



# Shramik Shakti Manch (*SAKSHAM*)



*An initiative by TIFAC, Department of Science & Technology, Government of India.*

We kindly invite interested agencies to submit their Request for Empanelment (RFP) to be considered as "**Placement Service Providers**" under the "**Saksham Rojgar Sathi - Phase III**" initiative in **Maharashtra State**. This empanelment will allow agencies to collaborate with us and contribute to the program's objectives. We encourage eligible agencies to submit their RFPs to be considered for this partnership opportunity.

***Date: 01/11/2023***

Particulars	Details
<b>Reference no. and date</b>	RFP No. Saksham/SRSP/3 – November 1 <sup>st</sup> , 2023
<b>RFP issued by:</b>	Shramik Shakti Manch (Managed by M/s. Sapio Analytica Pvt. Ltd.) <b>Authority:</b> TIFAC, an autonomous body under the Department of Science & Technology, Government of India.
<b>Mode of Proposal Submission</b>	The RFP document may be downloaded from the SAKSHAM portal <a href="https://www.sakshamtifac.org">https://www.sakshamtifac.org</a> at no cost. The proposal has to be submitted online at <a href="https://www.sakshamtifac.org">https://www.sakshamtifac.org</a>
<b>Clarification Regarding RFP</b>	All queries are to be sent – dayal.k@sapioglobal.com
<b>Last Date &amp; Time of Submission of Proposal</b>	1500 hours, 22 <sup>nd</sup> November 2023
<b>Contact Person</b>	Dayal Kangne Head Consultant - Business Mobile Number: 9320003391, Email: dayal.k@sapioglobal.com

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## DISCLAIMER

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of **Shramik Shakti Manch** (hereinafter "**SAKSHAM** ") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by **SAKSHAM** to interested parties (henceforth "**Bidders**") who apply for Saksham Rojgar Sathi on PPP mode (henceforth "**Project**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for the Project with **Shramik Shakti Manch** for providing placement service pan India as per notified norms.

**SAKSHAM** makes no representation or warranty and shall have no liability to any person or 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 the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this bidding process.

**SAKSHAM** 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.

The issue of this RFP does not imply that **SAKSHAM** is bound to select any Bidder(s) for any project. **SAKSHAM** reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **SAKSHAM** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and **SAKSHAM** shall not be liable in any manner for the same or any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

## 1. Background of this RFP

### 1.1. About Shramik Shakti Manch

To reach the Government of India's vision of achieving a 5 trillion-dollar economy, it is crucial to tap into the potential of India's vast youth population, which is the highest in the world. To harness the power of this youth demographic and drive economic growth, it becomes imperative to ensure financial inclusion for all individuals. However, a significant challenge arises in the form of unemployed youth seeking job opportunities while industries and MSMEs struggle to find the right talent to meet their requirements.

To bridge this gap and address the pressing need for skill mapping, talent utilization, and employment facilitation, the concept of Saksham was born. Saksham leverages the power of artificial intelligence (AI) to create a dynamic platform that connects job seekers with employers/job providers seamlessly and efficiently. By harnessing AI algorithms and advanced analytics, Saksham aims to match the skills of the youth with the specific demands of industries, enabling the right talent to be identified and employed.

By providing a comprehensive solution for skill mapping, job placement, and talent development, Saksham plays a crucial role in fostering financial inclusion and driving economic growth. The platform not only benefits job seekers by connecting them with suitable employment opportunities but also supports industries and MSMEs in finding the right talent to meet their needs. By utilizing AI technology, Saksham maximizes the potential of India's youth population, unlocking their skills and channelling their talent towards achieving the vision of a robust and thriving 5 trillion-dollar economy.

The Shramik Shakti Manch (Saksham) project, initiated by TIFAC (Technology Information, Forecasting, and Assessment Council), aims to address the employment needs of blue-collar workers (Shramiks) and support Micro, Small, and Medium Enterprises (MSMEs) and other industries in identifying skilled workers. The project involves the development of a dynamic portal that facilitates skill mapping, supply-demand matching, and skill development for enhanced employability.

To execute the said project as well as to bring about a unique collaboration of technology and domain expertise, Shramik Shakti Manch is inviting desirous placement service providers for empanelment, under 'Saksham Rojgar Sathi Phase I' for the State of Maharashtra.

## 1.2. Objectives of Saksham

The primary objectives of the Saksham project are as follows:

- **Skill Mapping:** Develop a robust system for mapping the skills of Shramiks across various regions of India.
- **Employment Facilitation:** Provide a platform for MSMEs and industries to access real-time information on the availability and skill sets of Shramiks as per their specific requirements.
- **Skill Gap Analysis:** Utilize artificial intelligence-based algorithms to analyze skill gaps, recommend skill development programs, and assist in bridging the gap between industry demands and available skills.
- **Geographic Insights:** Enable administrators and policymakers to gain insights into the regional distribution of Shramiks, demand from industries, and skill development needs to facilitate effective policy planning.
- **Proactive Guidance:** Empower Shramiks with proactive, empathetic conversations and personalized recommendations to enhance their employability and career prospects.
- **Platform Highlights:** The Saksham platform offers the following key features:
  - **Shramik Registration:** Shramiks can register through a user-friendly WhatsApp chatbot or web application, providing details about their skills, preferred locations, and current work status.
  - **Industry Portal:** A web application portal enables industries to access a comprehensive database of Shramiks across India, explore their skill profiles, share job requirements, and connect with suitable candidates based on their workforce hiring needs.
  - **Administrator Portal:** A dedicated web application portal empowers administrators and policymakers with vital information on the geographic distribution of Shramiks, industry-specific demand, skill evaluation, supply-demand mapping, and skill development requirements across regions.
  - **Multilingual Support:** The platform supports major Indian languages, ensuring effective communication with Shramiks and industries across the country.
  - **Analytical Insights:** Advanced analytical engines offer skill gap analysis, skill match recommendations, skill diary maintenance, and data-driven insights for policy formulation.

## 1.3. Implementation Phases

**Phase-I & II (Completed):**

- Development of dynamic portals for Shramiks, Industries, and Administrators.
- Pilot registrations conducted from over 700 districts across India.
- Launch of the platform on a pan-India basis, offering real-time skill mapping and industry connectivity.
- Enhancement of communication channels, including multilingual support for increased outreach and engagement.
- Strengthening technology infrastructure to ensure scalability and accommodate a larger user base.
- Development of analytical engines for in-depth skill gap analysis and policy recommendations.
- Creation of a robust Management Information System (MIS) for efficient data representation and reporting.
- Proactive guidance and personalized conversations to empower Shramiks.
- Showcasing success stories to highlight the positive impact of the platform.
- Public Private Partnership for impact enhancement

#### 1.4. Public-Private Partnership Model: M/s. Sapio Analytica Pvt. Ltd.

To increase the effectiveness and reach of the Saksham project, the Government of India, through an open bidding process, has transferred the rights of usage for a period of 5 years on an exclusive Public-Private Partnership (PPP) model basis to M/s. Sapio Analytica Pvt. Ltd.

M/s. Sapio Analytica Pvt. Ltd. is a renowned technology and data analytics company with a proven track record in delivering innovative solutions for socio-economic development. With expertise in leveraging cutting-edge technologies, artificial intelligence, and data analytics, Sapio Analytics has emerged as a leader in transforming data into actionable insights.

Key Competencies of M/s. Sapio Analytica Pvt. Ltd.:

- **Advanced Analytics:** Sapio Analytics excels in data analysis, employing state-of-the-art techniques to derive meaningful insights and predictive models from large and complex datasets. Their expertise enables them to provide deep insights into skill gaps, industry requirements, and employment trends.
- **Technology Infrastructure:** With a robust technological infrastructure, including scalable platforms and secure data management systems, Sapio Analytics ensures seamless operation and efficient handling of data on a large scale. They have a proven ability to handle and process vast amounts of data securely and provide real-time updates.
- **Artificial Intelligence:** Sapio Analytics harnesses the power of artificial intelligence (AI) to develop intelligent algorithms and decision-making models. Their AI-driven solutions enhance the accuracy of skill matching, provide skill development recommendations, and enable proactive conversations with Shramiks.



- **Public-Private Partnership Expertise:** Sapio Analytics has a successful track record of collaborating with government bodies and private organizations in various PPP initiatives. They have demonstrated the ability to effectively manage complex projects, aligning technological expertise with the objectives of the government and stakeholders.

**Benefits of the Government-Sapio Partnership:** The partnership between the Government of India and M/s. Sapio Analytics brings several advantages to the Saksham project:

- **Technological Excellence:** Sapio Analytics' technological prowess ensures the deployment of a robust and scalable platform, capable of handling a vast user base and complex data analysis.
- **Data-driven Insights:** Leveraging their expertise in data analytics, Sapio Analytics will provide actionable insights on skill gaps, industry demands, and policy recommendations, enabling evidence-based decision-making.
- **Enhanced User Experience:** Sapio Analytics will enhance the platform's functionality, user interface, and multilingual support, ensuring a seamless experience for Shramiks, industries, administrators, and policymakers.
- **Industry Engagement:** With Sapio Analytics' industry partnerships, the platform will facilitate effective engagement between MSMEs, industries, and Shramiks, connecting them based on their specific skill requirements and workforce needs.
- **Sustainability and Revenue Generation:** The exclusive PPP model with Sapio Analytics ensures sustainable funding for the project, enabling continuous improvements, nationwide implementation, and long-term support for the Saksham initiative.

In conclusion, the collaboration between the Government of India and M/s. Sapio Analytica Pvt. Ltd. under the exclusive PPP model signifies a significant step towards maximizing the impact and effectiveness of the Saksham project, ultimately leading to enhanced skill mapping, employment opportunities, and socio-economic development for Shramiks and industries alike.

## 2. Saksham Rojgar Sathi Project

To execute the said project as well as to bring about a unique collaboration of technology and domain expertise, Shramik Shakti Manch is inviting desirous placement service providers for empanelment, **under “Saksham Rojgar Sathi Phase I” for the State of Maharashtra.**

The empanelled Placement Service Providers shall be defined as **“Saksham Rojgar Sathi”** to enhance the effectiveness of the project.

