines etc. (presence of SMEs of bidders during the Technical presentation will be preferred ) <i>(Technical Presentation by the Agency to SCMS on clearing Level-1 of Technical evaluation)</i>	20	
		Total Marks	100	

	<b>Name of work:</b> Development of PH and FG for Job Roles in Mining Industry for SCMS.	 <b>Skill India</b> <small>कौशल भारत - कुशल भारत</small>
	<b>Tender. No.:</b> SCMS/ STD/2024-25/01	

**Annexure-IX**

**Financial Bid- To be placed in a separate sealed cover**

S.No.	Qualification Name - QP Code (NSQFLevel)	Notional Hours	Cost of PH	Cost of FG
1	Driver Special Utility Vehicle - MIN/Q1301 (4)	480	Not required	FC
2	Mining Rescuer-MIN/Q1701 (3)	420	Not required	FC
3	Grader Machine Operator-MIN/Q1405 (3)	420	FC	FC
4	Heavy Earth Moving Machinery (HEMM) Electrician-MIN/Q3102 (4)	510	FC	FC
5	Coal Bed Methane (CBM) Extraction Operator-MIN/Q1605 (3)	420	FC	FC
6	Low Profile Dump Truck (LPDT) Operator-MIN/Q1506 (3)	390	FC	FC
7	Slurry Pump Operator (Mines)-MIN/Q3207 (3)	390	FC	FC
8	Drill Operator {Down-the-hole/Long Hole (DTH/LH)}-MIN/Q1206 (3)	390	FC	FC
9	Mine Foreman/Overman-MIN/Q1207 (5.5)	750	FC	FC
Total Costs (A)				
Total Taxes, if any (B)				
Overall Cost (inclusive of Taxes) [A+B]				

**Note:**

- a) In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost.
- b) Individual cost is must. (In case of mention of only consolidated cost for entire work, the bid will be summarily rejected)

Date & Place :  
Signature with seal :  
Name :  
Designation :