



Government of West Bengal

REQUEST FOR PROPOSAL (RFP)

(2nd Call)

For

**Selection of Project Appraisal Agencies by PBSSD for appraisal of proposals for
DDU GKY 2.0 implementation in the State of West Bengal**

**PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT(PBSSD),
DEPARTMENT OF TECHNICAL EDUCATION, TRAINING & SKILL
DEVELOPMENT, GOVERNMENT OF WEST BENGAL**

Dated 22nd September 2025

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Schedule of Activities

S. No	Milestones	Dates
1.	Issue of RFP (2 nd Call) (e-Tender)	22nd September 2025
2.	Downloading of Tender Documents	23rd September 2025
3.	Last date for receiving queries on RFP (2 nd Call) (through e-mail by 5 pm)	10th October 2025
4.	Pre – Bid Meeting	16th October 2025
5.	Uploading of Corrigendum (if any)	17th October 2025
6.	Last date for Bid Submission (Both online and Hard copy by 4 pm)	3rd November 2025
7.	Opening of the bids	To be notified later
8.	Publishing of results	To be notified later

Pre-Bid Meeting details:

Date and Time: 16th October 2025, at 3:30 PM

Venue: Conference Room, 2nd Floor, Karigari Bhavan, B/7, Action Area - III, Newtown Rajarhat, Kolkata – 700 160

Other Key Information

A	Name of Client/Authority	Paschim Banga Society for Skill Development (in short, the “PBSSD”)
B	Document Intended for	Consulting Firms, Evaluation & Financial Appraisal Agencies and other similar firms having credentials of similar work and financial solvency
C	Period of Agreement	Six months, with the scope of further extension based on the performance of PAA and subject to extension of scheme implementation period
D	Email Id for any queries	ddugky.pbssd-wb@bangla.gov.in
E	Earnest Money Deposit	EMD amounting to INR 75,000 would need to be paid as per the latest norms of the Finance Department, Govt. of West Bengal
F	Type of BID	Quality and Cost Based Selection (QCBS) – 70:30
G	Security Deposit	Applicable security deposit amounting to 8% of the estimated contract value, which needs to be submitted post receipt of letter of intent. Other additional details will be notified later.

Important Notes:

- 1 PBSSD reserves the right to amend/modify any or all conditions of this RFP document before the last date of submission of proposals, by the issuance of addenda. In order to provide the Bidders a reasonable time for taking an addendum into account, or for any other reason, PBSSD may, at its own discretion, extend the Proposal Submission Date.

2 Contact person for communication

Project Director

Paschim Banga Society for Skill Development

Karigari Bhavan, Govt. of West Bengal

2nd Floor, B/7, Action Area - III, Newtown

Rajarhat, Kolkata – 700 160

Phone: 033-2324 5621

Disclaimer

1. The information contained in this Request for Proposal (2nd Call) document (the “**RFP**”) or subsequently provided to the bidder(s), whether verbally or in documentary or any other form by or on behalf of Paschim Banga Society for Skill Development(in short the “**PBSSD**”), is provided to the bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by PBSSD to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their bids pursuant to this RFP. This RFP includes Statements, which reflect various assumptions and assessments arrived at by PBSSD. Such assumptions, assessments and Statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for PBSSD, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses the bidding documents. The assumptions, assessments, Statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, Statements and information contained in this RFP and obtain independent advice from the appropriate sources.
3. Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative Statement of law. PBSSD accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
4. PBSSD, its employees and advisors make no representation or warranty and shall have no liability to any person, including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this RFP and any assessment, assumption, Statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.
5. PBSSD also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the Statements contained in this RFP.
6. PBSSD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this

RFP and reserves the right to reject all or any of the bidders or bids without assigning any reason whatsoever.

7. The bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Department, or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and PBSSD shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the bidding process.
8. The value of work awarded may vary from bid value based on the scheme guidelines. Security deposit may vary accordingly. Successful bidders will be required to provide additional security deposit if the value of work awarded exceeds bid value.
9. PBSSD has no liability due to change in scheme guidelines during subsistence of agreement period.

List of Abbreviations

Terms	Description
BOQ	Bill of Quantities
CA	Chartered Accountant
CTSA	Central Technical Support Agency
CD	Compact Disc
DDU-GKY	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
DGT	Directorate General of Training
DIT, WB	Director of Industrial Training, Government of West Bengal
EMD	Earnest Money Deposit
GoWB	Government of West Bengal
HR	Human Resources
MoRD	Ministry of Rural Development
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development and Entrepreneurship
NCVT	National Council for Vocational Training
NSDC	National Skill Development Corporation
NSQF	National Skills Qualification Framework
PBSSD	Paschim Banga Society for Skill Development
PAA	Project Appraisal Agency
PAC	Project Approval Committee
PASC	Project Approval and Sanctioning Committee
SD	Security Deposit
PIA	Project Implementation Agency
PWD	People with Disabilities
RFP	Request for Proposal
SSC	Sector Skill Council
SMS	Short Message Services
SOP	Standard Operating Procedures
SSC	Sector Skills Council
TET&SD	Technical Education, Training and Skill Development
VTC	Vocational Training Center