### 2.1. Objective of the Saksham Rojgar Sathi:

The objective of the empanelment process under the Saksham Rojgar Sathi project is to identify and select qualified placement service providers in the **State of Maharashtra** who can contribute effectively to the project's goals. The empanelment process aims to achieve the following objectives:

- **Quality Assurance:** The empanelment process ensures that only reputable and reliable placement service providers selected, who meet certain criteria and standards of quality in their services.
- **Skill Alignment:** The empanelment aims to identify providers whose expertise and services align with the skill requirements and employment needs of job seekers in Maharashtra. The objective is to connect job seekers with appropriate employment opportunities based on their skills, qualifications, and preferences.
- **Wide Coverage:** The empanelment process seeks to bring together a diverse range of placement service providers from various regions of Maharashtra, ensuring comprehensive coverage and accessibility for job seekers across the state.
- **Collaborative Network:** Empanelment aims to build a collaborative network of service providers, facilitating knowledge sharing, best practices, and partnerships among the empanelled providers. This promotes synergy and collaboration in the placement ecosystem.
- **Compliance and Ethical Practices:** The empanelment process ensures that the selected service providers adhere to ethical practices, and legal requirements, and comply with relevant regulations, safeguarding the rights and interests of job seekers and employers.
- **Capacity Building:** Empanelment provides an opportunity for capacity building, where selected providers may receive training, resources, and support to enhance their skills, knowledge, and service delivery capabilities. This enables them to deliver high-quality services and contribute effectively to the Saksham Rojgar Sathi project.
- **Standardization:** The empanelment process establishes a standardized framework and criteria for evaluating and selecting placement service providers. This ensures fairness, transparency, and consistency in the selection process.

- **Monitoring and Evaluation:** Empanelment enables ongoing monitoring and evaluation of the performance and impact of the selected providers. Regular assessments and feedback help maintain the quality of services, identify areas for improvement, and measure the effectiveness of the empanelled providers in achieving the project's objectives.

Overall, the objective of the empanelment process is to build a network of competent, reliable, and ethical placement service providers who can effectively contribute to the Saksham Rojgar Sathi project, thereby facilitating meaningful employment opportunities for job seekers in Maharashtra for Phase I and then subsequently larger geography for Phase II.

## 2.2. Benefits to Saksham Rojgar Sathi

- **Revenue Sharing Opportunity:** Saksham Rojgar Sathi has a revenue-sharing arrangement with the Placement Service Providers (PSPs). This mutually beneficial partnership allows PSPs to earn a share of the revenue generated through successful placements made via the Saksham platform. This additional income stream contributes to the financial growth of PSPs and incentivizes them to actively participate in the program. The revenue-sharing arrangement not only increases the income potential for PSPs but also encourages them to expand their coverage and engage in more placement activities. This ultimately leads to greater coverage and outreach, benefiting both the PSPs and the overall objectives of the Saksham Rojgar Sathi initiative.
- **Access to a Large Talent Pool:** Empanelled Placement Service Providers (PSPs) gain access to a vast talent pool of job seekers registered on the Saksham platform. This allows PSPs to efficiently source qualified candidates for various job roles and industries.
- **Enhanced Placement Opportunities:** Through the Saksham platform, PSPs can significantly expand their placement opportunities. The platform provides information about job vacancies across different sectors and regions, enabling PSPs to connect job seekers with suitable employment opportunities.
- **Streamlined Candidate Matching:** Saksham Rojgar Sathi uses artificial intelligence-based algorithms and logic to match candidates' skills with the requirements of industries. PSPs benefit from this automated process, which streamlines the candidate matching process and increases the chances of successful placements.
- **Improved Efficiency in Placement Process:** The Saksham platform offers features such as a candidate tracker sheet and integrated communication channels, which facilitate smooth coordination and communication between PSPs, candidates, and industries. This improves the overall efficiency of the placement process.

- **Skill Development Recommendations:** The Saksham platform provides PSPs with recommendations for skill development programs based on the skill gaps identified in candidates. This helps PSPs guide job seekers in enhancing their skills, making them more employable and increasing their chances of successful placements.
- **Performance Evaluation:** PSPs' performance is evaluated periodically based on the number of placements achieved. This evaluation provides PSPs with an opportunity to assess their performance, identify areas for improvement, and strive for excellence in their placement services.
- **Support from Saksham and Government:** Empanelled PSPs receive support and guidance from the Saksham Rojgar Sathi initiative and the government. This support can include training programs, capacity-building initiatives, and access to relevant resources, enabling PSPs to enhance their capabilities and deliver better placement services.
- **Reputation and Recognition:** Empanelment as a Placement Service Provider with Saksham Rojgar Sathi brings credibility, recognition, and reputation to PSPs. It showcases their commitment to quality placements, adherence to standards, and contribution to the government's efforts in skill development and employment generation.
- **Networking and Collaboration Opportunities:** Empanelled PSPs have opportunities to network and collaborate with other stakeholders in the ecosystem, such as industries, training institutes, and government agencies. This can lead to strategic partnerships, knowledge sharing, and the exchange of best practices.
- **Contribution to National Development:** By participating in the Saksham Rojgar Sathi initiative, PSPs actively contribute to the vision of a skilled workforce, employment generation, and economic growth. This allows them to align their business objectives with the larger goal of nation-building.

