



Infrastructure Corporation of Andhra Pradesh Limited

Notice inviting

## REQUEST FOR QUALIFICATION (RFQ)

for

***Empanelment of International Training Providers (ITPs) for providing training services to Andhra Pradesh (AP) emigrants at Andhra Pradesh International Skill Development Centers (APISDCs)***

(APRIL 2018)

(Proposal Due Date: 25-05-2018)

(This document is meant for exclusive purposes of submitting the Proposal against this RFQ document and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued)

Chairman and Managing Director  
Infrastructure Corporation of Andhra Pradesh Limited (INCAP)  
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**Infrastructure Corporation of Andhra Pradesh Ltd.**  
(under the control of Energy, Infrastructure & Investment Dept.,  
GoAP)

# 501, SP River View Apartments, Tadepalli,  
Guntur – 522501, India



## REQUEST FOR QUALIFICATION (RFQ)

**RFQ Notice No. INCAP/P/APNRT Society/ISD Centre/3/2018 Dt: 16.04.2018**

Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP) invites Proposals from reputed international firms for **Empanelment of International Training Providers (ITPs) for providing training services to Andhra Pradesh (AP) emigrants at Andhra Pradesh International Skill Development Centers (APISDCs).**

Interested firms may download the Request for Qualification (RFQ) document from the website of INCAP: [www.incap.co.in](http://www.incap.co.in) on **17.04.2018**.

The last date for submission of the proposals is on or before **15:00 hours IST on 25<sup>th</sup> May, 2018. (Proposal Due Date).**

All other details including any Proposal Due Date extensions, clarifications, amendments, addenda, corrigenda, etc., will be uploaded only to the website of INCAP and will not be published in Newspapers. Hence, Applicants may regularly visit the website of INCAP to keep themselves updated.

Sd/- **Chairman and Managing Director**

For further details and queries please contact by e-mail: [incap@incap.co.in](mailto:incap@incap.co.in)

**INFRASTRUCTURE CORPORATION OF ANDHRA PRADESH LIMITED (INCAP)**  
**# 501, SP River View Apartments, Tadepalli, Guntur – 522501, Andhra Pradesh, India**  
**E-mail: incap@incap.co.in.**

**Empanelment of International Training Providers (ITPs) for providing training services to Andhra Pradesh (AP) emigrants at Andhra Pradesh International Skill Development Centers (APISDCs)**

**RFQ Notice No. INCAP/P/APNRT Society/ISD Centre/3/2018 Dt: 16.04.2018**

**REQUEST FOR QUALIFICATION DOCUMENT – DATA SHEET**

1	Name of Authority	Andhra Pradesh Non Resident Telugu Society
2	Name of Transaction Advisor	Infrastructure Corporation of Andhra Pradesh Limited
3	Name of the assignment	Empanelment of International Training Providers (ITPs) for providing training services to Andhra Pradesh (AP) emigrants at Andhra Pradesh International Skill Development Centers (APISDCs)
4	Last date of receipt of queries (by e-mail only)	1700 hrs. IST on 02-05-2018
5	Response from the Transaction Advisor to the queries	On or before 1700 hrs. IST on 09-05-2018
6	Last date & time for submission of Proposal (Proposal Due Date) (PDD)	1500 hrs. IST on 25-05-2018
7	Date & time for opening of Proposal	1600 hrs. IST on 25-05-2018 in Infrastructure Corporation of Andhra Pradesh Limited, # 501, SP River View Apartments, Tadepalli, Guntur – 522501, India.
8	Method of empanelment	The empanelment shall be on the following basis: 1. The Applicants should meet the minimum eligibility criteria. 2. Proposals of Applicants who meet the minimum eligibility criteria shall be evaluated. 3. Using the score obtained in Evaluation Criteria in descending order, up to 8 (eight) ITPs shall be empaneled.
9	Method of selection	The selection shall be on the following basis: 1. A Request for Proposal (RFP) or Request for Quotation will be released to all the empaneled ITPs for providing training services to AP emigrants at APISDCs. 2. For each engagement involving provision of technical assistance in creating required infrastructure and provision of training services at APSIDC, the Authority may specifically define the scope of engagement, which may include components beyond the defined scope in this RFQ

		3. As per the selection criteria detailed in the respective RFP(s)/ Request for Quotation, the ITP/s would be selected
10	Proposal Processing Fee (Non Refundable)	Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft issued by one of the Nationalized/Scheduled Banks in India in favor of the Chairman and Managing Director, INCAP Ltd., payable at Vijayawada. The Proposal Processing Fee shall remain valid for 80 (Eighty) days from the Proposal Due Date.
11	Validity of Proposal	The RFQ Proposal shall indicate that it shall remain valid for a period of minimum 3 (Three) years from the last date of submission of the RFQ with a provision for extension without change in terms and conditions

**Acknowledgement:**

This document shall be returned duly signed on each page by the authorized person accepting the terms and conditions.

It is expressly understood that the party has subscribed to this document with an express understanding that it will use this document only for the sole purpose of participating in the qualification process for the **Empanelment of International Training Providers (ITPs) for providing training services to Andhra Pradesh (AP) emigrants at Andhra Pradesh International Skill Development Centers (APISDCs)** and must not be used for any other purpose. This document must not be passed to any third party except for professional advisers assisting with this Proposal submission. The document may not be reproduced or communicated, in whole or in part, and its contents may not be distributed in written or oral form without written permission from the issuing **Transaction Advisor**.

Sd/- **Chairman & Managing Director**

Signature of the issuing **Transaction Advisor**  
 Chairman & Managing Director  
 Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP)  
 # 501, SP River View Apartments, Tadepalli,  
 Guntur – 522501, Andhra Pradesh, India  
 E-mail: [incap@incap.co.in](mailto:incap@incap.co.in)  
 Website: [www.incap.co.in](http://www.incap.co.in)

## **DISCLAIMER**

The information contained in this Request for Qualification document ("RFQ") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Transaction Advisor/Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor an invitation by the Transaction Advisor/Authority to the prospective Applicants or any other person. The purpose of this RFQ document is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Transaction Advisor/Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for the Transaction Advisor/Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Transaction Advisor/Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Transaction Advisor/Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant 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 RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way in this Selection Process.

