



**Government of West Bengal**

**Expression of Interest**

**Reference No: PBSSD-23/11/2022/3779**

**For the empanelment of Private Training Providers with PBSSD for implementing  
the State Specific Skill Development Trainings under the UTKARSH BANGLA  
SCHEME in West Bengal**

(Ref.:- 10/PD(PBSSD)/2022)

**GOVT. OF WEST BENGAL****Paschim Banga Society for Skill Development (PBSSD)****TECHNICAL EDUCATION, TRAINING & SKILL DEVELOPMENT DEPARTMENT (TET&SD)**

Paschim Banga Society for Skill Development (PBSSD) under Department of Technical Education, Training and Skill Development (TET &SD), invites proposals from experienced Training Providers already working under DDU-GKY / PMKVY / Sagarmala schemes in India for empanelment with PBSSD as an agency for imparting skill development interventions under State Specific Schemes of Utkarsha Bangla.

**1. Background**

Focused interventions in Skill Development in an integrated manner are being made in the State under Utkarsh Bangla Scheme through Paschim Banga Society for Skill Development (PBSSD), an autonomous society under the Technical Education & Training Department. To achieve its objective PBSSD proposes to extend its panel of Training Providers (TPs) in the state of West Bengal by inviting the applications from the active TPs who are already empanelled under PMKVY/DDUGKY/Sagarmala Schemes.

**2. Scope of the EOI:**

The EOI is to consider the empanelment of TPs as per the eligibility criteria being notified herewith. Once empanelled it is intended to involve them in the Non-Project Mode operations of the PBSSD post the fulfilment of other subsequent requisite pre-conditions such as the TC approval etc. Target allocation modalities and further classification of the TPs shall be notified taking approvals of the Competent Authority. The EOI is thus covers upto the stage of empanelment of TPs.

**3. Basic Eligibility Criteria for being empanelled:**

- a) The Training Provider must have been actively empanelled under DDUGKY/ PMKVY/ Sagarmala in any State in India.
- b) The training provider must have implemented at least one Skill Development Project under the DDUGKY/PMKVY/Sagarmala in the last 2 years of time (or) during the ongoing Project Period i.e., PMKVY 3.0 or DDU-GKY etc.
- c) The training providers must not be blacklisted/Dis-empanelled/suspended. There shall not be any legal/penal action pending or under consideration against the said TP by any of the agencies of the Government of India, State Governments. (An affidavit must be submitted by the Applicants to this effect as per Form 4)
- d) The training provider shall be in a position to hold teaching sessions in any of the languages from among Bangla/ Nepali/ English/ Hindi.
- e) There shall not be any fraudulent practices by the applicant TPs or their Authorized representatives in any of the dealings with the PBSSD.
- f) Seizing of any of the above eligibility criteria automatically translates into disempanelment. There shall not be any requirement for a specific notification from the end of the PBSSD when such situation arises.

**4. Training Centres, Courses and Trainers**

- a) The Training Providers (TPs) shall take up the case for approval of the Training Centres post the empanelment as per the prevailing regulations.
- b) The courses to be offered should be aligned to National Skills Qualifications Framework (NSQF) or West Bengal State Council for Technical and Vocational Education and Skill Development (WBSCT&VE&SD)

- c) The training must be imparted by qualified and certified trainers with clear proficiency in any of the languages Bengali / English / Nepali / Hindi.
- d) The Training Providers (TPs) are expected to follow the training modules that are NSQF aligned. The standards put in place shall have to be adhered to while implementing the programs.

## 5. Application Process

The training providers must apply according to the forms as given in the annexures. Note the following points while applying for:

- a) The applications along with the annexures with all relevant supporting documents must be submitted both physically & electronically with self-attestation and seal of the organization on each of the documents. Electronic mode of furnishing application shall be over the official website by following the link at [https://www.pbssd.gov.in/apply\\_now](https://www.pbssd.gov.in/apply_now). In case of technical problems they may be sent over email on [ub.empanelment@gmail.com](mailto:ub.empanelment@gmail.com).
- b) The applications that are not submitted physically shall not be considered. Any application submitted after the due time and date would not be considered by the Committee. Physical in-person interviews to be attended by the TPs before the committee of PBSSD unless specifically exempted. For schedules and updates website may be followed.
- c) Applications submitted in part shall not be considered. It is advised to take the feedback of the Help Desk Officials to avoid submission of incomplete applications which in turn are prone for rejection. The date of completion of application in full only be considered as date of submission while considering the First Come First Served Principle.