### 3. Stakeholders

The stakeholders of the project include:

- **TIFAC, an autonomous body under the Department of Science & Technology, Government of India:** TIFAC plays a crucial role as the primary stakeholder in the Saksham project. It provides the overall vision, broad policy framework and general guidance necessary for the successful implementation of the initiative.
- **M/s. Sapio Analytica Pvt. Ltd.:** As the organization entrusted with the implementation of the Saksham project through a public-private partnership, M/s. Sapio Analytics Pvt. Ltd. is a significant stakeholder. They contribute their technological expertise, data analytics capabilities, and innovative solutions to achieve the project's objectives.
- **Empanelled Agencies / Saksham Rojgar Sathi:** The empanelled agencies are stakeholders who provide outsourced manpower services, source qualified candidates, coordinate interviews, and ensure successful placements. They play a crucial role in bridging the gap between job seekers and industries.
- **Job Seekers (Shramiks):** Job seekers, often referred to as Shramiks in the context of Saksham, are an important stakeholder group. They seek gainful employment opportunities and benefit from the skill profiling, job matching, and training recommendations provided by the Saksham project.
- **Micro, Small, and Medium Enterprises (MSMEs):** MSMEs form a significant stakeholder group as employers and industry representatives. They rely on the Saksham project to connect with skilled workers and address their workforce requirements effectively.
- **Industries:** Besides MSMEs, larger industries and corporations are also stakeholders in the Saksham project. They rely on the platform to identify and recruit suitable candidates to meet their specific skill demands.
- **Government Agencies and Policymakers:** Various government agencies and policymakers are stakeholders in the project. They provide guidance, and support, and monitor the progress of the initiative to ensure its alignment with broader economic and social objectives.
- **Training Institutes and Skill Development Organizations:** Training institutes and skill development organizations are stakeholders who play a crucial role in providing training programs and upskilling opportunities for job seekers identified through the Saksham project.
- **Society at Large:** The society at large, including local communities and the general public, is an important stakeholder group. The Saksham project aims to contribute to the overall socio-economic development, inclusivity, and financial inclusion of the workforce, positively impacting society.

## 4. Scope of work

To reach the Government's vision of achieving a 5 trillion-dollar economy, it is crucial to tap into the potential of India's vast youth population, which is the highest in the world. To harness the power of this youth demographic and drive economic growth, it becomes imperative to ensure financial inclusion for all individuals. However, a significant challenge arises in the form of unemployed youth seeking job opportunities while industries and MSMEs struggle to find the right talent to meet their requirements.

To bridge this gap and address the pressing need for skill mapping, talent utilization, and employment facilitation, the concept of Saksham was born. Saksham leverages the power of artificial intelligence (AI) to create a dynamic platform that connects job seekers with industries and MSMEs seamlessly and efficiently. By harnessing AI algorithms and advanced analytics, Saksham aims to match the skills of the youth with the specific demands of industries, enabling the right talent to be identified and employed.

The empanelled agencies will be responsible for performing the following tasks as part of their scope of work for Saksham Rojgar Sathi:

- **Sourcing and Candidate Bio-data:** Identify and source qualified and suitable candidates for the vacancies identified by Saksham. Provide comprehensive bio-data of the candidates, including their qualifications, skills, and relevant experience.
- **Interview Scheduling:** Coordinate with the shortlisted filtered candidates and schedule interviews based on the date and time decided by Saksham. Ensure timely communication and coordination between the candidates and Saksham.
- **Document Verification:** Assist in collecting the necessary documents from the selected candidates as required by Saksham. Verify the authenticity and accuracy of the documents provided, ensuring compliance with Saksham's requirements and legal obligations.
- **Background Verification:** Conduct suitable background verification, for each shortlisted candidate as per Saksham's policies and guidelines. Ensure thorough screening to assess the candidate's credibility and integrity.
- **Compliance with Statutory Guidelines:** Adhere to all applicable statutory guidelines, including those related to ESI (Employee State Insurance), PF (Provident Fund), and labour laws prevalent in the respective states. Ensure strict compliance with legal obligations and maintain accurate records and documentation.
- **Candidate Coordination:** Maintain continuous coordination with the candidates to ensure they join Saksham on the agreed-upon date. Provide necessary guidance and support to facilitate a smooth onboarding process by the digital platform.
- **Deviation Reporting:** Promptly inform Saksham of any deviations or discrepancies noticed in the candidates during the offer or onboarding process. Report any concerns or issues that may impact the candidate's suitability for the role.

- **Recruitment Support:** Offer recruitment support as required by Saksham during any stage of the vacancy or engagement process. This may include additional candidate sourcing, conducting specialized assessments, or providing expertise and guidance to enhance the effectiveness of the recruitment process.

Note: The above scope of work is provided as a general outline and can be customized based on the specific requirements and agreement between Saksham and the empanelled agencies.

