

DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING,
LABOUR DEPARTMENT, MEGHALAYA, SHILLONG.

**Request for Expression of Interest (REOI) for empanelment of
Certification Partners (CPs) for implementation of the Scheme
"ISO-29990 Certification of Government Industrial Training Institutes"**

Notice No. No. DET. 09/2017/7371

Date: 21.01.2019

INTRODUCTION.

Head of SPIU/Director of Employment & Craftsmen Training, Labour Department on behalf of the Government of Meghalaya intends to implement "ISO-29990 Certification of Government Industrial Training Institute", Meghalaya under the "ISO-29990 Certification of Industrial Training Institutes" during the Financial Year 2018-19.

EOIs are hereby, invited from any eligible Non-Government Institutions/Organizations/Agency/Associations with minimum experience of 3 year for providing ISO 29990 certification to the Government Industrial Training Institutes in the State of Meghalaya.

Interested Parties can send their details and submit the same as specified in the Detailed REOI document along with the Demand Draft to the Directorate of Employment & Craftsmen Training, Grove Site, Keating Road, Shillong, Meghalaya.

Eligibility Criteria : As prescribed in the **Detailed REOI Document.**

Application Fee : Rs. 500/- Non-refundable DD in favour of "Directorate of Employment & Craftsmen Training", Meghalaya, Shillong.

Date of REOI Document available to Bidders	Last Date/ Time for submission of BID(s)	Date/Time for Opening of BID(s)
21/01/19 to 20/02/19 up to 15.00 hrs @www.dectmeg.nic.in	20/02/19 up to 15.00 hrs	20/02/19 At 16.00 hrs


Director

Employment & Craftsman Training
Meghalaya, Shillong.

DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING

**REQUEST FOR EXPRESSION OF
INTEREST FOR EMPANELMENT OF
CERTIFICATION PARTNERS UNDER "ISO-
29990 Certification of Govt. Industrial
Training Institutes"**

**Last date for submitting proposal: 20/02/19
Time: 15.00 Hrs.**

**Directorate of Employment & Craftsmen Training
Grove Site, Keating Road, Shillong-793001**

DISCLAIMER

Directorate of Employment & Craftsmen Training herein after called "Directorate of Employment & Craftsmen Training" is inviting proposal for the scope of work mentioned here in through this Request for Expression of Interest (REol).

This REol is not an agreement and is neither an offer nor invitation by Directorate of Employment & Craftsmen Training the prospective applicants or any other person. The purpose of this REol is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and Completeness of the assumptions, assessments and information contained in the REol.

"Directorate of Employment & Craftsmen Training" may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the Eol. The issue of this REol does not imply that the authority is bound to select an applicant or to empanel the selected Applicant.

"Directorate of Employment & Craftsmen Training" accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this REol. Interested parties are expected to make their own inquires and research for gathering the insights, knowledge and information that maybe required for submitting a proposal.

"Directorate of Employment & Craftsmen Training" reserves the right not to proceed with the REol and bidding process or invite a fresh with or without amendments at any stage without assigning any reasons thereof, or to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the proposal further with any party submitting a proposal in response to this REol. Information at this stage is merely indicative.

"Directorate of Employment & Craftsmen Training" reserves the right to accept/ reject any or all applications without assigning any reasons thereof.

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1. Background:

The Directorate of Employment & Craftsmen Training (DECT) under the Administrative control of Labour Department is responsible for implementation and monitoring of certification of Government Industrial Training Institutes in the State. Directorate of Employment & Craftsmen Training is the Nodal Officer for monitoring of the International Standard Organization 29990 (ISO 29990) under the "ISO-29990 Certification of Government Industrial Training Institute", at the State Level and is responsible for the implementation of ISO:29990 Scheme in Meghalaya.

2. Schedule for Invitation of REoI

Date of REOI Document available to Bidders	Last Date / Time for submission of BID(s)	Date / Time for Opening of BID(s)
21/01/19 to 20/02/19 up to 15.00 hrs @www.dectmeg.nic.in	20/02/19 up to 15:00 hrs.	20/02/19 up to 16:00 hrs.