## 6. Timelines:

- **Commencement of Submission of Proposal** : 17:00 hrs, 30<sup>th</sup> August 2022
- **Last date for the Submission of Applications**: 17:00 hrs, 30<sup>th</sup> September 2022

PBSSD can extend/ curtail the same based on assessing the level of demand.

## 7. The applications shall be submitted in proformas mentions here below with all relevant supporting documents.

- a. Cover Letter duly signed by the Competent Authority of the TP Organization.(proforma is annexed as form 1)
- b. Contact Details & Business Operations (proforma is annexed as form 2 – All relevant supporting documents as enlisted therein need to be furnished with self-attestation)
- c. Power of Attorney in favor of Authorized Representative - if applicable. (proforma is annexed as form 3).
- d. Documents in support of their empanelment under the DDU-GKY/PMKVY/Sagarmala schemes – to be self attested.
- e. Documents in support of their being awarded with work orders/targets in the specified project period. (to be self attested).
- f. Affidavit ascertaining the active status of the TP (proforma attached as annexure
- g. Proof of payment of fee. (Details such as Transaction ID etc should be furnished clearly).

\*Please refer to the Annexures

## 8. Application Fee:

An applicant would be required to pay a non-refundable application Fee of INR 6000 through the bank transfer PBSSD's bank account at Bank account name: Paschim Banga Society for Skill Development, Bank account no: 460902010097017 and IFSC code: UBIN0576751. This is non-refundable and

irrespective of the outcomes of the tender unless the tender as a whole is cancelled by the PBSSD. PBSSD shall notify on the bank guarantee/security deposit at a later stage.

#### 9. Key Features of Empanelment Process:

The major steps involved in the selection of Training Providers in the State Specific UTKARSHA BANGLA Scheme as per this EoI are summarized below:

- a) The EOI is for TP empanelment. TC registration and target allocations shall be as per the prevailing scheme guidelines and timelines decided by the PBSSD.
- b) No organization is being asked to set up a new center for the purpose of this EoI. PBSSD does not guarantee target allocation to any organization.
- c) Eligible Institutions and organizations are invited to submit proposals for getting empanelled under State Specific Skilling Initiatives.
- d) Domain of operations/ Trades to be indicatively specified at the time of TP empanelment. Specific approvals are considered at the time of TC approvals and shall be decided by the DPMUs. For this, empanelled TPs to follow the same procedure that is prevailing in the state.
- e) Evaluation of the applications and approvals shall be done by an internal committee of the PBSSD and admit them on the First Come First Served principle until the quota (150) so decided by the PBSSD is filled.
- f) The Training Providers already working with the PMKVY/DDUGKY/Sagarmala of GoWB /PBSSD may be given priority by the Committee evaluating the proposals.
- g) Upon successful selection of the Training Provider, subject to the approval of the Competent Authority, TPs may be allowed to register their TCs as per prevailing guidelines and target allocation may be considered and notified from time to time. The operations are intended to be held in non-project mode unless specified.
- h) Due Diligence for the TC approval shall be carried out by the DPMUs
- i) Efforts will be taken to consider the TPs empanelled under this EOI to treat them on par with the accredited TPs of the Utkarsha Bangla Scheme (SS) in the initial stage. However the empanelled TPs under this EOI shall be kept as separate sub-categorization. This is subject to approvals and later modifications as decided by the authority. This is indicative in nature and not to be considered as a guarantee extended by the PBSSD. Target allocations and sub-categorization is as decided by the Competent Authority.
- j) Subsequent work awards may be subject to previous performance. PBSSD reserves the right to decide as per its convenience.
- k) Residual capacity of the existing TCs of the TPs already empanelled with the PBSSD under the said schemes may be considered by the DPMUs provided that there is no compromise on quality parameters/ minimum standards. This is only until the parent schemes i.e. PMKVY/DDUGKY/Sagarmala continue permitting the same.
- l) The Scheme does not allow franchising/ consortium/ Subcontracting.
- m) PBSSD in special circumstances may consider allowing relaxations with the prior approval of the Department.
- n) Physical interview for the PIAs/ TPs already on boarded with PBSSD may be exempted by the committee evaluating the proposals.
- o) Disputes/Grievances any may be lodged with the office of the PD, PBSSD.