## 5. Methodology

Post completion of the empanelment process, the following process flow can be established:

- **Onboarding Kit:** The empanelled agencies will be provided with an onboarding kit by Saksham. This kit consists of the empanelment letter, a signed copy of the agreement, Standard Operating Procedures (SOP), a candidate tracker sheet, general information about Saksham, details of the grievance helpline, and centre branding information. Additionally, access to the digital platform login will also be provided.
- **Work Indent:** Saksham will share work indents with the empanelled agency on a timely basis through email. These indents will outline the specific requirements and job vacancies that need to be filled.
- **Job Description Clarification:** If there is a need for clarification regarding the job description, the empanelled agency can discuss it with the assigned account manager from Saksham to ensure a clear understanding of the role and requirements.
- **Candidate Details Upload:** Once the empanelled agency receives confirmation from the candidates, they are required to upload the candidate details onto the tracker sheet provided in the onboarding kit. This includes relevant information such as qualifications, skills, and contact details.
- **Interview Coordination:** To ensure effective communication and smooth coordination throughout the interview process, Saksham's team will work closely with both the candidate and the empanelled agency to schedule convenient interview timings. This will enable efficient coordination between all parties involved. Additionally, a digital tracking system will be activated to monitor and track the progress of the entire process. This will provide visibility into the process flow and facilitate effective management.
- **Feedback Sharing:** After the interviews are conducted, Saksham's team will provide feedback on the candidates to the empanelled agency. This feedback helps the agency understand the assessment and evaluation of the candidate's suitability for the job vacancies.
- **Candidate Selection and Payment Initiation:** If a candidate is selected by the employer through Saksham, the payment process will be initiated as per the agreed-upon terms and conditions between Saksham and the empanelled agency. This ensures timely and accurate payment for the services rendered.

Saksham, at its discretion, reserves the right to change the scope of the RFP considering the size and variety of the requirements and the changing business conditions. The bidder will be required to be innovative, and capable, and would need to extend all their resources and services to meet the expectations of Saksham towards the desired services.



## 6. Payment Terms & Conditions

The payment terms and conditions for the empanelled agencies can be outlined as follows which will take care of and fully supported by nodal agency Sapio Analytics:

- **Payment Amount:** The payment amount will vary from organization to organization, with a minimum payout of INR 1000 per candidate to the Saksham Rojgar Sathi by Saksham. The exact payment structure will be specified in the work indent shared by Saksham.
- **Bonus:** A milestone bonus of INR 10,000 shall be released post-deployment of 100 successful placements.
- **Release of Payment:** The payment for the services rendered by the empanelled agency will be released post-completion of min 60 days from the date of joining of the candidate. This ensures a sufficient period for the evaluation of the candidate's performance and stability in the job.
- **Specific Terms and Conditions:** The work indent shared by Saksham will include specific terms and conditions related to payments, such as the mode of payment, frequency of payment, and any additional requirements or documentation needed for payment processing.
- **Acceptance of Work Indent:** Empanelled agencies are required to accept the work indent within 5 working days from the date of receipt. By accepting the work indent, the agency acknowledges its agreement to the terms and conditions specified, including the payment terms.

It's important to note that the exact payment terms and conditions may vary for each organization and will be detailed in the work indent shared by Saksham. Empanelled agencies are advised to carefully review and comply with the specific terms mentioned in the work indent to ensure a clear understanding of their payment obligations and entitlements.

## 7. General Terms and Conditions

- **Work Indent:** The issuance of the work indent will be made after the successful completion of the process of empanelment. The work indent will outline the specific requirements and placements to be made by the empanelled **Saksham Rojgar Sathi (SRS)**.
- **Placement Commencement:** Empanelled applicants working as **Saksham Rojgar Sathi (SRS)** are required to initiate the placement process within 5 days from the issuance of the work indent.
- **Work Indent Validity:** The work indent issued to empanelled PSPs will be valid for a period of six months. A fresh work order for the next month will be issued subject to the following conditions:
  - Achievement of Placement Targets: PSPs should ensure that at least 60% of the half-yearly target is achieved.
  - Eligibility for Next Half-Yearly Target: Only those PSPs who have met the minimum 60% placement requirement of the half-yearly placement target will receive the next half-yearly target. For example, if the half-yearly target is set at 1000 placements, the PSP should achieve a minimum of 600 placements (employment either in wage or salary).
  - Data Responsibility: The PSP will be responsible for all data uploaded regarding Candidate Registration, with mandatory Aadhaar verification.
  - **Beneficiary Benefits: The PSP must ensure that the benefits of placement are received by the beneficiaries and should not charge any fees or service costs from the beneficiaries.**
  - Performance Evaluation: The performance of the PSPs will be evaluated every six months based on the number of placements achieved. This evaluation will be a basis for assessing the performance and continued participation of the PSP in the program.
- **Definition of Placement:** Placement is considered successful when the candidate has been onboarded by the employer, and a 2-month payslip is available as proof of employment. This ensures that the candidate has not only secured employment but has also received remuneration for their work.
- **Tender Fee:** A non-refundable tender fee of INR 2500 needs to be paid as a tender submission fee electronically on the bank details mentioned below. The tender fee receipt is to be attached along with the technical documentation on the web portal.
- **EMD:** Bidders shall be required to deposit a refundable Earnest Money Deposit (EMD) of INR 15,000/- (Rupees fifteen thousand only). The bidder should deposit the bid security fee electronically. Details of the account for depositing the EMD are provided below. The bidder must upload scanned copies of the transfer details in the specific section of the technical proposal. Please note that proposals submitted without the EMD will not be accepted.