The Transaction Advisor/Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFQ. The Transaction Advisor/Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ.

The issue of this RFQ does not imply that the Transaction Advisor/Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Transaction Advisor reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever. The Applicant 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 the Transaction Advisor or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will be borne by the Applicant and the Transaction Advisor shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or in submission of the Proposal, regardless of the conduct or outcome of the selection process.

# Request for Qualification

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# 1 INTRODUCTION

## 1.1 Background & objectives for establishment of APISDC(s):

- 1.1.1 The population of Andhra Pradesh (AP) has been migration savvy for many years resulting in a large Telugu diaspora spread across many countries in the world. This has provided multiple economic and technological benefits to these migrants as well as to the state of Andhra Pradesh (AP). There are an estimated 25 Lakh emigrants from AP spread over 110 countries. They remit more than ₹ 20,000 crores every year resulting in significant boost to AP's economy. While migration to western countries like United States of America (USA) and the United Kingdom (UK) has been of the higher skilled population, those to the Gulf Cooperation Council (GCC) countries have been of the low or semi-skilled individuals. Nearly 12 lakhs people from AP are working in Gulf countries; and 12,000 employees migrate from the state annually.

The skill development programmes prevalent in India and in AP have been following national standards and nationally prevalent practices. However, these are often found to be inadequate by employers for workers migrating to GCC countries. It has been felt that an institutions or training centers that adhere to the international standards and simulate locally the work environment prevalent abroad (especially in GCC countries) might make emigrants from AP more competitive in international job market. This initiative also will enable them to earn higher salaries and make them preferred employees during recruitment drives. Employers in GCC countries feel that the skill levels of migrants from India have been below the standards expected by industries overseas.

Based on industry scan, analysis of research reports on employment potential in the GCC countries and plus on having continuous interaction with industry associations in those countries, it has emerged that the Construction, Mechanical, Electrical and Plumbing sectors have significant demand for skilled workers inclusive of service sector. Also, the Oil and Gas (O&G) sector is a promising sector with good potential for high wage employment. This fact has been confirmed by several employers in GCC countries. However, the requirement of industries is of skilled workers trained as per international standards and having quality backed by internationally accredited certifications. The employers in the GCC countries are also interested to extend support to give trainings to the job aspirants.

Towards achieving this, the AP State government plans to open International Skill Development Centers (ISDCs) at multiple locations in the State. The ISDCs would be operated jointly by Andhra Pradesh Skill Development Corporation (APSDC), Andhra Pradesh Non-Resident Telugus Society (APNRT Society) and various reputed foreign companies which will perform as training providers. The ISDCs would provide training to the aspiring emigrants in technical knowledge and also linguistic skills.

In view of the above, to begin with, **4 (four) APISDCs are planned to be established at Guntur, Vijayawada, Kadapa and Kurnool districts** to impart industry-compatible skills to prospective and returning migrants of AP origin aspiring employment in foreign countries, especially the GCC Countries.

The key objectives sought to be achieved from the establishment of APISDC(s) are:

- Supply more acceptable skilled human resource for identified sectors abroad
- Provide more access to international job markets to AP skilled man power and make emigrants from AP competitive in international markets, especially in GCC Countries.
- Enable emigrants from AP earn higher salaries.



- Promote lateral and upward career movement for AP skilled workers.
- Provide training involving latest and cutting edge technologies making certifications acceptable

The premises of Polytechnic College in Guntur is under consideration for establishing a center. These centers are proposed to be handed over to the implementing agencies to impart training in identified sectors.

- 1.1.2 The Andhra Pradesh Non Resident Telugu (“**APNRT**”) Society (the “**Authority**”) entrusted the responsibility of Transaction Advisory to Infrastructure Corporation of Andhra Pradesh Limited (“**INCAP**”), (under the control of the Energy, Infrastructure and Investment Department, Government of Andhra Pradesh (the “**Transaction Advisor**”) for conducting the process for **Empanelment of International Training Providers (ITPs) for providing training services to Andhra Pradesh (AP) emigrants at Andhra Pradesh International Skill Development Centers (APISDCs)**.
- 1.1.3 All communications during the empanelment process will be carried out by the Transaction Advisor on behalf of the Authority.

## 1.2 Release of RFQ Document

- 1.2.1 The RFQ document will be made available in the website of INCAP from the date of publication of RFQ notification in the Newspapers.
- 1.2.2 *Proposal Processing Fee*

The Applicant needs to furnish, as part of its Proposal, a fee of ₹ 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favor of the Chairman and Managing Director, INCAP Ltd., payable at Vijayawada towards non-refundable proposal processing fee (the “**Proposal Processing Fee**”). The Proposal Processing Fee shall have its validity up to 80 (eighty) days from the Proposal Due Date (the “**PDD**”).

## 1.3 Validity of the Proposal

- 1.3.1 The proposal submitted in response to RFQ shall indicate that it shall remain valid for a period of minimum 3 (three) years from the last date of submission of the proposal with a provision for extension without change in terms and conditions.
- 1.3.2 Empanelment is also liable for cancellation if at any stage it is found that the documents/information submitted in the Proposal is false.
- 1.3.3 The Authority shall have the right to terminate the empanelment by giving a written notice to the ITP without any compensation if the empaneled ITP becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company, provided that such termination will not prejudice or effect any right of action or remedy, which has accrued thereafter to the Authority.

## 1.4 Brief description of the Selection Process

- 1.4.1 The Transaction Advisor intends to empanel the ITPs through an open competitive qualification process in accordance with the procedure set out herein.
- 1.4.2 This RFQ document will be used to select a panel of up to 8 (Eight) ITPs, using the score obtained in Evaluation Criteria (detailed in Clause 3.1) in descending order, who will be empaneled to provide training as per the scope defined in Clause 2.1.
- 1.4.3 If the number of qualified respondents is less than 4 (Four), the Transaction Advisor reserves

the right to reduce the minimum eligibility criteria and/or evaluation criteria for proposal.