Definitions and Glossary

Term(s)	Description
Agreement	The Agreement would be between Paschim Banga Society for Skill Development(PBSSD) and selected PAA(s)
Authority	Paschim Banga Society for Skill Development(PBSSD)
Department	Department would mean Technical Education, Training and Skill Development Department, GoWB
Digital Signature Certificate	Each Bidder is required to obtain Digital Signature Certificate (DSC). DSC is given as a USB e-Token
Disqualification	The exclusion of the Bidder from the bidding process due to any of the following reasons: - The Bidder has wrongly Stated/manipulated the facts and figures in the proposal at any stage before/after the award of the Assignment. - The Bidder tries to influence the evaluation process by any means. - In case of disqualification, Earnest Money Deposit shall be forfeited
Earnest Money Deposit	All Applicants would be required to provide Earnest Money Deposit of INR 75,000 (Indian Rupees Seventy five thousands only). EMDs would need to be paid as per the latest norms of the Finance Department of West Bengal
Exit Clause	The EMD will be forfeited if successful bidder does not execute agreement. Security Deposit will be forfeited if the PAA exits the Agreement before completion of period of contract mutually agreed to.
PDF	All uploaded documents should be in PDF (Portable Document Format).
Payment Milestone	PAA would be paid the lump-sum amount as quoted in their financial bid against respective invoices submitted along with supporting documents. Refer to clause 1.4 for further details.
Period of Agreement/ Empanelment	The Period for which Agreement shall be valid i.e. from the date of signing of the agreement till the next six months. The agreement would be amenable to renewal subject to conditions as indicated in the document.
Renewal of Agreement	The agreement with the selected PAA(s) may be considered for renewal at the end of the agreement period if there is any further requirement of PBSSD for the same purpose. However, the right of first refusal shall remain with the PAA.
Security Deposit	Selected applicant would need to submit a Security Deposit amounting

	to 8% of the estimated contract value, which needs to be submitted post receipt of letter of intent. Other additional details will be notified later.
Termination of Agreement	The agreement may be terminated on various grounds as mentioned in clause no 5.5 of this RFP document
Validity of the Proposal	For this RFP it is mandated that the proposal should be valid for 180 days from the Bid due date.

Introduction

1.1. Background

- 1.1.1. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) is a Centrally Sponsored Scheme having funding in the ratio 60:40 between the Central and State Governments, aimed at enhancing employability of rural youth. Project Implementing Agencies are required to train the rural youth as per notified course curricula and place them. Coverage of all sections of society is to be ensured.
- 1.1.2. Paschim Banga Society of Skill Development (PBSSD) is the implementation arm for phase two of the project in West Bengal. PBSSD has invited/ will invite applications from interested Project Implementation Agencies (PIAs) as per the guidelines available at <https://kaushal.rural.gov.in/#/home>.
- 1.1.3. PBSSD has been assigned a target of training **2,032** candidates under DDU-GKY 2.0 in the FY 2025-26.
- 1.1.4. PBSSD intends to appoint a Project Appraisal Agency (PAA) for appraisal of various proposal being received for the implementation of DDU-GKY in the State of West Bengal.
- 1.1.5. The bidder would be required to conduct the appraisals as per norms notified by MoRD and through the tools provided by them. Once selected as the PAA, the bidder would need to incur travel as and when required for the appraisal process.
- 1.1.6. Through this RFP PBSSD would evaluate the responses on technical qualifications of the bidders and calculate the technical score. This will be followed by calculation of the financial score based on the financial bid. However, both the technical and financial scores would be evaluated only for the bidders who qualify as per the eligibility criteria mentioned in clause 3.2.
- 1.1.7. The PAA shall be selected based on Combined Quality cum Cost Based System (QCBS), whereby technical proposal will be allotted weightage of 70% and financial proposal will be allotted weight age of 30%.
- 1.1.8. Work order will be issued to the selected PAA and the number of proposals to be allotted to the selected PAA for appraisal would be decided by PBSSD.
- 1.1.9. **No existing PIA/ TSA/ CTSA in the State may be selected as Appraisal Agency as per guidelines and to prevent conflict of interest.**
- 1.1.10. An agreement would be signed between PBSSD and the selected bidder after submission of requisite security deposit and acceptance of Letter of Intent.
- 1.1.11. A bidder for this RFP should be a sole entity. Consortium would not be allowed, and sub-contracting is strictly prohibited.

1.2. Functioning of PAA

- 1.2.1. The PAA would undertake appraisal of projects submitted by the PIAs for DDU-GKY on the DDU-GKY website (<https://kaushal.rural.gov.in/#/eoi>) in adherence to any notification(s) issued in this regard by MoRD, Govt of India.
- 1.2.2. Bidders should review the guidelines/ Standard Operating Procedures/ Notifications available in DDU-GKY website before submission of their response.
- 1.2.3. PBSSD or the PAA may recommend any additional parameter in addition to those in clause 1.2.1 for the appraisal being undertaken by them.
- 1.2.4. Post approval of the framework, the PAA would commence the qualitative appraisal and provide an interim report within 3 (three) weeks of the commencement of the proposal. A fortnightly (14 days) status update of the progress of appraisal needs to be submitted to PBSSD thereafter.
- 1.2.5. PAA would need to incur travel as and when required as a part of the qualitative appraisal. No additional fee would be paid with respect to TA, DA and travel expenses separately. Bidders are expected to factor in all additional expenses while quoting the lump-sum amount in the financial quote.

1.3. Financial Quote

- 1.3.1. The bidder would need to submit a financial quote **on a per proposal basis** which would be valid for 6 months. The quote should include the Out-of-Pocket expenses keeping in mind that the members of the PAA would be required to undertake field visits. The price to be quoted may be exclusive of GST.
- 1.3.2. The maximum cost for each proposal has been capped at **INR 1.25 lacs** by MoRD, and the financial quote should be submitted in adherence to this cap.
- 1.3.3. The tentative total contract value based on the target allotted so far and estimated to comprise of 30 appraisals, is estimated at **INR 37.5 lacs**. This includes the appraisal fees of all the proposals received however it does not include the initial application fee. The final award value may differ from the amount put to tender\, solely at the discretion of the authority.
- 1.3.4. The price quoted should be in Indian Rupees (INR) only.