3. Eligibility Criterion

Any Non-Government Institutions/Organizations/ Agency / Associations / Societies with experience in certification in India and abroad.

4. Obligations of the empanelled Certification Partner (CP)

Non-Government Institutions / Organizations / Agency / Associations / Societies shall follow "ISO-29990 Certification of Government Industrial Training Institute" guideline/any circular issued by DECT etc.

5. Evaluation

- a) Short listing will be done strictly based on the information provided by the applicant. The applicant has to provide supporting documents for credentials claimed, failing which the Application will be rejected and will not be evaluated.
- b) Incomplete Applications or Applicants that do not meet the Qualification Criteria will be rejected and will not be entered in the prescribed Score Sheet/ Evaluation Format.
- c) DECT may at its sole discretion and at any time during the evaluation of EoI, disqualify any applicants if:
 - i. The applicant submitted the Proposal documents after the response deadline.
 - ii. The applicant submitted EoI without required documentation;
 - iii. The applicant used modified formats for submission;
 - iv. The applicant has made misleading or false reorientations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - v. The applicant has been declared ineligible by the Government of India and, or Government of Meghalaya for corrupt and fraudulent practices or blacklisted by State/UT/Central Government or any Public sector Undertaking under them.

- vi. The applicant has been in litigation with any Government agencies/ institutions in India;
 - vii. The applicant failed to submit the Processing fee in the form of demand draft of Directorate of Employment & Craftsmen Training with the proposal.
 - viii. The applicant failed to submit refundable Earnest Money Deposit (EMD) of Rs.10,000/- of the total project cost.
- a) DECT will award the contract to the applicant whose proposal has been determined to be substantially responsive as follows:-
- i. The Scoring Pattern and Criterion for the Quality Parameters and Competitive Pricing is weighed as follows:

The evaluation will be as per the criteria and weightage below: (20 Marks)

Sector wise evaluation			
Criteria	Scoring (in points)	Maximum Score	Relevant Document
No. of years in existence	3-5years = 3	5	Certificate of incorporation
	5years and above = 5		
No. of training Centres	1 Centre = 1	5	Copy of rent or lease agreement/Electricity bill/Trade License, etc
	2 centre = 3		
	More than 2 centres = 5		
No. of institute certified during last three years	1 to 5 institute = 2	10	In case of Govt. related schemes, copy of relevant work order and work completion certificate should be enclosed
	1 to 10 institute = 5		
	1 to 20 institute = 7		
	1-30 institute = 10		
Total		20	

For the above purpose an evaluation committee shall be notified by the State Government. The decision taken by the Directorate of Employment & Craftsmen Training will be final and no further queries would be entertained.

6. General Terms & Condition

- a) Directorate of Employment & Craftsmen Training reserves the right to withdraw this REoI without assigning any reasons for the same, if Directorate of Employment & Craftsmen Training determines that such action is in the best interest of the scheme.
- b) The EoI submitted by the applicant shall remain valid for a period of 120 days after the closing date for submission of EoI prescribed in this document. EoI validity expressed for less than 120 days shall be rejected.
- c) At any time prior to deadline for submission of EoI : Directorate of Employment & Craftsmen Training may modify the REoI document . The amended document shall be notified through website and such amendments shall be binding on the bidders.

- d) The shortlisted applicants will have to deposit a Bank Guarantee (BG) of one percent for ST and Two percent for others of the total project cost in favour of the "Director Employment & Craftsmen Training Shillong" within 15 days from the date of issue of the 'Letter of Invitation' as Performance Security which will be released on successful performance of the contract including satisfactory completion of the mandatory one year tracking of trainees. If the Shortlisted applicants do not submit the said BG within the stipulated time, it will be presumed that the said applicants are not interested to sign the Memorandum of Understanding (MoU) and will be deleted from the list. Also, no further communication will be entertained in this regard.
- e) The selected Certification partner will have to execute a Legal Agreement / MoU with the Director of Employment & Craftsmen Training Shillong. A copy of such the MoU will be given to the selected Training Partner on receipt of the BG.
- f) Signing of MoU does not guarantee allocation of physical targets to the CPs but an opportunity to undertake training in accordance with target allocation principles listed in the Operation Manual for States "ISO-29990 Certification of Government Industrial Training Institute" (as amended from time to time).
- g) This REoI shall be interpreted, enforced and otherwise governed by the Laws of India, without reference to its conflict of law principles and the Courts at Shillong, India, shall have the exclusive jurisdiction in respect of matters arising in relation to this Request for Bid.
- h) If an empanelled CP does not conduct any certification work within a period of 3 (three) months and no progress report is receive from their end , the contract may be cancelled.