- 1.4.4 A Request for Proposal (RFP) or Request for Quotation for providing training services at Andhra Pradesh International Skill Development Centres (APISDCs) for AP emigrants as described in Clause 1.1.1 will be released to all the empaneled ITPs:
- For each engagement / assignment the Authority may specifically define the scope of engagement, which may include components beyond the defined scope in this RFQ and call for a limited RFP or Request for Quotation
  - As per the selection criteria detailed in the respective RFPs/ Request for Quotation, the ITP shall be selected.

## 1.5 Schedule of Selection Process

The Transaction Advisor would endeavor to adhere to the following schedule:

Event Description	Time & Date
Last date for receiving queries/clarifications	1500 hours IST 02-05-2018
Transaction Advisor's response to queries	1500 hours IST 09-05-2018
Proposal Due Date (PDD)	1500 hours IST 25-05-2018
Opening of Proposals	1600 hours IST 25-05-2018
Validity of Proposals	3 years from Proposal Due Date

## 1.6 Communications

- 1.6.1 Submission of Proposal in hard copies in response to this RFQ through registered post/speed post/ courier or hand delivered, should be addressed to:

Chairman & Managing Director  
 Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP)  
 # 501, SP River View Apartments, Tadepalli,  
 Guntur – 522501, Andhra Pradesh, India  
 E-mail: [incap@incap.co.in](mailto:incap@incap.co.in).  
 Website: [www.incap.co.in](http://www.incap.co.in)

The Applicants are welcome to make any query related to RFQ prior to submission of Proposal on email at [incap@incap.co.in](mailto:incap@incap.co.in) within the date specified in Clause 1.5.

The Applicants are advised in their own interest to ensure that completed Proposals reach the office of the Transaction Advisor at the address mentioned well before the dates stipulated in the document. Proposals submitted through Speed post/ Registered Post / Courier / Hand delivered shall be accepted. Proposals submitted through Telex / Telegraphic / Fax / email will not be considered and summarily rejected.

Proposals received after the date and time stipulated in this RFQ shall not be considered and shall be summarily rejected. Any proposal received after the closing time for submission of proposals shall be returned unopened. The Transaction Advisor shall not be responsible for delayed receipt of Proposals.

The official website of the Transaction Advisor is <http://www.incap.co.in>. All details including

this RFQ document, any PDD extensions, clarifications, amendments, addenda, corrigenda, etc., in respect of this notification will be uploaded only to the website of INCAP and will not be published in Newspapers.

- 1.6.2 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**RFQ Notice No. INCAP/P/APNRT Society/ISD Centre/3/2018 Dt: 16.04.2018**

**Empanelment of International Training Providers for providing training services to Andhra Pradesh emigrants at Andhra Pradesh International Skill Development Centers**

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## 2 INSTRUCTIONS TO APPLICANTS

### 2.1 Scope of Proposal

#### 2.1.1 Technical assistance in establishment of laboratories

Provide assistance to the APNRT Society in assessment of infrastructure requirement especially in establishing ISDCs for imparting training pertaining to identified sectors/trades as per international standards and as per qualification requirements in GCC countries.

#### 2.1.2 Training delivery

As part of the delivery of training to the trainees enrolled with the ISDCs following are the outputs expected from the ITP:

- a) **Industry standards** - Compilation of industry standards pertaining to identified sectors/trades and job roles in target destination countries and embedding them into skill development initiatives under this project.
- b) **Mobilization and counselling**
  - i. ITP will provide inputs to APNRT for mobilization of the candidates and setting pre-requisite qualifications needed from the potential trainees in order to meet the training standards and achieving the desired outcomes of overseas employment for trainees in identified sectors.
  - ii. Provide necessary counselling to the mobilized candidates to understand their aspiration levels in line with the courses proposed.
- c) **Training calendar** – Prepare training calendar and implementation plan as per candidates registered and batches formed for the training programmes.
- d) **Quality training** - Engage overseas Master Trainers with expertise in international standards for imparting training to the candidates aspiring to seek employment abroad in the first year.
- e) **Development of training curriculum** - Prepare international standard curriculum for the job roles proposed under identified sectors/trades.
- f) **Publishing of materials** - Prepare, print and disseminate training material to the candidates registered for the programmes.

#### 2.1.3 Assessment and certification

Facilitate assessment of trained candidates through reputed assessment agencies leading to credible certification recognized by overseas employers. ITP shall suggest authorized and relevant agencies for certification and assessment to APNRT Society. The expenditure pertinent to the fee for assessment and certification will be borne by selected ITP(s).

#### 2.1.4 Placement and Post-Placement Tracking

The ITP is expected to have/develop a network of potential employers in the destination countries and it shall constantly engage with them in regard to their manpower requirements, through various employers' organizations and authorized recruitment agencies overseas for placing the trained candidates. The Authority may join in the effort towards placement of the trained candidates.

#### 2.1.5 MIS (Management Information System)

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- a) Develop and maintain a technology platform to facilitate all the aspects of the training programmes starting from enrollment till overseas placement of the trainees.
- b) Provide periodic performance reports of the candidates during training.
- c) MIS system shall have provision to track and maintain the status of the candidates post placement.

#### 2.1.6 Training of Trainer (ToT)

Undertake ToT initiatives for the local trainers in each identified sectors/trades including hand-holding for till such time as necessitated. The ToT initiatives shall be such that the trained local trainers should be able to train the trainees to match the international standards and requirements.

#### 2.1.7 Service Level Agreement (SLAs)

Entering and maintaining SLAs required for operation and maintenance of the facilities and for actual delivery of training programmes as per the Standard Operating Procedures or guidelines.

#### 2.1.8 Review and Monitoring

The practices of the ITPs will be regularly reviewed and monitored by the Authority to assess the performance of the ITPs. The ITPs shall make changes in the practices as and when suggested by the Authority.