1.4. Payment Milestones

- 1.4.1. The successful bidder, on satisfactory completion of allocated work, would be paid the lump-sum amount or admissible part thereof quoted in their financial bid against the defined milestones as below.
- 1.4.2. The milestones for each proposal against which payments would be made are

Milestone	Timeline for payment
Appraisal of project and submission of Project Appraisal Report followed by evaluation by PAC and disposal of the proposal accordingly	P + 30 working days

**P is date of disposal of proposal post evaluation by PAC*

Scope of Work

2.1. Role of PBSSD

- 2.1.1. Activities of the Project Appraisal Agency will be reviewed regularly.
- 2.1.2. Initial desktop assessment or initial screening is the responsibility of the appraisal agency as it is an integral part of the appraisal process. This list would be reviewed by PBSSD as and when necessary.
- 2.1.3. The number of proposals to be allotted to the technically qualified PAA for appraisal would be decided by PBSSD.
- 2.1.4. PBSSD will provide necessary support to the PAA during the appraisal process in terms of information regarding existing PIAs as per requirement.
- 2.1.5. Release timely payments as per the agreed payment milestones against invoices raised by the PAA.

2.2. Role of Project Appraisal Agency (PAA)

- 2.2.1. The PAAs shall perform an in-depth assessment validating the credentials submitted by the applicant /Project Implementing Agency (PIA) based on the parameters as per the SoP published on <https://kaushal.rural.gov.in/#/home>, and abiding by subsequent modifications in the SoP (if any).
- 2.2.2. The PAA would need to access the project application submitted by the applicant PIAs on the portal (<https://kaushal.rural.gov.in/#/eoi>) and start the appraisal process based on the project application and supporting forms submitted by the applicant PIA.
- 2.2.3. The appraisal of projects would be undertaken at two levels:
 - a. Initial screening to be completed by the appraisal agency within 10 calendar days of submission of the proposal by prospective Project Implementing Agencies on the portal. Initial screening involves checking an application as per Initial screening checklist Standard Instruction 1.12 and the following:
 - i. Verification of Transaction ID for payment of non-refundable application fees of ₹ 25,000 plus applicable GST.
 - ii. Documents furnished by a PIA as per initial screening checklist as per Guidelines of DDUGKY 2.0.
 - iii. Eligibility criteria of PIA in terms of Guidelines of DDUGKY 2.0

- iv. In case of existing PIAs, whether the PIA is blacklisted or not by any State in India; and whether any recovery proceedings are going on at the time of application. The Blacklisting criteria have been mentioned in the Guidelines of DDUGKY 2.0.
- b. Qualitative appraisal to be completed by the appraisal agency within 30 calendar days of allocation. Qualitative appraisal involves detailed evaluation of PIA and project application on basis of respective appraisal parameter for that category, which is defined in the respective Standard Form (1A, 1B, 1C, 1D as defined in the SoP). A brief outline of the Standard Forms is mentioned below:
- i. Standard Form 1A: Qualitative Appraisal Scorecard A -For Priority A Applicant (Captive Employer)
 - ii. Standard Form 1B: Qualitative Appraisal Scorecard B - For Priority B Applicant (Existing Skilling Agencies having experience of greater than 50% placement outcome achievement)
 - iii. Standard Form 1C: Qualitative appraisal, Score card C - For Priority C Applicant (Evaluation Framework for Skilling Agencies that do not have any DDUGKY experience)
 - iv. Standard Form 1D: Qualitative Appraisal, Score card D - For Priority D Applicant (Evaluation Framework for Start-ups for skilling recognized by Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, GoI)
- 2.2.4. Based on the appraisal, the PAA shall prepare the final Project Appraisal Report (PAR). The PAR would be a comprehensive evaluation report where designated appraisal agency shall submit its detailed findings after evaluation of every project. This report would serve as a compendium for transparent decision-making, enabling approval or rejection of proposals based on evidence-based insights. A brief outline of the sections to be include in the PAR is mentioned below:
- a. Executive Summary and Final Recommendations
 - b. Score card (Standard Form 1A, Standard Form 1B, Standard Form 1C, Standard Form 1D) as applicable
 - c. Brief overview of project application, organizational background, description of previous experience, rational behind choosing the particular trade and target by the applicant PIA.
 - d. Detailed findings as per the relevant Standard Form.
 - e. In addition to the above sections, the following Annexures need to be attached:
 - i. Annexure 1 – Marks obtained, along with reason for those marks for each

question of the relevant Standard Form

- ii. Annexure 2 – Priority Score for Ranking of proposals
- iii. Annexure 3 – Project Application and result of initial screening.
- iv. Annexure 4 – Additional information and evidence collected. All the evidence should be labelled /coded/numbered and referenced in the scoring matrices and saved with that label/code/number.

2.2.5. The PAA shall submit the PAR to PBSSD after completing all the steps as mandated by the SoP for each project. This report shall be further evaluated by the Project Approval Committee (PAC) before arriving on final decision regarding the Project application.

2.2.6. Finally, the PAA shall dispose the project application i.e., either accept or reject the project application of the portal in accordance with the final decision of PAC.

Submission of the Proposal

3.1. Preparation of the Proposal

- 3.1.1. The Proposal must be submitted online at the web portal www.wbtenders.gov.in with the help of a digital signature certificate and shall comprise of all scanned pdf documents as per the formats enclosed in Annexure 6.2 till Annexure 6.8.
- 3.1.2. In preparing the Proposal, the bidder is expected to examine the RFP in detail. A copy of the RFP should be uploaded in pdf format in “Copy of RFP” sub- folder (as mentioned in clause 3.1.5.c) along with a Digital Signature Certificate which would ensure that the bidder has read and accepted all the norms and conditions mentioned in this RFP. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3.1.3. In case the authorized signatory is not able to sign the proposal, the Bidder would need to provide a Registered Power of Attorney as per Annexure 6.6
- 3.1.4. The bidders shall bear all costs associated with the preparation and submission of the proposal, and PBSSD shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. PBSSD is not bound to accept a proposal and reserves the right to annul the selection process at any time prior to the bidding, without thereby incurring any liability to the bidder or assigning any reason thereof.
- 3.1.5. A bidder would have to upload the documents for Technical part of the Proposal in www.wbtenders.gov.in. There would be a folder named “Fee/PreQual/Technical” which would consist of 6 sub-folders as mentioned below:

Sl. No.	Sub-Folder	Documents to be uploaded
a)	Earnest Money Deposit	- Copy of the receipt obtained post payment of the Earnest Money Deposit online
b)	Scanned Annexures	- scanned copy of the Cover Letter (Annexure 6.2) - scanned copy of Registered Power of Attorney if applicable (Annexure 6.6) - Scanned copy of the filled-up Organizational Profile (Annexure 6.3) along with the supporting documents mentioned in Annexure 6.3 - self-declaration by Business Head as per Annexure 6.8

c)	Copy of RFP	- Copy of this RFP in pdf format along with a Digital Signature Certificate as a token of acceptance thereof
d)	Eligibility Documents	- All proof documents as mentioned in the following clause 3.2.
e)	Team Details	- CVs of the proposed Full-time resources as mentioned in clause 3.4.1. The CVs should be in the format given in Annexure 6.5
f)	Project Details	- Details of the projects as mentioned in clause 3.4.1. The details should be submitted in the format given in Annexure 6.4 along with proof documents

Note:

- i. All the documents in a sub-folder should be merged in one pdf file with the name format as <applicant name>_<sub-folder name> and the documents would be scanned in Grayscale/Color at 100 – 150 dpi. E.g. For applicant “ABCD” the documents mentioned in clause 3.1.5.f) would be uploaded in “Project Details” as a merged pdf file and be named as “ABCD_Project_Details”.
- ii. Similarly for Scanned Annexures, all the scanned annexures would be merged into one pdf file and would be uploaded as “ABCD_Scanned_Annexures”
- iii. **Absence of any document may lead to cancellation of the bid.**

3.1.6. The original Registered Power of Attorney should be delivered in hard copy along with the Approach & Methodology within the date as specified in Schedule of Activities to **Project Director, Paschim Banga Society for Skill Development (PBSSD), Technical Education, Training & Skill Development Department, Govt. of West Bengal, Karigori Bhavan 2nd Floor, B/7, Action Area - III, Newtown, Rajarhat, Kolkata – 700 160**

3.1.7. There would be a **BOQ** (.xls) file under “**Financial**” folder in the wbtenders.gov.in. Applicants would be needed to fill up the BOQ for the financial quotes.

3.1.8. Only those bidders' financial bid folder would be opened who have submitted the Authorization Letter and Registered Power of Attorney and who qualify as per the eligibility criteria mentioned in clause 3.2.

3.2. Eligibility Criteria

3.2.1. Only those bidders who qualify to meet all the criteria as detailed below in the table would be considered

S. No.	Criteria	Supporting Documents to be submitted
1.	The bidder must be a registered legal entity in India and should have been in operation for a period of at least 3 years on the date of issue of this RFP	Certificate of incorporation / Registration Certificate
2.	The bidder shall not be blacklisted by any Central/ State Government/ Public Sector unit) or under a declaration of ineligibility for corrupt or fraudulent practices.	A self-certified letter by the authorized signatory
3.	The bidder should have an average annual turnover of minimum INR 19 Lacs in each of the last three financial years (i.e. 2022-23, 2023-24 and 2024-25) in India. This must be individual agency's turnover and not that of group of companies.	Audited Financial Statements accompanied by a Certificate from External Auditors (CA's Certificate)
4.	The bidder should have successfully executed minimum one project related to appraisals amounting to minimum INR 15 Lacs within the last three financial years, i.e. (2022-23, 2023-24 and 2024-25)	Completion certificate(s) and work order(s)
5.	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this RFP.	Undertaking from the agency's Secretary/ Authorized representative
6.	Consortium / JVs / Sub-contracting is NOT allowed under this project. Also, the bidder cannot be an existing PIA / TSA / CTSA in the State.	Undertaking from the agency's Secretary/ Authorized representative

3.3. Earnest Money Deposit

- 3.3.1. Every applicant participating in this RFP must furnish an Earnest Money Deposit of (EMD) INR 75,000 (Indian Rupees Seventy-five thousand only).
- 3.3.2. EMDs would need to be paid online in accordance with the notification issued by the Finance Department of GoWB.
- 3.3.3. The EMD taken from the applicant will be liable for forfeiture in the following cases:
 - 1. If the applicant refuses to sign the service agreement after issuance of Letter of Intent.
 - 2. If the applicant withdraws or modifies his proposal after opening of proposals.
 - 3. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this RFP.

3.4. Technical Proposal

3.4.1. The following details would need to be furnished as a part of the technical proposal.
Refer to Annexure 6.3 to 6.6 for the response formats

Sl. No.	Evaluation Criteria	Supporting documents to be submitted	Marking parameters	Maximum Marks
1.	Past experience of the firm			60
a.	No. of years of experience: Total years of experience as a firm	Certificate of Incorporation / Registration certificate	Experience of – 3 to <4 years: 2 marks 4 to <5 years: 4 marks 5 to <6 years: 6 marks 6 to <7 years: 8 marks 7 to <8 years: 10 marks 8 or more years: 12 marks	12
b.	Past experience in successfully executing project appraisals: Experience of successfully executing Project Appraisals with minimum project value of INR 15 Lacs per project.	Work Order, Completion Certificate, and other relevant documents	5 marks for each eligible project, capped at max. 40 marks.	40
c.	Experience of working in West Bengal: Experience of successfully executing Project Appraisals in West Bengal with minimum project value of INR 15 Lacs per project.	Work Order, Completion Certificate, and other relevant documents	4 marks for each eligible project, capped at max. 8 marks.	8
2.	Experience of key personnel (6 appraisers)			24
a.	Qualification of appraisers: The appraisers must be full-time employees at the time of submitting the proposal and have bachelors' degree with at least 2 years of total work experience in the organization.	CVs in required format	Fulfilment of requisite qualification fetches 1 mark for each appraiser	6
b.	Relevant experience: The appraisers must have experience of working in project appraisals		Each appraiser would get 1 mark for experience of working in appraisal-based projects, capped at max. 3 marks per appraiser	18
3.	Financial strength of firm			16
a.	Average annual turnover in the last three financial years (FY 2022-23, 2023-24, and 2024-25)	Audited Financial Statements accompanied by a Certificate from	40 Lacs and above – 8 marks 30 Lacs to < 40 Lacs - 6 marks 20 Lacs to < 30 Lacs - 4 marks 19 Lacs to < 20 Lacs - 2 marks	8