- **Bank Details**

SAPIO ANALYTICA PRIVATE LIMITED

Bank Name: HDFC Bank A/C

A/c No. : 50200040061597

Branch: Vishal Hall Branch, Andheri (E), Mumbai

IFSC Code: HDFC0000086

- **Refund of EMD:** The EMD of unsuccessful applicants shall be refunded within 60 days of the completion of the empanelment process. The EMD of successful applicants shall be refunded after receiving the Performance Bank Guarantee for the allocated work order.
- **Forfeiture of EMD:** The EMD taken from the applicant shall be forfeited in the following cases:
  - When the applicant does not sign the agreement within a period of 10 working days of the issue of the Letter of Empanelment (LoE)
  - When the applicant withdraws or modifies their proposal after the opening of proposals
  - Rejection of the proposal on account of Corrupt and Fraudulent Practices as outlined
- Empanelment as a Placement Service Provider with SAKSHAM does not guarantee that all the Placement Service Providers will receive a work order.
- The applicant will have to provide a list of 05 preferred sectors of placement as mentioned in Annexure 1.
- Subletting/Franchising of placement targets/part of the placement centre under any sub-scheme will lead to the blacklisting of the successful bidder and the agency accepting such subletting or franchise.
- SAKSHAM shall endeavour to adhere to the following schedule but reserves the right to alter the same. The dates of all the events shall be notified on the SAKSHAM website:

Sr. No.	Details	Date
1	Issuance of RFP	01-11-2023
2	Last date for submission of Proposals	22-11-2023
3	Bid Opening	25-11-2023

## 8. Instructions to the Bidders

### **Right, to Terminate the Process:**

- Purchaser may terminate the RFP process at any time and without assigning any reason. The purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by the Purchaser. The Bidder's participation in this process may result in Purchaser selecting the Bidder to engage towards execution of the subsequent contract.

### **Submission of Proposals:**

- The Bidder shall submit the proposal online on the SAKSHAM website. The proposal should be in the format specified in the Appendices, and the Cover Page should mention "Request for proposal for empanelment of desirous agencies as 'Placement Service Provider' to implement skill development training for the sub-scheme 'Saksham Placement Sathi'."
- Bidders requiring any clarification on the RFP may notify SAKSHAM in writing, by letter, or via email to the provided mail ID of Saksham.
- Any modification or amendment in the RFP shall be uploaded on the website. Prospective Bidders are requested to remain updated regarding any addendum, notices, amendments, clarifications, etc., by regularly checking the website. Please note that Saksham may not provide separate notifications for such addenda, notices, amendments, clarifications, etc., in the print media or individually.
- Proposals should be submitted online through the designated submission portal on the Saksham website.
- Proposals submitted by hard copy, fax, telex, telegram, or email will not be entertained.
- Bidders may not modify, substitute, or withdraw their proposals after submission unless expressly sought by Saksham. Any such modifications, substitutions, or withdrawals shall be disregarded.
- The bid security of unsuccessful bidders shall be returned within 60 days of communication to the unsuccessful bidders about their disqualification. The bid security of successful bidders shall be returned upon signing of the agreement and submission of the performance security by the Preferred Bidder. A scanned copy of the performance security needs to be attached to the technical proposal.
- Please ensure compliance with the submission guidelines and adhere to the specified mode of proposal submission to ensure a valid and eligible submission.

## 9. Preparation and submission of Proposals

### Proposal preparation costs

- The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of the proposal, in providing any additional information required by Purchaser to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- Purchaser will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### Language

The Proposal should be submitted by the Bidder in English language only. If any supporting document submitted is in any language other than English, translation of the same in the English language duly attested by the Bidders should necessarily be appended. For purposes of Proposal evaluation, the English translation shall govern.

### Deviations

- The Bidder may provide deviation to the contents of the RFP document in the format prescribed.
- The Committee would evaluate and classify them as “material deviation” or “non-material deviation”.
- The Bidders would be informed in writing of the committee’s decision on the deviation, before the announcement of technical scores. The Bidders would not be allowed to withdraw the deviations submitted without the prior consent of the Purchaser.
- In case of non-material deviations, the deviations would form a part of the proposal & subsequent agreement.

### Evaluation process

- The Purchaser will constitute a committee to evaluate the proposals of the agencies.
- The Committee constituted by the Shramik Shakti Manch shall evaluate the responses to the RFP and all supporting documents / documentary evidence. The inability of a Bidder to submit requisite supporting documents / documentary evidence within a reasonable time provided to it may lead to the Bidder’s Proposal being declared not acceptable.
- The Committee may ask for meetings with the Bidders to seek clarifications on their proposals.