## 2.2 Minimum Eligibility Criteria for Empanelment

- 2.2.1 The Applicant shall have a registered office in India and a registered office overseas. Certificate of Incorporation/ Registration shall be furnished for the same.
- 2.2.2 The Applicant may be a single entity or a consortium of not more than two entities applying for the empanelment process.
- 2.2.3 The Applicant should not have a conflict of interest that affects the empanelment process. Any Applicant found to have a conflict of interest shall be disqualified.
- 2.2.4 Any entity which has been barred by the Central/ State Government, or any entity controlled by it, from participating in any project, and the bar subsists as on the date of issue of RFQ, would not be eligible to submit response to this RFQ.
- 2.2.5 An Applicant, in the last 3 years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Applicant.
- 2.2.6 The Applicant should have at least three years of experience in imparting focused training programmes in line with standards practiced by employers overseas in identified industrial sectors/trades mentioned in this RFQ as on PDD. The Applicant shall provide relevant details of projects handled as a part of Form 2 and furnish documentary proof in support of the same such as copy of Completion Certificate/Agreement/Work Order/Letter of Award/Letter of Intent/MoU.
- 2.2.7 The Applicant should have a minimum of (8) foreign national Master Trainers, one per each identified sectors/trades, who are certified by internationally accredited certifying agencies for the identified sectors/trades, having at least 3 years of experience in training in the identified sectors/trades, as on the date of issue of RFQ. Profiles of such Master Trainers shall be

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provided as per Form 2 of this RFQ.

- 2.2.8 The Applicant should have at least two years of experience in providing training services in identified sectors/trades with successful placements in countries of GCC. Work order/MoU/ or relevant documents/email copies issued by competent authority shall be provided as per information provided in Form 2 of this RFQ.
- 2.2.9 **Financial Capacity:** The Applicant must have an average revenue (from training related activities) of INR 25 crore in last three consecutive financial years FY 14-15, FY 15-16 and FY 16-17. Self-certification shall be provided by the Applicant as per Form 6 of this RFQ.
- 2.2.10 The Applicants may note that mere meeting of the minimum eligibility criteria does not entitle them for empanelment. The Applicants meeting the minimum eligibility criteria will be further short-listed for evaluation. Proposal of only those Applicants will be evaluated who meet the minimum eligibility criteria stated in this RFQ.
- 2.2.11 The Applicant shall submit a Power of Attorney as per the format provided at Form-4 of Annexure-I, however, such Power of Attorney would not be required if the Proposal is signed by an authorized partner of the Applicant, in case the Applicant is a partnership firm or Limited Liability Partnership.
- 2.2.12 The Applicant shall submit a Power of Attorney for the Lead Member as per the format provided at Form-5 of Annexure-I, in case of a consortium, however, such Power of Attorney would not be required if the Proposal is submitted by a Single Applicant.

## 2.3 Number of Proposals

No Applicant shall submit more than one Proposal in response to this RFQ. An Applicant shall not be entitled to submit another Proposal either individually or as a member of any consortium, as the case may be.

## 2.4 Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority. The Transaction Advisor will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

## 2.5 Acknowledgement by Applicant

- 2.5.1 It shall be deemed that by submitting the Proposal, the Applicant has:
- made a complete and careful examination of the RFQ;
  - received all relevant information requested from the Transaction Advisor;
  - acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFQ or furnished by or on behalf of the Transaction Advisor;
  - acknowledged that it does not have a Conflict of Interest.
  - agreed to be bound by the undertaking provided by it under and in terms hereof.
- 2.5.2 The Transaction Advisor shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFQ or the Selection Process, including any error or mistake therein or in any information or data given by the Transaction Advisor.

## 2.6 Right to reject any or all Proposals

- 2.6.1 Notwithstanding anything contained in this RFQ, the Transaction Advisor reserves the right to accept or reject any Proposal and to annul the empanelment process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2.6.2 The proposal received without Proposal Processing Fee or other requisite documents shall be rejected.
- 2.6.3 Without prejudice to the generality of Clause 2.6.1, the Transaction Advisor reserves the right to reject any Proposal if:
- a) at any time, a material misrepresentation is made or discovered, or
  - b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal
- 2.6.4 Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.
- 2.6.5 Receipt of Proposal beyond the PDD shall result in disqualification.
- 2.6.6 Additionally, the Proposals may lead to disqualification under, inter-alia, any of the following circumstances:
- a) Prior suspension by Government of Andhra Pradesh
  - b) A record of unsatisfactory past performance, particularly non-compliance with contract terms, plans and specifications or abandonment of work and similar deficiencies.

## 2.7 Clarifications

- 2.7.1 Applicants requiring any clarification on the RFP may send their queries by e-mail (incap@incap.co.in) with a Subject line – Queries concerning RFQ – Empanelment of ITPs for APISDCs; before the time and date mentioned in the Schedule of Selection Process at Clause 1.5
- 2.7.2 The Transaction Advisor reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause 2.7 shall be construed as obliging the Transaction Advisor to respond to any question or to provide any clarification.

## 2.8 Amendment of RFQ

- 2.8.1 At any time prior to the deadline for submission of Proposal, the Transaction Advisor may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFQ document by the issuance of Addendum/ Amendment and posting it on the official website (www.incap.co.in)
- 2.8.2 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Transaction Advisor may, in its sole discretion, extend the PDD.

## 2.9 Preparation and submission of Proposal

### 2.9.1 Language

- 2.9.1.1 The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Empanelment Process shall be in English language and strictly on the forms provided in this RFQ. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant
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passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

## 2.9.2 Format and signing of Proposal

2.9.2.1 The Applicant shall provide all the information sought under this RFQ. The Transaction Advisor would evaluate only those Proposals that are received in the specified forms and complete in all respects.

2.9.2.2 The Applicant shall prepare one original set of each Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFQ) and clearly marked "ORIGINAL". In addition, the Applicant shall submit 1 (One) copy of the Proposal, along with Documents, marked "COPY". In the event of any discrepancy between the original and its copy, the original shall prevail. Additionally, a soft copy in MS Word/PDF format of the Proposal shall be submitted in a CD/DVD/Pen drive. In case of any discrepancy between the soft copy and hard copy, the hard copy shall prevail.

## 2.9.3 Submission of Proposal

2.9.3.1 The Applicants shall submit the Proposal in hard bound/spiral bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of the RFQ. Soft copies of the Proposal in MS Word/PDF formats shall be submitted in a CD/DVD/Pen drive.