b.	Total net profit in the last three financial years combined (FY 2022-23, 2023-24, and 2024-25)	External Auditors (CA's Certificate) The ICAI Registration no./ certificate of the CA needs to be furnished.	20 Lacs and above - 8 marks 15 Lacs to < 20 Lacs - 6 marks 10 Lacs to < 15 Lacs - 4 marks Less than 10 Lacs – 2 marks	8
Total				100

3.4.2. Credentials of six (6) personnel are being taken purely for the purpose of assigning marks. The number of team members to be deployed for the appraisal process may be revised by the PAA based on the number of proposals assigned and the respective timelines.

3.5. Financial Proposal

3.5.1. All Bidders would need to fill up their Financial Quotes in the BOQ.

3.5.2. Bidders would need to quote on a per proposal basis and the quote should be valid for one year from the date of the signing of the agreement. The quote should include all applicable taxes, out of pocket expenses, team travel costs and other related expenses.

3.5.3. The evaluation of the financial quotes would be as per the evaluation methodology mentioned below:

The formula for determining the financial score (FS) of all Proposals will be calculated as per the following formula:

$$FS = [F(\text{Min})/F] * 100$$

In the above formula, "FS" is the financial score, "F(Min)" is the lowest quoted amount, and "F" is the quoted amount of the proposal under consideration

Evaluation of the Proposals

4.1. Opening of Bids

4.1.1. The Technical proposals of all eligible bidders would be opened on **as specified in Schedule of Activities**. The applicants are not permitted to alter or modify their Proposal in any way once the documents have been uploaded.

4.1.2. While evaluating the Technical Proposal, PBSSD will conduct the evaluation of the details provided in the submitted proposal based on the evaluation methodology mentioned in clause 4.2 of this RFP document.

- 4.1.3. Only those bidders' financial bid folder would be opened and evaluated who have qualified as per the Eligibility criteria mentioned in clause 3.2 and whose EMD receipt and Authorization Letter & Registered Power of Attorney have been received in hard copy.

4.2. Evaluation Methodology

- 4.2.1. All bidders who qualify as per the eligibility criteria mentioned in clause 3.2 will be given a technical and a financial score. The weights given to the Technical (T) and Financial (P) Proposals are 70% and 30% respectively. Proposals will be ranked according to their combined Technical Score (TS) and Financial Score (FS) as follows: -

70% of (TS) + 30% of (FS)

The highest weightage scoring applicant shall be designated as W1. The 2nd and 3rd highest weightage scoring applicants shall be designated as W2 and W3 accordingly.

- 4.2.2. In case, the W1 applicant withdraws or fails to comply with the requirement(s) of the assignment, then the applicant designated as W2 may be considered for awarding the project/assignment
- 4.2.3. The proposals would be appraised at the rate mentioned in the financial quote of the selected PAA; however, the maximum amount for Quality appraisal as notified by MoRD has been capped at INR 1,25,000 only per project.
- 4.2.4. In case the bidder with the highest combined score declines the offer to take up the proposal at the quoted rate, then the entire bid of the bidder would be cancelled. In such a case, the bidder with the next highest score would be selected.
- 4.2.5. The approximate contract value is estimated at INR 37,50,000 only. However, this value is subject to change based on the actual no. of proposals to be appraised by the PAA.

4.3. Signing of the agreement

- 4.3.1. On receipt of the Letter of Intent (LoI) the bidder(s) needs to submit within 7 (Seven) working days the following documents in soft copy.
 - a. Letter of Acceptance
 - b. Duly filled up Agreement
 - c. Proof of Security Deposit
- 4.3.2. On the date as communicated by PBSSD, the bidder(s) would need to be physically present at PBSSD, Karigari Bhaban, 2nd Floor, B/7, Action Area – III,

Newtown Rajarhat, Kolkata – 700 160 to sign the Agreement and bring the following hard copies:

- a. Original hard copies of the documents mentioned in Technical Proposal as per clause 3.4.1 which had been submitted online
- b. Further documents of evidence validating the data provided in the technical proposal as Stated in the Letter of Intent to be furnished.