7. Application Process

- (a) All EOIs are to be submitted in the prescribed format at Annexure 1- 6 to The Directorate of Employment & Craftsmen Training, Grove Site, Keating Road, Shillong, Meghalaya – 793001 on or before 20th February 2019 upto 15:00 Hours.
- (b) The applicant must also submit documented proofs in support of the information provided. Application without documented proofs shall be liable to be rejected.
- (c) All documents to be submitted duly and sealed (with official seal) as follows:
 - i. Hard Copy of proposal duly signed and serial numbered along with all supporting documents in two separate cloth bound covers one original and one duplicate with' duly numbered pages. Both covers to be written on top ORIGINAL and DUPLICATE respectively. Original documents to be kept in ORIGINAL marked cover and photocopied documents to be kept in DUPLICATE marked cover.
 - ii. 1 (one) Soft/scanned copies of Proposal along with all supporting documents in Adobe pdf format without password protection on Pen Drive (non-returnable) to be enclosed along with the Original Copy.
 - iii. Annex index of files along with the cover letter for easy reference.
 - iv. Demand Draft of Rs. 500/- (Rupces Ten Thousand only) in favor of "Directorate of Employment & Craftsmen Training" payable at Shillong as non-refundable processing charges.

- v. Refundable Earnest Money Deposit (EMD) of INR10,000/- in the form of a Demand Draft Payable to "ISO-29990 Certification of Government Industrial Training Institute Directorate of Employment & Craftsmen Training" payable at Shillong, drawn on any nationalized bank and must accompany with covering letter in a separate cover other than the proposal cover. Proposals that are not accompanied by the above Earnest Money Deposit (EMD) Demand draft in a separate cover shall not be considered.
- vi. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at Annexure-2.
- b) The EMD of the unsuccessful agency would be returned (without interest) after the finalization of short listing.
- c) The EMD will be forfeited on account of one or more of the following reasons:
- i. In case, applicant withdraws from the EoI process during the period of validity of EoI (EoI shall be valid for 90 days of submission of proposal).
 - ii. In case, applicant does not participate in the subsequent process of EoI (presentation before the committee, Signing of MoU) after having been shortlisted.
- d) Applicant is expected to examine all instructions, forms, terms and specification in the REoI documents. Failure to furnish all information required by the documents and submission of proposal not substantially responsive to the REoI documents in every respect may result in the rejection of the application.
- e) Contact Person:
- i. Name: Shri. B. Hajong, MCS, Director, Employment & Craftsmen Training. email: dectmeg@gmail.com Tel: 9436113592.
 - ii. Shri. H. R. Massar, Inspector of Training. Tel: 9402196244.

***Note**

Late submission will not be entertained.

State and Central government organizations are exempted from paying processing charges, EMD and Performance Security.

(d) Scope of Assignment

The eligible CPs shall be engaged by Directorate of Employment & Craftsmen Training. The Selected CPs shall carry out assessment and certification of the Government Industrial Training Institutes in the State. Duration of the project will be _____ year from the date of signing the MoU, which can be further extended if needed.

The DECT has identified the following preferred Government Industrial Training Institutes for certification.

Sl. No.	Government Industrial Training Institutes
1	Government Industrial Training Institutes, Shillong.
2	Government Industrial Training Institutes, Women Shillong.
3	Government Industrial Training Institutes, Tura.
4	Government Industrial Training Institutes, Nongpoh.
5	Government Industrial Training Institutes, Sohra.
6	Government Industrial Training Institutes, Jowai.
7	Government Industrial Training Institutes, Williamnagar.
8	Government Industrial Training Institutes, Resubelpara.
9	Government Industrial Training Institutes, Baghmara.
10	Government Industrial Training Institutes, Nongstoin.
11	Government Industrial Training Institutes, Nongpoh.