#### 10. PBSSD's right to make changes post the empanelment:

PBSSD will have the exclusive right to insert or delete or modify any provision of the scheme document as well as the EOI either generally or specifically and irrespective of the stages of the EOI Such

modifications to the provisions of this RFP may be considered and decided by the PBSSD without assigning reasons thereof even during the time of execution of various schemes. However, such changes shall have prospective effect. By taking part in the EOI, the TPs are in agreement to such changes. No compensation shall be considered against the losses incurred by the TPs while such changes are given effect.

Any changes published by the PBSSD taking approval from the GoWB in Larger Public Interest shall be treated as Act of God and no compensation shall be considered in such cases.

PBSSD reserves the right to short list the successful list of TPs. PBSSD reserves the right to reject the applications summarily by notifying the same in its notice board and/ or website. No individual correspondence shall be made. TPs are to follow the website and/or notice board for updates.

#### **11. Disclosure:**

This notice does not commit PBSSD to award a contract or to engage in negotiations. Further, no cost shall be reimbursed which may be incurred in anticipation of award of contract or for preparing the proposal for this notice. Kindly note that the selection of agencies under this initiative will not guarantee allocation of work/training target etc. and PBSSD will assume no liability or cost towards it. PBSSD makes no commitments, express or implied, that this process will result in a business transaction between anyone.

#### **12. Help Desk:**

A help desk comprising the following members is hereby created to assist the interested applicants.

1. Smt. Aruna De Sarkar- State Project Manager(operation)- Mobile No. 9748980673
2. Sri Arnab Bhattacharya- State Project Manager (DDUGKY)-Mobile No. 9836341600
3. Sri Preetam Banerjee- State Project Manager (DDUGKY)- Mobile No. 6289798049

#### **13. Right of cancellation of the EOI either in part or full:**

PBSSD reserves the right to cancel the EOI at any stage without assigning any reasons. All updates in this connection are made available only in the official website of the PBSSD at [www.pbssd.gov.in](http://www.pbssd.gov.in). No further newspaper publication shall follow in such cases. Interested participants are therefore requested to follow the portal for updates or contact the help desk.

**Sd/-**

Project Director, PBSSD

**Form 1**  
**Covering Letter on Letter head of the Organization with Correspondence Details**

<Location, Date>

To  
The Project Director  
Paschim Banga Society for Skill Development  
Technical Education, Training & Skill Development Department,  
Government of West Bengal- 700160

Sub: Proposal against the EOI floated vide reference no.....dt.....

Sir,

We, the undersigned, offer to provide services as stated in the Notice No. \_\_\_\_\_ dated \_\_\_\_\_. We are hereby submitting our proposal against "EoI for Empanelment with PBSSD as Training Provider" for empanelment with Paschim Banga Society for Skill Development (PBSSD) as a Training Provider for imparting skill development interventions in West Bengal under state specific UTKARSHA BANGLA Scheme.

We hereby declare that:

- (a) All information presented, 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 and cancellation of the association at any stage by the PBSSD.
- (b) Our Proposal shall be valid and remain binding upon us for a period of 180 days from the last date of submission of this proposal.
- (c) In submitting the Proposal, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.
- (d) We read all relevant rules, regulations & scheme guidelines and are aware of the provisions therein. We also read the EOI and aware of the fact that the applications are considered only from the date of submission of the same in full, not in part.
- (e) We do acknowledge the authority of the PBSSD to amend any of the provisions in larger public interest. We oblige such amendments at any stage post the empanelment.
- (f) We keep ourselves updated of the developments taking place in the said subject matter.
- (g) We understand that PBSSD is not bound to accept any proposal that it receives.
- (h) We understand that the rejection of applications shall only be notified in the official website of the PBSSD and no individual correspondence shall be done in this connection.
- (i) We understand that this is a call for TP empanelment and the target allocation/work orders shall be as per the prevailing norms of concerned scheme of the PBSSD.