2.9.3.2 Applicants shall submit the proposal in the formats at Annexure.

2.9.3.3 While submitting the Proposal, the Applicant shall, in particular, ensure that it contains:

- a. Letter of Proposal (Annexure – Form 1)
- b. Index (giving list of contents and corresponding page numbers in the Proposal)
- c. Certificate/s of Incorporation/ Registration
- d. Original and 1 (one) Copy of the Proposal
- e. CD/DVD/Pen drive containing soft copy of the Proposal in PDF format.
- f. Proposal Processing Fee
- g. Letter of Proposal (Annexure – Form 1)
- h. Particulars of the Applicant (Annexure – Form 2)
- i. Statement of Legal Capacity (Annexure – Form 3)
- j. Power of Attorney for the Authorized Signatory (Annexure – Form 4)
- k. Power of Attorney for the Lead Member (Annexure – Form 5)
- l. Financial capacity of the Applicant (Annexure – Form 6)
- m. Summary Sheet for Evaluation (Annexure – Form 7)
- n. Self-declaration by the Applicant (Annexure – Form 8)

2.9.3.4 Failure to comply with the requirements spelt out in this Clause 2.9 shall make the Proposal liable to be rejected.

2.9.3.5 The Proposal will be sealed in an envelope which will bear the address of the Transaction Advisor, RFQ Notice number, Empanelment name and the name and address of the Applicant. It shall bear on top, the following:

**“Do not open, except in presence of the Authorized Person of the Authority”**

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If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

- 2.9.3.6 The Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the original Proposal must be numbered and initialed by the person or persons signing the Proposal.
- 2.9.3.7 The completed Proposal must be delivered on or before the specified time on PDD. Proposals submitted by fax, telex, telegram, e-mail or any other format except as specified in this section shall not be entertained.
- 2.9.3.8 The Proposal shall be made in the forms specified in this RFQ. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents, unless requested, like printed annual statements, company brochures, copy of contracts etc. will be entertained.
- 2.9.3.9 The Transaction Advisor reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFQ. Any such verification or the lack of such verification by the Transaction Advisor to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Transaction Advisor thereunder.
- 2.9.3.10 The above sealed envelope shall be submitted with the following inscription:

**“REQUEST FOR QUALIFICATION”**

Empanelment of International Training Providers for providing training services to Andhra Pradesh emigrants at Andhra Pradesh International Skill Development Centers

**2.9.4 Proposal Due Date (PDD)**

- 2.9.4.1 The completed Proposals should reach the under mentioned address before 1500 hours IST on PDD i.e. 25/05/2018:

Chairman & Managing Director  
Infrastructure Corporation of Andhra Pradesh Ltd. (INCAP)  
# 501, SP River View Apartments, Tadepalli,  
Guntur – 522501, Andhra Pradesh, India  
E-mail: [incap@incap.co.in](mailto:incap@incap.co.in).  
Website: [www.incap.co.in](http://www.incap.co.in)

- 2.9.4.2 In case, the PDD is an unscheduled holiday, the Proposal has to be submitted latest by the next working day. The time and venue of submission will remain unchanged. A receipt thereof should be obtained from the person specified therein.
- 2.9.4.3 The Transaction Advisor may, in its sole discretion, extend the PDD by issuing an Addendum in accordance with Clause 2.8 uniformly for all Applicants. It will be communicated only on the website of Transaction Advisor and will not be published in newspapers.

**2.9.5 Late Proposals**

Proposals received by the Transaction Advisor after the specified time on PDD shall not be eligible for consideration and shall be summarily rejected. The Transaction Advisor will not be responsible for any delay in receipt of Proposals.

**2.9.6 Modification/ substitution/ withdrawal of Proposals**

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- 2.9.6.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Transaction Advisor prior to PDD. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after 1500 hours IST of PDD.
- 2.9.6.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.9.3 with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.
- 2.9.6.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the PDD, unless the same has been expressly sought for by the Transaction Advisor, shall be disregarded.

#### 2.9.7 **Opening of Proposals**

The Proposals will be opened at 1600 hours IST on PDD i.e. 25/05/2018 at the following address:

Infrastructure Corporation of Andhra Pradesh Limited (INCAP)  
# 501, SP River View Apartments, Tadepalli,  
Guntur – 522501, Andhra Pradesh, India

#### 2.9.8 **Evaluation of Proposals**

- 2.9.8.1 The Transaction Advisor shall open the Proposals, at the time and place specified in Clause 1.6 of invitation for proposal and in the presence of the Applicants who choose to attend.
- 2.9.8.2 Proposals for which a notice of withdrawal has been submitted in accordance with Clause 2.9.6 shall not be opened.
- 2.9.8.3 Prior to evaluation of Proposals, the Transaction Advisor will determine whether each Proposal is responsive to the requirements of the RFQ. The Transaction Advisor may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
- a) the Proposal is received in the forms specified at Annexure;
  - b) it is received by the Proposal Due Date including any extension thereof pursuant to Clause 1.5;
  - c) it is accompanied by the Proposal Processing Fee as specified in Clause 1.2.2
  - d) it is signed, sealed, hard bound/spiraled documents and marked as stipulated in Clauses 2.9.2 and 2.9.3
  - e) it does not contain any condition or qualification;
  - f) it contains all the information (complete in all respects) as requested in the RFQ;
  - g) it does not contain any condition or qualification; and
  - h) it is not non-responsive in terms hereof.

- 2.9.8.4 The Transaction Advisor reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Transaction Advisor in respect of such Proposals.
- 2.9.8.5 The Technical and Tender Committee (TTC) appointed by the Authority will approve the evaluation report prepared by the Transaction Advisor after evaluation of the Proposals, applying the Evaluation Criteria, sub-criteria and in accordance with the Empanelment Process specified at Clause 1.4 and the criteria set out in Section 3 of this RFP.
- 2.9.8.6 Applicants are advised that Empanelment will be entirely at the discretion of the Transaction Advisor. Applicants shall be deemed to have understood and agreed that the Transaction Advisor shall not be required to provide any explanation or justification in respect of any aspect of Empanelment Process or Empanelment.
- 2.9.8.7 Any information contained in the Proposal shall not in any way be construed as binding on the Transaction Advisor/Authority, its agents, successors or assigns, but shall be binding against the Applicant if the assignment is subsequently awarded to it.
- 2.9.8.8 Aside of the conditions that are specified in the RFQ, the Transaction Advisor would consider as part of Empanelment Process of the Consultant, quality of the services offered by the Applicant, the ability to deliver the services as per Clause 2.1, past experience of the Applicant, etc.