- The Committee reserves the right to reject any or all Proposals based on any deviations if it is considered to be in contravention of the spirit of the RFP.
- Each of the proposals shall be evaluated as per the criteria specified in this RFP.

### **Proposal Evaluation**

- Scrutiny of the Proposal will be done to ensure that the latter complies with all requisite terms and provisions. Proposals will be treated as non-responsive if it is found to have been:
  - submitted in a manner not conforming with the manner specified in the RFP document
  - submitted by the person without appropriate power of attorney
  - contains subjective/incomplete information
  - submitted without the documents mentioned in the checklist
  - non-compliant with any of the clauses of the RFP
- All responsive Bids will be considered for further processing e.g. issuing a letter of acceptance and signing of MoU etc.

### **Selection Method**

- All the Bids/ Application forms shall be scrutinized based on the information and supporting documents submitted by the applicant under this RFP.

The applicants meeting all the eligibility criteria and other conditions as stated in the RFP shall be considered for empanelment.

## 10. Steps for uploading the tender document and application:

1. Visit sakshamtifac.org



2. Click on 'Empanelment'



3. Fill in the required details

The screenshot shows a web browser window with the URL 'srs.sakshamtifac.org'. The page title is 'Saksham Rojgaar Saathi Registration'. The form is titled 'Organization Details' and is marked as '1/2'. It contains the following fields:

- Organization Details:**
  - Name of the organisation \*
  - Address \*
  - State \*
  - District \*
  - City
  - Pin Code \*
- Contact Details:**
  - Email \*
  - Mobile Number \*
  - First Name \*
  - Last Name \*

At the bottom of the form, there are two buttons: 'Next' and 'Cancel'.

4. Submit your form by uploading the relevant documents

The screenshot shows the same web browser window, now at the 'Documents' step, marked as '2/2'. A note at the top says: '\* Please upload files < 5mb and make sure format is either pdf or doc.' The form contains the following fields:

- Application \***: Choose File No file chosen
- Cover letter \***: Choose File No file chosen
- Pan Card \***: Choose File No file chosen
- GST Certificate \***: Choose File No file chosen
- Financial Year Report (CA approved copy) \***: Choose File No file chosen
- Registration Certificate \***: Choose File No file chosen
- Udyam Certificate \***: Choose File No file chosen
- Declaration Letter / Non Blacklisting \***: Choose File No file chosen
- Other Documents (work orders, credentials)**: Choose File No file chosen

At the bottom of the form, there is a checkbox with the text: '\* I hereby declare that the above submitted documents are correct and true to my knowledge.' Below this are two buttons: 'Submit' and 'Cancel'.



## 11. Eligibility and Evaluation Criteria

Sr.No.	Eligibility Parameters	Supported documents to be attached with proposal
1	The agency must be a Company, Partnership firm or Proprietorship; must be a Registered legal entity in India; in existence from at least last 2 years and Registered with the Service Tax Authorities;	Certificate of incorporation or any other registration certificate. GST Certificate and PAN Card.
2	The agency must have an average annual turnover of at least INR 10 lakhs in for last three financial years (2019-20, 2020-21, 2021-22) from candidate placement service and/or manpower providing services.	Chartered Accountants (CA) certificate.
3	Minimum 1,000 candidates placed in last 3 years	Declaration Letter with stamp and signed by authorised signatory of the Agency. The employer partnerships should be supported by contracts/MoUs/ and satisfactory declaration letters from the employer partnerships stating the cumulative number of candidates facilitated and successfully placed by the Agency. The name, contact number and designation of authorised signatory should be clearly visible.
4	The Firm must not have been blacklisted by Government of India, any State Government in India.	Undertaking submitted on letter head of the agency as per the attached annexure

## 12. Validity of Empanelment

Empanelment shall be valid for a period of two years but extendable up to another one year.

- The empaneled agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to SAKSHAM's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- The SAKSHAM will de-empanel the organization if the latter is found to be engaged in corrupt, fraudulent, coercive or collusive unfair trade practices. These terms are defined as follows:
  - "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of SAKSHAM or any personnel in contract executions.
  - "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to SAKSHAM, and includes collusive practice among applicants designed to establish proposal prices at artificially high or non-competitive levels and to deprive SAKSHAM of the benefits of free and open competition.
  - "Unfair trade practices" means supply of services different from what is ordered, or a change in the Scope of Work which was agreed to.
  - "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of the contract.
  - "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the SAKSHAM, designed to establish prices at artificial, non-competitive levels; SAKSHAM will reject an application for the award if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for the contract in question.
- Applicable Law would mean the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- The applicants will indemnify SAKSHAM against any misuse of the Brand Name and Logo. For any misuse of the Brand name and logo, the applicant themselves will be held responsible. SAKSHAM will take necessary legal actions for such cases.
- SAKSHAM will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.
- Without prejudice to any other right or remedy it may have, either party may terminate the empanelment at any time by giving one-month advance notice in writing to the other party.
- SAKSHAM reserves the right to suspend or withdraw or terminate the empanelment of the organization in case of any of the following circumstances:

- Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant's organization
- Information provided to SAKSHAM is found to be incorrect;
- Empanelment conditions are not met within the specified time period;
- Misleading claims about the empanelment status are made;
- All decisions taken by the SAKSHAM regarding empanelment shall be final and binding on all concerned parties.
- The Agency is responsible for and obliged to conduct all activities as defined in the scope of work in accordance with the Agreement.
- The Agency would be responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanour.
- The Agency will treat as confidential all data and information about the SAKSHAM and assigned projects, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the SAKSHAM.