4.3.3. Two sets of the Agreement duly filled up and printed on a non-judiciary stamp paper of INR 100 value.

Terms & Conditions

5.1. General Terms & Conditions

- 5.1.1. The bidding process shall be governed by, and construed in accordance with, the laws of India and the Courts at Kolkata, West Bengal shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the bidding process.
- 5.1.2. PBSSD, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- Suspend and/ or partially accept and/ or cancel a particular bid/bidder or the bidding process and/ or amend and/ or supplement the bidding process or modify the dates or other terms and conditions relating thereto.
 - consult with any bidder in order to receive clarification or further information;
 - retain any information and/ or evidence submitted to PBSSD by, on behalf of, and/ or in relation to any bidder; or
 - Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any bidder.
- 5.1.3. No right shall accrue in favor of the Selected Bidder; till announcement of selected PAA is made in favor of such bidder and the bidder is otherwise not in breach of any of the terms and conditions herein contained.
- 5.1.4. A bidder shall abide by the following conditions. Failure to do so will lead to disqualification of bidder and forfeiture of the EMD.
- A bidder shall submit only one bid
 - All response forms must be signed by an authorized signatory of the bidder along with an official stamp.
 - PBSSD reserves its right to waive non-substantial deviations without being bound to do so.
 - The bidding documents including this RFP and all attached documents are and shall remain the property of PBSSD and are transmitted to the bidders solely for the purpose of preparation and the submission of a bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their bid.
- 5.1.5. A bidder shall not have a "conflict of interest" with another bidder that affects the bidding process. All bidders so found to have a Conflict of Interest shall be disqualified. In the event of disqualification, PBSSD shall forfeit and appropriate the EMD of all such bidders. Without limiting the generality of the above, a bidder shall be considered to have a Conflict of Interest with another bidder that affects the bidding process, if:

- a. a constituent of such a bidder is also a constituent of another bidder; or
- b. such bidder, its member or any associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other bidder, its member or associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other bidder, its member or associate; or
- c. such bidder has the same legal representative as any other bidder; or
- d. such bidder or any associate thereof has a relationship with another bidder or any associate thereof, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the bid of either or each of the other bidder, or
- e. It should be noted that any organization designated as the TSA or CTSA in the State at the time of issue of this RFP shall not be eligible to apply as the PAA in the same State.

5.2. Special Terms & Conditions

- 5.2.1. The Bidder's Proposal must remain valid for at least 180 days after the Proposal submission deadline. A bid valid for a shorter period shall be rejected by the tendering authority as nonresponsive bid.
- 5.2.2. During this period, the Applicant shall maintain its original Proposal without any change.
- 5.2.3. In exceptional circumstances, prior to the expiration of the proposal validity period, PBSSD may request Applicants to extend the period of validity of their Proposals. The EMD shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its EMD. A Bidder granting the request shall not be required or permitted to modify its Proposal. The request and the responses shall be made in writing.
- 5.2.4. The potential bidder may note that the DDU-GKY Guidelines/ Notifications and the appraisal processes may change from time to time.
- 5.2.5. In case there is need for handover to another agency, PAA will ensure a smooth transition so that the processes remains undisturbed. The whole process will be monitored by PBSSD.

5.3. Exit Clause

- 5.3.1. A PAA cannot terminate the agreement in the first 6 months of the contract period. However the PAA may express its desire in writing to terminate the agreement post the completion of 6 months. If the PAA terminates the agreement before 6 months of the contract period then the Security Deposit would be forfeited.

5.3.2. A notice period of 1 (one) month would be required for PBSSD to process the termination of the agreement. Once a PAA has expressed its desire to terminate the agreement, then the PAA cannot withdraw its application post commencement of the notice period. However, the PAA has to complete the pending activities before exiting the contract and needs to present a clearance certificate from all the directorates & councils of the department.

5.3.3. It may also be noted that the PAA would be barred from re-participating in the bidding process of the same tender once the agreement has been terminated.

5.4. Breach of Agreement

5.4.1. PBSSD will consider the agreement to be breached in case of any of the following. This list is an indicative list and not exhaustive in nature. The final judgment for a breach of agreement shall lie with the Project Director, PBSSD:

- a. If the PAA, in the judgment of PBSSD, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Agreement.
- b. If the PAA repeatedly misses the deadline during submission of deliverables. PBSSD would issue warnings not more than twice in the event of missing the timeline for deliverables. Post issuance of 2 warnings, the PAA would be considered to be in breach of agreement in case of third occurrence of missing deadline for submission of deliverable.
- c. If the PAA commits breach of any condition of the Agreement as per clause 5.1 and 5.2 of this RFP.
- d. If the PAA becomes bankrupt or insolvent.

5.4.2. Full Security Deposit would be forfeited in case of an irreversible breach of contract. However, in some cases PBSSD might forfeit partial Security Deposit depending on the magnitude of the breach. The final decision would rest with the Project Director, PBSSD.

5.4.3. In case a breach of agreement is established then PBSSD may, without prejudice to any other remedy for Breach of Agreement, by a written notice send to the PAA intimating to terminate the Agreement in whole or in part. A cure period of not more than 15 days would be given to the PAA to rectify the breach.

5.4.4. PBSSD would suspend all payments to the PAA hereunder if the PAA shall be in a breach of agreement.

5.5. Termination of Agreement

5.5.1. PBSSD shall have the right to terminate the contract of any agency if any employee of the PAA is found to violate any terms of the contract including participation in collusion, fraud, misrepresentation, misguidance or any action

detrimental to the appraisal process or to DDU-GKY.

- 5.5.2. PBSSD by a written notice may terminate the Agreement, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for PBSSD's convenience the extent to which performance of the selected PAA under the Agreement is terminated, and the date upon which such termination becomes effective. Depending on merits of the case the selected Applicant may be appropriately compensated on mutually agreed terms for the loss incurred by the Agreement if any due to such termination.

5.6. Force Majeure

5.6.1. Definition

- a. For the purposes of this RFP, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- d. PBSSD will decide the eventuality of Force Majeure which will be binding on both the parties.

5.6.2. Measure to be taken

- a. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

- 5.6.3. Extension of Time: Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to

the time during which such Party was unable to perform such action as a result of Force Majeure.

5.6.4. Payments: No payment shall be made during the period of PAA's inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.