## 2.10 Conflict of Interest

The Authority requires that ITPs provide professional, objective, and impartial services and at all times hold the Authority's interests paramount, strictly avoid conflicts with other Projects or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, ITPs, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited.

## 2.11 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the empanelment of Applicants shall not be disclosed to any person who is not officially concerned with the Empanelment Process or is not a retained professional adviser advising the Authority/ Transaction Advisor in relation to matters arising out of, or concerning the Empanelment Process. The Authority/ Transaction Advisor will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority/ Transaction Advisor may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority/ Transaction Advisor or as may be required by law or in connection with any legal process.

The empaneled ITPs and their personnel shall not, either during the term or after expiration of this empanelment, disclose any proprietary or confidential information relating to the services, contract or business or operations of the Authority, without the prior written consent of the Authority.

## 2.12 Clarifications

- 2.12.1 To facilitate evaluation of Proposals, the Transaction Advisor may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time and manner specified by the Transaction Advisor for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.12.2 If an Applicant does not provide clarifications sought under Clause 2.12.1 above within the specified time and manner, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Transaction Advisor may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Transaction Advisor.

### 3 CRITERIA FOR EVALUATION

#### 3.1 Evaluation of Proposals

In the first stage, the Proposal will be evaluated on the basis of Applicant's experience, its understanding of scope of work and proposed methodology. Only those Applicants whose Proposals get a score of 70 marks or more, out of 100, shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their score. The top 8 Applicants ranked according to their scores will be empaneled as per clause 1.4 of this RFQ.

Scoring parameters	Marking Criteria	Max Marks
<b>Past Experience</b>		<b>10</b>
Number of years of operations in India as on 31 <sup>st</sup> March 2018	<ul style="list-style-type: none"> <li>• More than 6 years (5 marks)</li> <li>• Between 3 - 6 years (3 marks)</li> </ul>	5
Number of years of operations overseas as on 31 <sup>st</sup> March 2018	<ul style="list-style-type: none"> <li>• More than 6 years (5 marks)</li> <li>• Between 3 - 6 years (3 marks)</li> </ul>	5
<b>Technical Capabilities</b>		<b>65</b>
Number of years of experience in imparting focused training programmes (programme of minimum 50 candidates) in line with standards practiced by employers overseas in identified sectors/trades as on 31 <sup>st</sup> March 2017. The identified trades are: <ol style="list-style-type: none"> <li>Block work</li> <li>Plaster work</li> <li>Tile work</li> <li>Form work</li> <li>Steel Fixer</li> <li>Mechanical</li> <li>Electrical</li> <li>Plumbing</li> </ol>	<ul style="list-style-type: none"> <li>• More than 7 years (10 marks)</li> <li>• Between 5 - 7 years (6 marks)</li> <li>• Between 3 - 5 years (3 marks)</li> </ul>	10
Number of years of experience in providing training services for overseas placement in countries of GCC	<ul style="list-style-type: none"> <li>• More than 5 years (15 marks)</li> <li>• Between 4 - 5 years (10 marks)</li> <li>• Between 2 - 4 years (5 marks)</li> </ul>	15
Total no. of candidates trained in last 3 financial years (FY 14-15, FY 15-16 and FY 16-17)	<ul style="list-style-type: none"> <li>• More than 3000 (10 marks)</li> <li>• Between 1000 - 2000 (7 marks)</li> <li>• Between 500 - 1000 (5 marks)</li> </ul>	10
No. of trained candidates provided placements overseas in last 3 financial years (FY 14-15, FY 15-16 and FY 16-17)	<ul style="list-style-type: none"> <li>• More than 1000 (10 marks)</li> <li>• Between 750 - 1000 (7 marks)</li> <li>• Between 500 - 750 (5 marks)</li> </ul>	10
Foreign national Master Trainers, who are certified by internationally accredited certifying agencies for the identified sectors/trades, having at least 3 years of experience in training in the identified sectors/trades	<ul style="list-style-type: none"> <li>• More than 16 (10 marks)</li> <li>• Between 12 - 16 (7 marks)</li> <li>• More than 8 (5 marks)</li> </ul>	10

Scoring parameters	Marking Criteria	Max Marks
Linkages with overseas Employers/Employment agencies	<ul style="list-style-type: none"> <li>• More than 10 (10 marks)</li> <li>• Between 5 - 10 (5 marks)</li> <li>• Between 3 - 5 (2 marks)</li> </ul>	10
<b>Average Turnover of last three Financial Years</b>		<b>15</b>
Average Turnover of last three Financial Years (FY 14-15, FY 15-16 and FY 16-17)	<ul style="list-style-type: none"> <li>• &gt; Rs. 50 Crore (15 marks)</li> <li>• &gt; Rs. 40 Crore (10 marks)</li> <li>• &gt; Rs. 25 Crore (5 marks)</li> </ul>	15
<b>Approach and Methodology</b>		<b>10</b>
Understanding of scope especially in the context of Andhra Pradesh and approach for the entire engagement		5
Methodology for technical assistance for establishment of ISDCs and conducting various skill development training programmes in ISDCs		5
<b>Total</b>		<b>100</b>

No score will be awarded to the Applicant for fulfilling the minimum eligibility criteria. The Transaction Advisor will carry out evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the proposal. In order to reach such a determination, the Transaction Advisor will examine the information supplied by the Applicants, and shall evaluate the same as per the evaluation criteria specified in this proposal. The TTC constituted by the Authority will examine the evaluation undertaken by the Transaction Advisor and approve the evaluation process and its outcomes.

### 3.2 Letter of Empanelment

The qualified Applicants shall be the top 8 (Eight) Applicants (as per score in descending order) who have secured a score above the minimum score on the evaluation criteria. A Letter of Empanelment (the "LOE") shall be issued to the qualified Applicants by the Authority. Each qualified Applicant shall acknowledge receipt of LOE and confirm acceptance within 7 days from the date of issue. In case, an acceptance is not received, the next highest scoring Applicants shall be issued the LOE.