FORWARDING LETTER

(Strictly on applicant Letter head)

Date:

To,

The Director
 Employment & Craftsmen Training
 Address: Grove Site, Keating Road, Shillong 793001.

Sub: REol published by DECT for empanelment to undertake the project under Centrally Sponsored under **"ISO-29990 Certification of Government Industrial Training Institutes"** in Meghalaya.

Please find enclosed Proposal in respect of the empanelment to undertake the project under Centrally Sponsored under **"ISO-29990 Certification of Government Industrial Training Institutes"** in Meghalaya, in response to the Request for Expression of Interest (Eol) Document issued by **Directorate of Employment & Craftsmen Training (DECT)**.

We hereby confirm that:

1. The proposal is being submitted by (name of agency who is the applicant, in accordance with the conditions stipulated in the Eol).
2. We have examined in detail and have understood the terms and conditions stipulated in the Eol Document issues by Directorate of Employment & Craftsmen Training and in any subsequent communication sent by Directorate of Employment & Craftsmen Training . We agree and undertake to abide by all these term and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Eol or any of the subsequent communication from Directorate of Employment & Craftsmen Training.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in Eol, and is correct to the best of our knowledge and understanding.
4. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that Directorate of Employment & Craftsmen Training will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for aforesaid programmed, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of the irrespective originals.
5. We acknowledge the right of Directorate of Employment & Craftsmen Training to reject our proposal without assigning any reason or otherwise and here by waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We satisfy the legal requirements and meet all the eligibility criteria as laid down in the Eol.
7. This proposal is unconditional and we here by undertake to abide by the terms and conditions of the Eol.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt Practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

9. We have enclosed the processing fee and EMD in the form of demand draft as stipulated in Eol in separate cover. The details areas under:

Item	Amount in INR	Demand Draft No.	Date	Drawee Bank
Processing charges				
EMD				

In witness thereof, we submit our proposal for the Eol published by DECT.
For and on behalf of:

Signature
Name
Designation
(Company Name)
(Authorised Signatory)

FORMAT FOR POWER OF ATTORNEY

(Required only if the Signatory to the Bid is not directly authorized by the Company Board, or Partners, Otherwise the Board Resolution Partners Resolution would suffice)

Date:

To,

The Director,
Employment & Craftsmen Training
Address: Grove Site, Keating Road, Shillong 793001

Dear Sir,

Sub: Eol published by Directorate of Employment & Craftsmen Training for empanelment to undertake the project under centrally Sponsored "ISO-29990 Certification of Government Industrial Training Institutes" in Meghalaya.

<Proposer'sname> hereby authorizes <Designation Representative'sname> to act as a representative of <Proposer'sname> for the following activities with its Board Resolution (and Power of attorney if applicable)¹ attached herewith.

To attend all meetings conducted by Directorate of Employment & Craftsmen Training and shall discuss, negotiate, finalize and sign any proposal or agreement and contract related to Eol.

Yours faithfully,

<Signature and Name of appropriate authority of the Proposer>

<Signature and name of the Designation Representative of the Proposer of re-acceptance of this Power of Attorney>

For

<Name of Proposer>

Encl: Board resolution for Authorized Signatory

In case the signatory to the bid is not directly authorized through a Board/Partners Resolution of the firm, then the Power of Attorney Vesting relevant power to the signatory should be attached. The purpose is to trace the authorization to a Board/Partner's Resolution.

FORMAT FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

Date

To,

The Director
Employment & Craftsmen Training
Address: Grove Site, Keating Road, Shillong 793001.

Sub: Submission of Bank guarantee.