5.6.5. Consultation: Not later than thirty (30) days after the PAA has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

5.7. Change Orders and Agreement Amendments

5.7.1. PBSSD may at any time order the PAA(s) through Notice, to make changes within the general scope of the Agreement.

5.7.2. If any such change causes an increase or decrease in the time required for, the PAA's performance of any provisions under the Agreement, an equitable adjustment shall be made in the Delivery and Completion Schedule, and the Agreement shall accordingly be amended. Any claims by the PAA for adjustment under this clause must be asserted within thirty (30) days from the date of the PAA's receipt of PBSSD's order

5.8. Dispute Resolution

5.8.1. Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or the interpretation thereof. In the event of a dispute, differences or claim arises in connection with the interpretation or implementation of the agreement, the aggrieved party shall issue a written notice.

5.8.2. In case of arbitration the following will apply:

- a. In case the dispute is not resolved, any party may issue a notice of reference, invoking resolution of disputes through arbitration in accordance with the provisions of the Arbitration Conciliation Act, 1996. The arbitral proceedings shall be conducted by a sole arbitrator that may be appointed with the consent of Parties to such dispute. If there is no agreement among the parties to the identity or appointment of such sole arbitrator within 30 days of issue of notice of reference, then the arbitral proceedings will be conducted by a panel of three arbitrators, one arbitrator to be appointed by Client and other appointed by the PAA and the third arbitrator to be mutually appointed by the other two arbitrators in accordance with provisions of Arbitration and Conciliation Act, 1996. Arbitration proceedings shall be conducted in and the award shall be made in English language. Arbitration proceedings shall be conducted at Kolkata and following are agreed.

- b. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel). When any dispute is under arbitration, except for matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations under the Agreement.

5.9. Proactive Disclosure of Information under section 4 of the RTI Act, 2005

- 5.9.1. PBSSD may proactively disclose any information provided by the bidders as part of this bid, to the public at regular intervals through various means of communication including internet, in line with the guidelines on Suo-moto disclosure under Section 4 of the RTI Act.

5.10. Disclosure of Information

- 5.10.1. The bidder shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected for the purpose of PBSSD, without written consent of PBSSD.

Annexures

6.1. Stages of Project Appraisal

The quality appraisal can be broken down into four major stages as follows:

- A. Stage I – Initial Screening of the project applications
- B. Stage II – Qualitative Appraisal and submission of PAR (Project Appraisal Report)
- C. Stage III – Review by PAC (Project Appraisal Committee)
- D. Stage IV – Consideration and disposal of applications

Further details regarding the stages and parameters of qualitative appraisal have been mentioned in detail in the SOP available on <https://kaushal.rural.gov.in/#/home>

6.2. Cover Letter

(On the letterhead of the bidder)

To,

The Project Director, PBSSD,
Technical Education, Training and Skill Development Department, Government of West Bengal,
Karigori Bhavan, Rajarhat 2nd Floor, B/7, Action Area – III, Newtown, Rajarhat,
Kolkata – 700 160

Sub: Selection of Project Appraisal Agencies by PBSSD for appraisal of proposals for DDU GKY 2.0 implementation in the State of West Bengal

Dear Sir,

1. With reference to your RFP document dated _____, **2025** we, having examined the bidding documents and understood their contents, hereby submit our bid for the aforesaid Project. The bid is unconditional.
2. We acknowledge that PBSSD will be relying on the information provided in the bid and the documents accompanying the bid for selection, and we certify that all information provided herein are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the bid are true copies of their respective originals.
3. We shall make available to PBSSD any additional information it may find necessary or require supplementing or authenticate the bid.
4. We acknowledge the right of PBSSD to reject our bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law our right to challenge the same on any account whatsoever.
5. We declare that:
 - a) We have examined and have no reservations to the bidding documents and accept the same including any addendum issued by the Department.
 - b) We do not have any conflict of interest in accordance with this document;
 - c) 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, in respect of any tender or request for proposal issued by or any agreement entered with the Department or any other public sector enterprise or any Government, Central or State.
6. We understand that you may cancel the bidding process at any time and that you are neither bound to accept any bid that you may receive nor to invite the bidders to bid for

the Project, without incurring any liability to the bidders.

7. We undertake that in case due to any change in facts or circumstances during the bidding process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate the Department of the same immediately.
8. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by PBSSD in connection with the selection of the bidder, or in connection with the selection/ bidding process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
9. We have studied all the bidding documents carefully. We agree that we shall have no claim arising out of any documents or information provided to us by PBSSD or in respect of any matter arising out of or relating to the bidding process.
10. We offer an EMD of INR **75,000** (Indian Rupees seventy-five thousand only) in accordance with the RFP. The EMD has been deposited electronically as per the guidance issued by the Finance Department of Government of West Bengal and the receipt of the same as been submitted.
11. We agree and understand that the bid is subject to the provisions of the bidding documents. In no case, we shall have any claim or right of whatsoever nature if the Project is not awarded to us or our bid is rejected or not opened.
12. The Financial Bid has been quoted by us after taking into consideration all the terms and conditions Stated in the RFP, our own estimates of costs, investigation of title and all the conditions that may affect the cost and implementation of the Project.
13. We shall keep this offer valid for 180 (one hundred eighty) days from the bid due date specified in the RFP.
14. We agree and undertake to abide by all the terms and conditions of the RFP. Yours faithfully,

(Signature, name and designation of the authorized signatory)

Date:

(Name and seal of the bidder)

Place:

6.3. Profile of Bidder

Profile of		(Organization Name)		
1.	Type of Organization (Society, Trust, Partnership, LLP, etc.)			
2.	Postal Address			
3.	Telephone: Mobile / Fax/ E-mail			
4.	Contact Person name and designation with contract details			
5.	Registration Details (<i>Date of Registration; Certificate of Incorporation required along with Tax returns of the Last three financial years</i>)			
6.	Average Annual Turnover of at least INR 19 Lacs (To be accompanied with all financial statements; in case 2024-25 is unavailable then 2023-24 would be accepted)	Provide the turnover of organization in the financial years in Indian Rupees. (on the basis of audited accounts)		
		2022-23	2023-24	2024 -25
7.	Total Net Profit in the last three financial years combined along with FY wise breakup (FY 2022-23, 2023-24, and 2024-25) (CA certificate required)	Total Net Profit in the last three financial years combined: FY wise breakup of net profit:		
		2022-23	2023-24	2024 -25
8.	Projects related to appraisals amounting to minimum INR 15 Lacs within the last three financial years, i.e. (2022-23, 2023-24 and 2024-25)	No. of Project(s): Name(s) of the Project(s) along with the fees as mentioned in work order:		
9.	Projects related to appraisals in West Bengal with minimum project value of INR 15 Lacs per project.	No. of Project(s) in West Bengal: Name(s) of the Project(s) along with the fees as mentioned in work order:		
10.	Income Tax Return of last 3 financial years, i.e. 2022-23, 2023- 24 & 2024-25 and GST Return up to 31.03.2025 since inception of GST			

I/We, hereby, declare and certify that all information provided above and in the enclosed documents is true to the best of my/our knowledge and belief and nothing has been concealed therein. I/We am/are aware of the fact that if the information given by me/us is proved false/not true/incorrect, the proposal shall be disqualified, and the bid would be rejected.

Signature.....

Name.....

Designation

Place

Date.....

With seal of the Organization

6.4. Format for Projects Engagements

1. The following Credential is being submitted for _____ (mention type of project followed by serial no. i.e., *Project Appraisal Services, Sl. No. 1,*)
2. Relevant proof documents/ Work Order/Service Agreements and Completion Certificates shall be attached in the proposal at the end of each project description.

Project 1	
Assignment name:	
Industry Segment:	(e.g. Skill development, Education Services, etc.)
Service Fees Charged (in Indian Rupees):	
Country:	India
State within country:	
Duration of assignment (months):	
Name of Client:	
Address:	
Start date(month/year):	
Completion date (month/year):	
Total No of resources deputed:	
Description of actual services provided by your staff within the assignment: (Please note that marks would only be provided for projects with valid proof document)	
Proof Document Attached: Mark '☐' against the documents submitted 5 Copy of Work Order/ Copy of Contract Agreement 5 Work Completion Certificate issued by the same entity which issued the Work Order (if such certificate is available), or Payment Order/ Payment Sanction Order/ Proof of payment post completion of work.	

6.5. Format of the CVs

Position	Appraiser 1			
Name of the Firm				
Name of Staff				
Date of Birth		Nationality		
Total number of years of Work Experience				
Education	Name of Institution		Degree	Year of Passing
Employment Record	From	To	Employer	Positions Held
Projects worked in	1 2 3			
Work undertaken that illustrates capability to handle the tasks assigned	<<Describe in bullet points>>			
Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. Date:				

6.6. Registered Power of Attorney

(To be executed on stamp paper of INR 100 value)

Know all men by these presents, We, _____ (name of the bidder and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. _____ son/ daughter/ wife of Mr. _____, 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 bid for the '**Selection of Project Appraisal Agencies by PBSSD for appraisal of proposals for DDU GKY 2.0 implementation in the State of West Bengal**' (the "Project") proposed by PBSSD, Government of West Bengal (the "Department") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in pre-bid and other conferences and providing information /responses to PBSSD, representing us in all matters before PBSSD, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with PBSSD in all matters in connection with or relating to or arising out of our bid for the said Project.

AND we hereby agree to 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 Registered 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 _____, 2025.

For _____

(Signature, name, designation and address)

Witnesses:

1. (Name & Signature)

2. (Name & Signature)

[Notarized]

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the applicable laws.*
- *Wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders or any other resolution/ Power of Attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.*

6.7. Format of CA Certificate

(To be submitted on letter head of the CA duly stamped and signed along with CA membership no.)

To,
The Project Director,
PBSSD,
Technical Education, Training and Skill Development
Department, Government of West Bengal,
Karigori Bhaban, Rajarhat
2nd Floor, B/7, Action Area - III, Newtown, Rajarhat,
Kolkata – 700 160

CERTIFICATE

This is to certify that the Annual Turnover and Net Profit of “(Name of the Organization)” for the financial years 2022-23, 2023-24 & 2024-25 is as mentioned below:

FY	Annual Turnover (in INR Lacs)	Net Profit (in INR Lacs)
2022-23		
2023-24		
2024-25		
Total		

6.8. Format of Undertaking from Business Head

To,
The Project Director,
PBSSD,
Technical Education, Training and Skill Development
Department, Government of West Bengal,
Karigori Bhaban, Rajarhat
2nd Floor, B/7, Action Area - III, Newtown, Rajarhat,
Kolkata – 700 160

Declaration

This is to confirm that our _____ (*Business Entity e.g., Company, Society, Partnership Firm, Company, LLP, etc.*) Named _____ applying for RFP (2nd Call) no. _____ for “Selection of Project Appraisal Agencies by PBSSD for appraisal of proposals for DDU GKY 2.0 implementation in the State of West Bengal”, is not under liquidation or, court receivership, or, similar proceedings, or blacklisted / debarred from participation in tenders by Government of India or State Government Departments and Public Sector Enterprises.

There is also no major litigation that our entity is involved in which may have an impact of affecting or compromising the delivery of services as required under this RFP.

We confirm we would not be forming any consortium while applying for this bid and if selected then we would not sub-contract any part of our scope of work and deliverables.

We confirm that our firm is not connected to any of the PIAs who have submitted a proposal under DDU-GKY scheme. Also, in case our firm is selected as the Project Appraisal Agency, we or any firm connected to us will be barred from submitting a proposal for selection of “Project Implementation Agency” under DDUGKY in the state of West Bengal.

We also confirm that our firm is not engaged as TSA / CTSA in the state of West Bengal on the date of issue of this RFP.

Date:

Name and Signature of Authorized Signatory