## 4 MISCELLANEOUS

- 4.1 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts of Andhra Pradesh shall have exclusive jurisdiction in respect of all disputes arising under, pursuant to and/or in connection with the Empanelment Process.
- 4.2 The Transaction Advisor, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- a. suspend and/or cancel the Empanelment Process and/or amend and/or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
  - b. consult with any Applicant in order to receive clarification or further information;
  - c. retain any information and/or evidence submitted to the Transaction Advisor by, on behalf of and/or in relation to any Applicant; and/or
  - d. independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 4.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Transaction Advisor/Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 4.4 All documents and other information supplied by the Transaction Advisor/Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Transaction Advisor/Authority. The Transaction Advisor/Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 4.5 The Transaction Advisor/Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

# Annexure



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## Form-1: Letter of Proposal

(On Applicant's letter head)

(Date and Reference)

To,  
The Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Ltd.,  
# 501, SP River View Apartments, Tadepalli,  
Guntur – 522501, Andhra Pradesh, India.  
Email: incap@incap.co.in  
Web: www.incap.co.in

Sub: Empanelment of International Training Providers for providing training services to Andhra Pradesh emigrants at Andhra Pradesh International Skill Development Centers

Dear Sir,

With reference to your RFQ Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our proposal for Empanelment of International Training Providers for providing training services to Andhra Pradesh emigrants at Andhra Pradesh International Skill Development Centers. The Proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose for the aforesaid Empanelment.
3. I/We shall make available to the Transaction Advisor/Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Transaction Advisor/Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that Transaction Advisor/Authority may cancel the Empanelment Process at any time and that they are neither bound to accept any Proposal that you may receive nor to select the provider, without incurring any liability to the Applicants.
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

9. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.<sup>1</sup>
10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Transaction Advisor/Authority and/or the Government of Andhra Pradesh or the Government of India in connection with the Empanelment Process or in connection with the Selection Process in respect of the mentioned Project.
11. I/We agree and understand that the Proposal is subject to the provisions of the RFQ document. In no case, shall I/We have any claim or right of whatsoever nature if me or our Proposal is not opened or rejected.
12. I/We agree to keep this offer valid for 3 years from the PDD specified in the RFQ.
13. I/We agree and undertake to abide by all the terms and conditions of the RFQ Document. In witness thereof, I/We submit this Proposal under and in accordance with the terms of the RFQ Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

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<sup>1</sup> In case the Applicant is unable to provide the certification specified in Paragraph 9, it may precede the Paragraph by the words viz. "Except as specified in Schedule ..... hereto". The exceptions to the certification or any disclosures relating thereto may be clearly stated in a Schedule to be attached to the Application. The Authority will consider the contents of such Schedule and determine whether or not the exceptions/disclosures are material to the suitability of the Applicant for pre-qualification hereunder.

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## Form-2: Particulars of the Applicant

### A. Applicant's details

Details of the Applicant		
1.	State whether applying as Sole Firm or Lead Member of a consortium: Sole Firm or Lead Member of a Consortium	
2.	Name of the Company/Firm	
3.	Registered Office Address in India	
4.	Registered Office Address overseas	
5.	Legal status of the firm (Whether Proprietorship / Partnership Firm / Private Limited Company / Section-8 Company / Section-25 Company (old companies Act - Companies Act,1956) / Public Limited Company / Society / Trust / Association)	
6.	Details of Incorporation/Registration of the firm	Date:
		Ref.#
7.	Details of Commencement of Business	Date:
		Ref.#
8.	GST Registration No.	
9.	Permanent Account Number (PAN)	
10.	Brief description of the Company including details of its main lines of business	

11.	Name, designation, address and phone numbers of authorized signatory of the Applicant:  Name:  Designation:  Company:  Address:  Phone No.:  Fax No. :  E-mail address:			
12.	If the Applicant is Lead Member of a consortium, state the following for the Member Firm: i. Name of Firm: ii. Legal Status and country of incorporation iii. Registered address and principal place of business iv. Details of Incorporation/Registration of the firm – Date and registration reference number			
13.	Past experience in providing services similar to the requirements described in this document ( <b>Work orders/MoUs to be attached</b> )			
14.	Proposal Processing Fee	Amount:		
		DD No. and Date:		
		Name of the Bank:		
		Valid upto:		
15.	Financial Details(as per Financial Statements)(Amount in Crores)			
	FY	FY 2014-15	FY 2015-16	FY 2016-17

Documentary proof required: (As Applicable)

- Registration Certificate(s)/Certificate(s) of incorporation
- Certificate (s) of commencement of Business issued by relevant authorities.
- GST Registration Certificate
- PAN Card
- Memorandum and Articles of Association.

## B. Statement of experience and competence

S No.	Name of training programmes successfully completed	Number of trainees	Skills/trades involved	Name of the Client	Programme Duration		Number of trainees placed	Number of trainees placed in GCC countries	Brief Programme description
					Start date	Completion date			
1.									
2.									
3.									
4.									
5.									

**Note: Please submit the relevant documents as proof in view of training programmes listed in the above table**

## C. Trainee Placement data

S No.	Name of the training programme successfully completed	Skills/trades involved	Number of trainees	Number of trainees placed	Number of trainees placed in GCC countries	Top 3 employers (# of trainees recruited)
1.						
2.						
3.						
4.						
5.						

**Note: Please submit the relevant documents as proof in view of training programmes listed in the above table**

## D. Details of foreign national Master Trainers committed for the assignment

S No.	Name	Qualification	Certifications	Skills/trades	Years of total experience	Trainings undertaken	Countries worked
1.							
2.							
3.							
4.							

S No.	Name	Qualification	Certifications	Skills/grades	Years of total experience	Trainings undertaken	Countries worked
5.							
6.							
7.							
8.							

Note: Please submit the CVs and proofs for certification/s for the foreign national Master Trainers proposed.