- i. This Deed of Guarantee made this day of 2019 between Bank of (Hereinafter after called the "Bank") on the one part, and (Hereinafter called the "Authority") of the other part.
- ii. WHEREAS authority has awarded the Contract for (providing training), (Hereinafter called the Contract); to (Name of Service Provider) (Hereinafter called the "service provider").
- iii. AND WHEREAS the service provider is bound by the said contract to submit to the authority a Performance Security for a total amount of (Amount in figure & words).
- iv. NOW, WE UNDERSIGNED (Name of Bank) do hereby unconditionally and irrevocably undertake to pay to the Authority an amount not exceeding Rs. (Rupeesonly) without demur merely on a demand in writing from Authority stating that amount claimed as due and payable by the Service Provider. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We, the Bank, further undertake to pay to the Authority any money so demanded not withstanding any dispute raised by the Service Provider in any manner what so ever and our liability under these presents is absolute, unconditional, unequivocal and irrevocable.
- v. We, the Bank, further agree that the Guarantee here in contained shall remain in full force and effect during the period that would be taken for the performance of the said agreements.
- vi. This Guarantee is valid for a period of 365 days from the date of signing. (The initial period for which this Guarantee will be valid must be for at least days/months longer than the anticipated expiry date of the Warranty period or Annual Maintenance Contract (as the case may be) as stated in the ' General Conditions of Contract'. We undertake not to revoke this guarantee during its currency without the written consent of the Authority.

- vii. At any time during the period in which this Guarantee is still valid, if the Authority agrees to grant a time extension to the Service Provider or if the Service Provider fails, to complete the works within the time of completion as stated in the Contract, or fails, to discharge itself of the liability or damages or debts as stated under Para5,above, it is understood that the bank will extend this Guarantee under the same conditions for the required time on demand by Authority and at cost of the service Provider.
- viii. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank of the Service Provider.
- ix. The neglect or forbearance of the Authority in enforcement of payment of any moneys and the payment where of is intended to be hereby secured and the giving of time by the Authority for the payment here of shall in no way relieve the Bank of their liability under this deed.
- x. We, the Bank, undertake not to revoke this Guarantee except with the previous consent of the Authority in writing. This Guarantee shall be valid upto and we undertake to renew/extend this Guarantee from time to time till the completion of performance by the Service Provider of its obligations under the Contract and/or as demanded by the Authority.
- xi. The expression "the Authority the Bank" and "the Service Provider" herein before used shall include their respective successors and assignees.

In witness where of I/We of the Bank have signed and sealed this guarantee on the....day of **2019** being herewith duly authorized.

For and behalf of the _____ Bank.

Signature of authorized Bank official Name :

Designation :

Stamp/Seal of the bank :

Signed, sealed and delivered :

For and on behalf of the bank by the above named :

In the presence of :

Witness 1 :

Signature & Name :

Address :

Witness 2 Signature Name Address :

FORMAT FOR SELF-DECLARATION

Format for Self-Declaration certifying that the Entity/Promoter/ Director/of Entity are not blacklisted (On a stamp Paper of relevant Value-To be notarized).

ANTI-BLACKLISTING DECLARATION.

I/We (Name of the Proposer), (the names and addresses of the registered Office) hereby certify and confirm, that we or any of our promoter/ director(s)are not barred by State of Meghalaya/any other entity of State of Meghalaya or blacklisted by any State Government or Central Government/department/Local Government/Municipal Body/Public Agency in India or from abroad from participating in providing Consulting/Advisory Service so any kind, wither individually or as member of a Consortium on the (Proposal submission Date).

We further confirm that we are aware that our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of the Bidding Process or thereafter during the agreement period. Dated this..... Day of.....2019.

Name of the Proposer :

Signature of the Authorized Person:

Name of the Authorized Person :

PROFILE OF PROPOSED TRAINERS

Photo	Name			
	Designation			
	Proposed Role			
	Date of Birth			
	Education			
Employment Record	From	To	Company	Position Held
Brief profile				
Detail of work experience	Nature of work handled From date To date			
Languages	Name of languages	Read	Write	Speak
Date :				
I clarify that to the best of knowledge and belief, above details is true. I understand that any willful misstatement described herein may lead to disqualification or rejection of my application.				
Name & signature along with seal :				

DETAILS OF CERTIFIED INSTITUTES.

Sl. No.	Name of project	Name of Institute & Address

DOCUMENT CHECKLIST

- 1) Certification documents
- 2) Work Order