## 13. Conflict of Interest

The proposer shall not have any conflict of interest with the objectives and processes of the SAKSHAM. Any proposal found to have a Conflict of Interest shall not be considered.

### 13.1. Termination of Empanelment

SAKSHAM may terminate this empanelment in whole or in part by giving the agency indicating its intention to terminate the empanelment under the following circumstances:

### 13.2. Termination for Default

SAKSHAM may, without prejudice to any other remedy under this empanelment and applicable law, reserves the right to terminate for breach of empanelment by providing a written notice of one month stating the reason for default. The termination or de-empanelment may be caused by any of the following reasons:-

- I. During or at any stage of empanelment if the SAKSHAM receives complaints and found factual in regard to malpractices adopted by the placement agencies in any manner whatsoever.
- II. If there is a breach of representations & obligations

Prior to providing a notice of termination to the agency, SAKSHAM shall provide the agency with a written notice of 30 days instructing the agency to cure any breach/ default of the empanelment, if SAKSHAM is of the view that the breach may be rectified.

On failure of the agency to rectify such breach within 30 days, SAKSHAM may terminate the empanelment by providing written notice of three months to the agency, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SAKSHAM. In such event, the agency shall be liable for penalty/liquidated damages imposed by the SAKSHAM. The performance Guarantee shall be forfeited by the SAKSHAM

### 13.3. Termination for Convenience

SAKSHAM may in its discretion, by provision of a written notice sent to the agency, terminate the empanelment, either in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for SAKSHAM's convenience, the extent to which the performance of work under the empanelment is terminated, and the date upon which such termination becomes effective. Subsequently, the pending dues and the payments up to the date of termination will be settled accordingly after the deduction of applicable taxes and liquidated damages if any.

#### 13.4. Consequences of Termination

In the event of termination of the agreement both the parties would earnestly endeavour to meet their obligations charged to them till the date of de-empanelment.

14. Annexure

# Proposal Formats

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14.1. Annexure - 1

Shramik Shakti Manch

**Application Form for Placement Partner**

**Section 1: Applicant Details**

Date:

Name of Applicant Entity

Type of Entity

PAN No.

GST No.

Date of Registration of applicant as legal entity

Registration No.

Registered Address

PIN Code

Contact Number / Mobile Number

Official Email Address

**Section 2: Financial Details of Applicant** (Last three audited financial years) (Rs in crores)

Sl. No.	Financial Year	Annual Turnover	Annual Net worth
I	2019-20		
II	2020-21		
III	2021-22		

**Section 3: Placement Experience of Applicant in Skill Development**

S.No.	Employer Name	District	No of candidates placed	No of the candidates placed	Placement Sector



14.2. Annexure - 2

## Declaration

I certify that I am the authorized person to apply on behalf of the applicant and also certify that the information furnished above is complete in all respect to the best of my knowledge. In case any information in the application is found to be false or incorrect, then the application may be deemed to be cancelled without any opportunity of being heard by the Central / State Government (as the case may be), and the applicant and myself shall be liable for any panel action for misrepresentation of facts to the Government which tantamount to being a fraud.

We also agree that there are no fraudulent practices and any blacklisting done by any government / semi-government and public sector agencies for any work undertaken by us.

Name and Designation of the Signatory

Place:

Date:

**Please Note:**

1. If the applicant organization is a subsidiary please submit parent organization financial papers along with subsidiary company papers.
2. In case the applicant is a subsidiary organization or trust the placement commitment is to be provided by the parent organization.
3. The hard copy of the application shall be signed and stamped on every page by the Authorized Person.

14.3. Annexure - 3

**Covering Letter**

Date: DD-MM-YYYY

To

**M/s. Sapio Analytica Pvt. Ltd.,**

**B-604, HDIL Kaledonia,**

**Sahar Road, Andheri (E), Mumbai – 400067.**

Dear Sir/Madam,

**Sub: RFP for Empanelment of Agencies for Saksham Rojgar Sathi – Phase 1 under Shramik Shakti Manch**

Further to our proposal dated [Insert Date] in response to the Request for Proposal (Company's RFP #: [Insert RFP Number]) issued by Saksham on behalf of Shramik Shakti Manch, Government of India, we hereby covenant, warrant, and confirm as follows:

We hereby agree to comply with all the terms and conditions/stipulations as contained in the RFP and the related addendums and other documents, including the changes made to the original tender documents issued by Saksham. These terms and conditions shall form a valid and binding part of the aforementioned RFP document. Saksham is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing. Saksham's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorized Signatory Designation

Bidder's Corporate Name