E. Details of linkages with international/overseas Employers/Employment agencies

S No.	Name of the Employer Employment agency	Years of collaboration	Number of trainees placed with them	Skills of trainees placed	Name of a contact person and contact details
1.					
2.					
3.					
4.					
5.					

### Form-3: Statement of Legal Capacity

(On Applicant's letter head)

(Date and Reference)

To,

The Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Ltd.,  
# 501, SP River View Apartments, Tadepalli,  
Guntur – 522501, Andhra Pradesh, India.  
Email: incap@incap.co.in  
Web: www.incap.co.in

Dear Sir,

**Sub:** RFQ for Empanelment of International Training Providers for providing training services to AP emigrants at Andhra Pradesh International Skill Development Centers (APISDCs).

I hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFQ document. I/We have agreed that ..... (insert individual's name) will act as the Authorized Signatory of the firm on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of.....

### Form-4: Power of Attorney for Authorized Signatory

Know all men by these presents, we, ..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms..... son/daughter/wife 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 "Authorized Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and as the **International Training Provider for providing training services to Andhra Pradesh emigrants at Andhra Pradesh International Skill Development Centers (APISDCs)** including but not limited to signing and submission of all Applications/Forms, proposals and other documents and writings and providing information/ responses to the Transaction Advisor, representing us in all matters before the Authority/Transaction Advisor, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority/Transaction Advisor in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory 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 .....,2018

For .....  
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted  
.....  
(Signature, name, designation and address of the Attorney)

Notes:



*The mode of execution of the Power of Attorney shall be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same shall be under common seal affixed in accordance with the required procedure. The Power of Attorney shall be executed on a non-judicial stamp paper of ₹ 100 (one hundred) and duly notarized by a notary public.*

*Wherever required, the Applicant shall submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

*For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Appostille certificate.*

### Form-5: Power of Attorney for the Lead Member

Whereas the ..... (“the Transaction Advisor”) has invited Proposals from interested parties for **“Providing training services to Andhra Pradesh emigrants at Andhra Pradesh International Skill Development Centers (APISDCs)”** (the “Project”). Whereas, ....., ....., and ..... (collectively the “Consortium”) being Members of the Consortium are interested in submitting Proposal for the Project in accordance with the terms and conditions of the Request for Qualification (RFQ) and other connected documents in respect of the Empanelment Process, and whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s Proposal for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, ..... having our registered office at ....., M/s. .... having our registered office at ....., M/s. .... having our registered office at ....., and ..... having our registered office at ....., (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/S ..... having its registered office at ....., being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the empanelment process or selection process and, in the event the Consortium is empaneled or selected for the Project, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the qualification of the Consortium and submission of its Proposal for the Project, including but not limited to signing and submission of all Applications/Forms for the Proposal and other documents and writings, accept the Letter of empanelment, participate in meetings, respond to queries, submit information/ documents, sign and execute Agreement and undertakings consequent to selection of the Consortium and generally to represent the Consortium in all its dealings with the Authority/Transaction Advisor, and/or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s Proposal for the Project and/ or upon award thereof till the Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2....

For .....  
(Signature)

.....  
(Name & Title)

For .....  
(Signature)

.....  
(Name & Title)

For .....  
(Signature)

.....  
(Name & Title)

Witnesses:

- 1.
- 2.

.....

(Executants)

(To be executed by all the Members of the Consortium)

*The mode of execution of the Power of Attorney shall be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same shall be under common seal affixed in accordance with the required procedure. The Power of Attorney shall be executed on a non-judicial stamp paper of ₹ 100 (one hundred) and duly notarized by a notary public.*

*Wherever required, the Applicant shall submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

*For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Appostille certificate.*

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## Form-6: Financial Capacity of the Applicant

S. No.	Financial Year	Annual Revenue* (Rs. in crore)
1	2014-15	
2	2015-16	
3	2016-17	

**Self Certification<sup>2</sup>**

This is to certify that ..... (name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

Name of the authorized signatory:

  

Seal of the Applicant or Lead Firm:

  

Date:

  

(Signature, name and designation of the authorized signatory of the Applicant)

\*Note: Annual Revenue shall include only revenue earned from training related activities

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<sup>2</sup> Note: Attach copies of audited Annual Financial Statements

## Form-7: Summary Sheet for Evaluation

**(To be filled by Applicants)**

S. No.	Criteria	Form	Reference for Information by Applicant	Marks to be assigned
1.	Number of years of operations in India as on 31 <sup>st</sup> March 2018	Form 2		
2.	Number of years of operations overseas as on 31 <sup>st</sup> March 2018	Form 2		
3.	Number of years of experience in imparting focused training programmes (programme of minimum 50 candidates) in line with standards practiced by employers overseas in identified sectors/trades as on 31 <sup>st</sup> March 2017	Form 2		
4.	Number of years of experience in providing training services for overseas placement in countries of GCC	Form 2		
5.	Total no. of candidates trained in last 3 financial years (FY 14-15, FY 15-16 and FY 16-17)	Form 2		
6.	No. of trained candidates provided placements overseas in last 3 financial years (FY 14-15, FY 15-16 and FY 16-17)	Form 2		
7.	Foreign national Master Trainers, who are certified by internationally accredited certifying agencies for the identified sectors/trades, having at least 3 years of experience in training in the identified sectors/trades	Form 2		
8.	Linkages with overseas Employers/Employment agencies	Form 2		
9.	Average Turnover of last three Financial Years (FY 14-15, FY 15-16 and FY 16-17)	Form 6		

Certified that the information provided above is correct. In case any mistake/wrong information is found by the Authority, I will automatically get disqualified for empanelment.

(Signature and Name of the Applicant)

## Form-8: Self-declaration by the Applicant for not being blacklisted

**(The Declaration Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)**

To,

The Chairman and Managing Director,  
Infrastructure Corporation of Andhra Pradesh Ltd.,  
# 501, SP River View Apartments, Tadepalli,  
Guntur – 522501, Andhra Pradesh, India.

In reference to the RFQ Notice No. INCAP/P/APNRT Society/ISD Centre/3/2018, dated 16.04.2018 as a representative(s) of ..... (name of the applicant's organization), I/We hereby declare that our organization ..... is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this RFP by any State/Central Govt. or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)