Yours sincerely,

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

## Form 2

## Details of the Applicant's Business Operations and Other details

<b>Name of Organization/Institution</b>	
<b>Registered address</b>	
<b>Corporate Head Office address</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Website URL</b>	
<b>Name of authorized representative</b>	
<b>Designation</b>	
<b>Mobile No &amp; Email ID</b>	
<b>Turnover in the last 3 Years</b>	
<b>Whether blacklisted or bankrupt by Government of India / State Governments / Public Bodies etc.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please attach the following supporting documents:

The applicant has to mandatorily fill and submit the above forms with required supporting documents, failing which the proposal of the applicant will summarily be rejected.

	<b>Document Description</b>
1	Certificate of Incorporation
2	Address of the registered/corporate/branch offices along with documentary evidence. Acceptable Proofs: Electricity Bill/Water Bill/Phone Bill/Certificate of Incorporation/PAN receipt letter/Any other Government Authorised/Certified Proof.
3	Copy of PAN Card of the applicant entity & Authorized Signatory/ies.
4	Copy of TAN Card of the applicant entity
5	Audited financial statements for the last 3 financial years along with auditor's report including Balance Sheet, P&L Statement (FY 19-20, 20-21 & 21-22)
6	Profiles (CV's) of the governing council members / board of directors and Key Managerial Personnel (as per companies act 2013) including years of experience, areas of work

7	PAN, Voters ID/ Aadhar Card and Driving License/ Passport of Authorized Person and Director/ Owner
8	Appointment Letters / Self Declaration of number of certified Trainers available sector/job role wise.
9	Website, live with Applicant Organisation details on it. (not compulsory)
10	Curriculum outline (topics & sub-topics level) for all the proposed courses to be implemented under the partnership. (to be submitted at the time of TC registration)
11	Latest Employment demand letters for proposed placement linked programs for supporting sufficient demand for students with salary commitments. (not compulsory)
12	Agreements / Supporting document for strategic partnerships to promote fee-based programs for loans, industry partnerships, universities etc (not compulsory)
13	Proof of payment of fee. (Details such as Transaction ID etc should be furnished clearly).

**All supporting documents should be duly signed and stamped by the authorized signatory.**



**Form 3**

**Power of Attorney in favor of Authorized Representative**

**(To be executed on Rs 100/= stamp paper. To be notarised)**

Know all men by these presents that We..... (Name of the firm 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 as are necessary or required in connection with or incidental to submission of our proposal for the "Empanelment of Training Providers and all further emanating out of such proceedings" by PBSSD. The attorney is fully authorized for providing information/ responses to the PBSSD, representing us in all matters before the PBSSD including negotiations with the PBSSD, signing and execution of all agreements including the Memorandum of Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with the PBSSD in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

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 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. \_\_\_\_\_

Notes:

**Form 4**

## Affidavit

<< An affidavit on a non-judicial stamp paper of INR 100/-. To be notarised.>>

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**AFFIDAVIT**

We, <>, having our registered office at <>, do hereby declare that we are actively working under the PMKVY/DDUGKY/Sagarmala as active Project Implementing Agencies(Training Providers). It is hereby being declared and ascertained that we have been awarded work order in the said programs during the last 2 years / recent most Project Period (PMKVY 3.0/DDUGKY 2.0/Sagarmala). Further, we have not been blacklisted/debarred/Suspended by any donor agency/ State Government/ Central Government authority to conduct any type of training for breach on our part. There are no pending/ongoing penal proceedings against any of our Training Centres across India. All documents we furnished at the time of submitting application to the PBSSD are duly ascertained from our end and are being attested as genuine.

We do hereby ascertain the fact that the responsibility of getting ourselves updated with the information/ notices released by the PBSSD/GoWB/GoI lies with us. We are aware of the fact that the TP empanelment shall facilitate the onboarding into the schemes and shall not automatically lead to the award of targets/works.

We read the rules/ notifications as applicable to various schemes being implemented by the PBSSD/GoWB.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place: