

Request for Proposal(RFP)/e-Tender for Empanelment of Implementing Agencies
for Up-skilling and Recognition of Prior Learning (RPL) Training
under Delhi Khadi Kaushal Vikas Yojna (DKKVY),
Delhi Khadi & Village Industries Board, GNCT of Delhi



Delhi Khadi & Village Industries Board (DKVIB)
(Govt. of National Capital Territory of Delhi)
Address: 5th Floor, Nigam Bhawan (Old Hindu College),
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Email : md-dkvib@nic.in
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(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

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Tender Document
RFP No 01/DKVIB/2026-27/
Date:.....June, 2026

Request for Proposal

e-Tender is invited by Delhi Khadi & Village Industries Board (DKVIB) for empanelment of N.G.O./Agencies(Registered under Society Registration Act), Other Autonomous Bodies, Private Ltd Companies/Firms(incorporated under Company Act), Implementing Partners imparting training to the artisans in Technical bid under the job roles/sectors **(i) Tailor Trade Sewing, (ii) Bakery, (iii) Perfume making, (iv) Essential Oil, (v) Candle Making, (vi) Soap (Handmade) (vii) Hair Stylist, (viii) Makeup Artist, (ix) Pottery** (refer Job Roles at Para 6 of Page No.6) of this Tender document under the scheme of “Delhi Khadi Kaushal Vikas Yojna” of GNCT of Delhi. The RFP can be downloaded from the following URL(links) of the web-portal.

1.	The tender document can be downloaded from Delhi Govt. of NCT of Delhi e-Procurement web portal. The link of e-Procurement is https://govtprocurement.delhi.gov.in/nicgep/app
2.	Tender must be submitted by the Registered Bidders on e-Procurement site i.e. Tenders Delhi Govt. of NCT of Delhi e-Procurement system. The link of e-Procurement is https://govtprocurement.delhi.gov.in/nicgep/app Tender Reference no-: f3(06)/dkvib/ ct/ 2026-27 and Tender ID : 2026_DKVIB_293135_1
3	E-Tender documents can also be seen on Delhi Khadi & Village Industries Board(DKVIB) web portal(Website: https://dkvib.delhi.gov.in/)

Timelines

S.N.	Details	Timelines
01	Uploading of Tender Document on Tenders Delhi, Govt of NCT of Delhi e-Procurement System https://govtprocurement.delhi.gov.in/ and Delhi Khadi and Village Industries Board https://dkvib.delhi.gov.in/	11.06.2026 at 10.00AM
02	Pre-Bid Queries	25.06.2026 at 11:00 AM in the Conference Hall of the DKVIB Headquarter at Delhi
03	Last Date for submission of Bids	02.07.2026 upto 02.00PM
04	Opening of Technical Bid and evaluation by the Technical Committee	02.07.2026 at 02.30PM onwards
05	Power Point Presentation by Technically qualified bidders	03.07.2026 at 02.00PM
06	Declaration of Final Results of selected bidders.	Will be uploaded in DKVIB official website.
07	Signing of the MoU	Will be intimated via official email to the selected bidder.
08	Training Target Allocation	Award of work with payment mile stones, as per documents.
09	The estimated work value	<u>Rs.400.00 lacs</u>
10	Earnest Money Deposit	<u>Rs.90,000/-</u>
11	Processing Fee	<u>Rs.10,000/-</u>

- Note:
1. No Tender will be accepted manually, except hard copy of EMD in shape of Demand Draft/Bank Guarantee and Processing Fee in the form of DD.
 2. This e-Tender Notice will also be published in Nav Bharat Times (Hindi) and The Times of India(English) on 11.06.2026.
 3. In case of announcement of holiday on the above time line the opening of Technical Bid and Presentation by technically qualified bidder shall be done on next working day.

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Tender Document
“Request for Proposal”

Empanelment under Delhi Khadi Kaushal Vikas Yojna of Govt. of NCT of Delhi under Sponsorship in the State of GNCT of Delhi.

Background

The Delhi Khadi and Village Industries Board, with the approval of the Hon'ble Lt. Governor of National Capital Territory of Delhi, is pleased to notify the scheme, titled 'Delhi Khadi Kaushal Vikas Yojna' with a view to Revitalizing Khadi and Village Industries by recognizing existing skills in unorganized sector and aligning their competencies with national standards laid down by National Skill Development Corporation(NSDC), Ministry of Skill Development and Entrepreneurship, Government of India and by adding candidates and artisans, up-skill their prior learning, raising their productivity level in trade falling under Khadi and Village Industries Sector, for residents of Delhi, as under:-

1. Short Title and Commencement:

- I. This scheme shall be called **“Delhi Khadi Kaushal Vikas Yojna”**.
- II. The listed Job Roles under Sectors are as follows: (i) Tailor Trade Sewing, (ii) Bakery, (iii)Perfume making, (iv) Essential Oil, (v) Candle making, (vi) Soap (Handmade) (vii)Hair Stylist, (viii) Makeup Artist, (ix) Pottery. The estimated **work value is Rs.400 lacs in 09(Nine) Sectors.**
- III. The benefits under the scheme shall be extended only to those beneficiaries, who have been residing in Delhi for a minimum of five (05) years & possess required educational qualification as indicated against each job role.
- IV. The scheme has come into force from the date 29th March, 2026 after its publication in the Official Gazette.

2. Objective:

The scheme aims to:

- I. Provide sustainable employment opportunities to the artisans, workers, drop-outs from the schools and colleges and individual entrepreneurs of Delhi.
- II. Provide training, use of modern tools etc., and facilitate to upgrade micro/small-scale units and improve skills.
- III. Create hand-made goods and contribute to local employment and economic development.

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3. Eligibility:

- I. Candidate having Aadhar Card, belonging to General/SC/ST/OBC/Minority/Women/EWS/Disabled/PWD and for those residing in Delhi with self-certification where caste, Disability and EWS certificates are required. The benefits under the scheme shall be extended only to those applicants who have been residing in Delhi for a minimum periods of five(05) years.
- II. Registration on e-Shram portal of Central Govt., Registration at Common Service Centers/DKVIB Website/fresh applicants.
- III. The qualification shall be, as per prescribed conditions by National Skill Development Corporation, MSDE, Govt. of India for Recognition of Prior Learning (RPL).
- IV. Willingness of the candidates to be a part of programme under Delhi Khadi Kaushal Vikas Yojna.

4. Registration:

Information for registration of the beneficiaries shall be done through advertisements in Hindi, Punjabi, Urdu and English newspapers, posters and on the website of DKVIB. Details of the consumable to be requested through DKVIB web portal for scheme. Further, the bidder shall include those beneficiaries registered on e-Shram portal of Ministry of Labour & Employment, Govt. of India and other government portals. The successful bidder shall however be responsible for mobilization of beneficiaries.

5. Features:

These are the features of the proposed programme for effective skill development with higher gross enrolment ratio of the applicants by providing the following facilities:

- i. Provision of food to each participant during the training programme depending on the number of registration for the concerned job role.
- ii. Recognition of artisans, workers and crafts people who are registered and shall receive a “CM Certificate” and “ID Card” upon successful completion of training.
- iii. Digital Literacy to assist in e-marketing for higher revenue.
- iv. Marketing Support information: The Scheme provides information for brand promotion, market linkages, quality certification, and participation in trade fairs.
- v. Providing toolkit i.e. sewing machine under Recognition of Prior Learning (RPL) and awareness program on banking facilities only in tailor trade sewing.
- vi. E-Catalogue for e-commerce shall be provided for activities around design development/product development for each candidate for visibility. After training DKVIB shall enable trained candidates with e-Catalogue to be placed on Open Network for Digital Commerce (ONDC), Ministry of Commerce & Industry, GoI for higher revenues to the artisans and workers only in tailor trade sewing.
- vii. Basis of Cost for training: The Ministry of Skill Development, G.o.I. vide their Notification No. H22011/2/2014-SDE (Vol-IV) dated 15.7.2015 as amended from time to time has decided common norms for Skill Development Schemes.

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6. Training:

The following are the Job Roles in which skilling shall be provided:

S. No.	Sector	Minimum Allocation
1.	Up-skilling/ Recognition of Prior Learning(RPL):	3600
	(i) Tailor Trade Sewing,	30
	(ii) Bakery,	30
	(iii) Perfume making,	30
	(iv) Essential Oil,	30
	(v) Candle making,	30
	(vi) Soap (Handmade)	30
	(vii) Hair Stylist,	500
	(viii) Makeup Artist,	500
	(ix) Pottery.	30
	Total	4810

* The above notional allocation is subject to actual application to be received sector wise. The number of Tailor Trade Sewing are highest (3600), in view of 18632 candidates already registered from unorganized sector on e-shram portal of Ministry of Labour, GoI under Apparel category in the state of Delhi (as on 04.01.2026) for this trade. The other sector since there is no adequate information available, so token allocation has been made. However, the same is subject to flexibility depending on receipt of application. The total allocation for all sectors shall be within the budget earmarked under Delhi Khadi Kaushal Vikas Yojna.

7. Duration of the empanelment:

Initially for 01 year, extendable on year to year basis upto 02 years based on the performance and mutual consent of both the parties from the date of assigning work order at same rate and terms and conditions.

8. Relevant Sector for Empanelment & Allotment:

Details of “**Prominent Sectors**” for empanelment & allotment of the “Eligible Training Providers/under NSDC aligned courses, Exposure visits(to be decided as per requirement), up-skilling / Recognition of Prior Learning (RPL) under Delhi Khadi Kaushal Vikas Yojna of Delhi at **Annexure-A**.

9. Funding/Payment Milestones:

The funding/payment will be governed as per the following:

- a) (i) For RPL 50% advance where first batch of 45 candidates is registered, formed & approval accorded by DKVIB; (ii) Performance Guarantee is submitted at 5% of the total project cost in form of DD/FD/Bank Guarantee to be issued by Scheduled Commercial Bank; (iii) 100% of stipend at rate of Rs.400/- per day shall be released to each participants in RPL programme 100%(for Tailor Trade sewing 12 days

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training. Others sectors the training duration shall be 07 days or as per sector Skill Council norms) and Assessment fee @ Rs.900/- per candidate; (iv) 50% of e-Catalogue making fee at the rate finalized by DKVIB through separate Technical Bid & Finance Bid tender only for Tailor Trade sewing for agencies, who want to also bid for e-Catalogue separately; (v) Balanced amount of 50% training fees and e-Catalogue making fee is released on submission of statement of bank duly showing Debit of the amount demonstrating distribution of stipend to beneficiaries in a bank transfer submission of e-Catalogue in pending along with detail of beneficiaries within 15 days from the completion of training & invoice raised by implementing agency to DKVIB.

- b) Food(lunch) shall be directly provided by the agency to be decided by DKVIB under supervision of NGO's, with respect to food distribution, quantity, quality and timely of supply for which separate tender shall be floated on GeM.
- c) On receipt of Acceptance letter from the successful applicant/bidder, performance guarantee @ 5% of tender work value. Performance Guarantee in original, shall be submitted in DKVIB and DKVIB shall confirm from Bank about genuineness of the instrument. In case of incorrect/ false Bank Guarantee, the award letter shall stand withdrawn automatically without any notice to applicant/bidder). DKVIB shall enter into Memorandum of Agreement/ MoU along with details of terms & conditions and other obligation, courses, fee, payment schedule, and procedure formalities for selection of beneficiaries monitoring and tracking, obligation of DKVIB and the applicant/bidder, details of permanent Training Centres in Delhi, Temporary Skill Camps in Delhi. This can be set up after MoA/ MoU. A 07-day period shall be given to execute MoA/MoU alongwith Performance Guarantee failing which, the Award letter may be subject to rejection.

10. Training Implementation:

The training implementation is to be done from existing training facilities in NCT of Delhi for residents of Delhi who are residing for a minimum of 05 years in Delhi and submit a self-certificate to this effect. For up-skilling/Recognition of Prior Learning(RPL), new Skill Camps Training Centre can be opened

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I. INSTRUCTIONS TO BIDDER

S.N	Parameters	Conditions/Provisions
01	Eligibility Criteria	1. The Agency must be a registered Society(NGOs, Trust) (under Societies Registration Act), Private Ltd Companies/firms and autonomous body. The proof of constitution of business must be submitted with a copy of registration/incorporation. 2. The applying agency shall submit the complete details with a covering letter <u>Annexure-01</u> and submit bidder details with relevant documents as per <u>Annexure-02.</u>
		All the bidders mentioned above should: 1) Have been active and operational continuously in NCT of Delhi for minimum of last 03 Years from the date of submission of proposal. 2) Must have a minimum Average <u>Annual Turnover of INR 100 lakh</u> or more and positive Net Worth in the 03 (three) consecutive financial years (specifically <u>2022-23 2023-24 and 2024-25</u>) duly certified by Chartered Accountant (Audited Balance Sheet be attached). 3) Have experience of imparting minimum of upto five thousand(5000) Skill Trainings, as per cost norms of MSDE, GoI. This is the average during the 03 (three) consecutive financial years i.e. (2022-23 2023-24 and 2024-25) in India 2024-25 OR have experience of assessing minimum of 5000 Skill Assessment as per cost norms of MSDE, GoI. This is the average during 03(three) years consecutive Financial Year i.e. 2022-23, 2023-24, 2024-25. <u>Applicant to indicate under which head i.e. Skill Training/Skill Assessment the application is made.</u> 4) Have imparted upto <u>4000</u> customized <u>Skill Training in Up-skill/ Recognition of Prior Learning (RPL) schemes</u> or with industries partner and successful training implementation and certification of candidates in relevant trades during the <u>03 (three) consecutive financial years</u> (2022-23 2023-24 and 2024-25) in India. 5) <u>Have experience of implementing/providing advisory services in implementation and management of Skill Development Programme of Central/State Govt. with a minimum of 4000 National Skill Qualification Frame Work (NSQF) aligned skill trainings (Centrally/ State Sponsored Schemes) in India/NCT of Delhi</u> or with industries partner 03 (three) consecutive years 2022-23 2023-24 and 2024-25. 4000 NSQF

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		is the average during the 03 years. The bidder must indicate hours of training as per Qualification Pack of Sector/Skill Camps. 6) Must not be blacklisted by any donor agency/State Government/ Central Government. <u>A self-declaration must be submitted.</u> 7) Have geographical presence/operations of the Agency in relevant operations with state office <u>anywhere</u> in NCT of Delhi. 8) Earnest Money Deposit (EMD) Rs.90,000/- (Rupees Ninety Thousand only) per sector(refer Point 6 of Page 6), required from the bidders. For example if the Bidder wishes to apply for Tailor Trade Sewing and Bakery Sector then EMD would be required Rs.90,000/- x 2 = Rs.1,80,000/-) Exemption from submission of Earnest Money Deposit (EMD) shall be granted in accordance with the provisions of the General Financial Rules (GFR), 2017, and such other procurement policies, orders, guidelines, and instructions issued by the Government from time to time. 9) DKVIB will not permit franchisee/subletting of trainings by empaneled Training Partners / Program Implementing Agencies (PIA's). Applicant can open temporary skill camps in Delhi only in case of RPL Trainings. 10) Bidder is not permitted to alter and modify their bids after deadline of receipt of bids. 11) Ordinarily, advance payment is not made, however, the advance payment may consider as per Rule 172(ii) of GFR 2017. 12) Bidder has no legal case pending against DKVIB/GNCT of Delhi as on the date of tender.
02	Important timelines	Read carefully <u>Serial No.07 at Page-17</u>
03	Submission of Proposal	Interested Agencies fulfilling eligibility conditions, as prescribed in <u>Pre-eligibility Matrix</u> at <u>Sr.No.(08), at page 19</u> and <u>Technical Evaluation Matrix</u> can submit their detailed capacity in number of training under this tender for undertaking against sector-wise empanelment and allotment to eligible Program Implementing Agencies (PIA's). The tender must be uploaded by registered bidder in e-procurement site that is Tender Delhi Govt. of NCT of Delhi e-procurement system. The link of e-procurement system is <u>http://govtprocurement.delhi.gov.in</u> with <u>Tender ID: 01/DKVIB/2026-27</u>(No hard copies shall be entertained).

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		<u>The proposal should carry following documents as per checklist given in the Tender:</u> 1. Covering Letter 2. Applicant details along with required documents (i) Relevant document for Proprietorship/Partnership Firm/Private Limited Company/Public Limited Company/Society/Trust/ Association/ Government Institutions/Public Sector Units/Training arms of Export Promotion Council/ not-for-profit entities/ Universities/Higher Educational Institutes including Technical and Professional Institutes having affiliation or recognition of relevant board or council. (ii) Copy of PAN Card (Permanent Account Number) (iii) Certificate of registration under GST. 3. Certificate for Authorized Signatory for submission of applications. 4. Audited Balance sheet for 03 (three) consecutive years i.e. 2022-23 2023-24 and 2024-25. 5. Income Tax Return Acknowledgement for 3 years i.e. 2022-23 2023-24 and 2024-25. 6. Experience of Implementing National Skill Qualification Frame Work (NSQF) aligned with skill-based short-term/long term trainings or with Industry Partner or Assessments and wage/ self-employed placements during (3) three consecutive financial years i.e. 2022-23 2023-24 and 2024-25 duly certified by CA. 6.1 Experience of implementing Up-skilling/RPL Recognition of Prior Learning and schemes like VSSY, ODOP/Pradhan Mantri Kaushal Vikas Yojna scheme or with Industry Partner in any State for 3 years 2022-23, 2023-24 and 2024-25. 6.2 Experience of implementing training under Govt of NCT of Delhi or in National Capital Region(NCR) or with Industries partners for the 3 years 2022-23 2023-24 and 2024-25. 7. Applicant's experience of Implementing NSDC/Sector Skill Council aligned skill-based short-term training and wage/self-employed placements in Delhi or in National Capital Region(NCR) or with Industries partners during 03 three consecutive financial years i.e. 2022-23 2023-24 and 2024-25. 8. Details of Operational/Active/Non-Residential Skill Development Training Centers/Skill Camps established by the Applicant during the 03 (three) consecutive financial years i.e. 2022-23, 2023-24 and 2024-25 in Delhi.
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		9. Detailed list of Domain Trainers / Faculty on payroll of the Applicant. 10. An undertaking as Affidavit for not being blacklisted / debarred by any donor Agency / Government Body / PSU / Department Authority for breach. 11. Details of Corporate Office (if registered under Company Act) of the Applicant along with documentary evidence. 12. Details of Registered Office of the Applicant in NCR along with documentary evidence. 13. Declaration by Bidder that no legal case is pending against DKVIB/GNCT of Delhi as on date of tender. 14. All documents be self- certified with date & seal & signature. Note:- 15. The Managing Director, DKVIB reserves the rights to accept partially or reject any proposal without providing any reasons, whatsoever. The decision of MD, DKVIB shall be final and binding upon the applicant Company/Agency.
04	Mechanism for Approval of the Project	1. Detailed Proposal Submission against the issued Tender Document for sector wise empanelment of the eligible Training Service Providers/ Program Implementing Agencies Project Implementing Agency (PIA's) 2. Evaluation of the Proposal of Applicants by the Technical Evaluation Committee of DKVIB against pre-defined Pre-Evaluation Matrix and Technical Evaluation Matrix. 3. Sector wise empanelment and allotment of the selected Applicants/ Training Partners/ PIA's on the basis of Technical Qualification. 4. Presentation of (maximum 15 minutes) by the shortlisted Applicants/Training Providers/PIA's before the designated committee of DKVIB [As per Technical Evaluation Matrix]. 5. The empaneled training partners would be required to sign a MoA with DKVIB for program execution. MD, DKVIB shall allot the training targets as per experience and capacity already executed. 6. Issuance of Sanction Order to the selected Applicants along with the target allocation

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05	List of Relevant Sector / Job Roles proposed by the Applicant/bidder	The Applicant/bidder organization needs to specify the list of “Relevant Sectors” amongst the pre-defined Sectors having prior/rich experience of training in Up-skilling/ Recognition of Prior Learning (RPL). The eligible job roles are detailed at <u>Annexure-A (at Page 18)</u> The applicant to fill Job Roles, proposed numbers for training as per <u>Annexure-B (at Page 45)</u>. <u>Applicants quoting proposed intended numbers for training for each Job Roles only in Annexure.</u>
06	Instruction to Bidders	1) Interested applicant/bidders may furnish their Tender with <u>e-copy</u> with all the necessary documents in English as specified in the <u>Annexure-01</u> provided in the Tender documents under Bid Submission Formats. 2) DKVIB reserves the rights to withdraw this Tender, without assigning any reasons for the same, if DKVIB determines that such action is in the best interest of the Government of Delhi. DKVIB undertakes that all the information shared by the participating applicant/bidder will be held in the strict confidence and will not be made public unless directed by the law / rules. 3) The responses submitted to this Tender and all the correspondence shall be in English and shall confirm to the formats attached. <u>Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Tender. DKVIB reserves the right to cancel any such tender without assigning any reason.</u> 4) The Tender submitted by the applicant/bidder shall remain valid for a period of 60 days after the closing date for submission of Tender prescribed in this document. <u>Tender validity expressed for a period of less than 60 days shall be rejected.</u> 5) DKVIB reserves the right to amend, modify, supplement, or withdraw any part of the Tender/RFP document at any time prior to the deadline for submission of bids. Any such amendment or corrigendum shall be published on the official website of DKVIB and/or the designated e-Procurement Portal. The amendments so issued shall form an integral part of the Tender/RFP document and shall be binding on all prospective

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		applicants/bidders. Applicants/Bidders are advised to regularly visit the website/portal for updates, corrigenda, and other notifications related to the tender process. 6) Applicant/bidders are advised to study all the instructions, forms, requirements and other information in the Tender document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of Tender document with full understanding of its implications. 7) Response to this Tender should be complete in all respects. Failure to furnish all information required in the Tender document or submission of proposal not substantially responsive to this Tender document will be at applicant/bidders risk and may result in rejection of its submission. 8) The applicant/bidders are responsible for all costs incurred in connection with the participation in this process, including, but not limited to, cost incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of this Tender document, in providing any additional information required by DKVIB to facilitate the evaluation process. 9) Proposals of only those applicants/bidders who qualify the Pre-Qualification Matrix shall be evaluated further. 10) <u>Only those applicants/bidders satisfying Pre-Eligibility Criteria and scoring minimum 45 marks out of 70 allocated for Technical Evaluation Matrix shall be considered as qualified for PPT presentation(power point). Bidders securing minimum 75 marks will be eligible for empanelment & allotment of work. However, in case securing minimum 75 marks, the empanelment and allotment is not automatic. DKVIB reserves the right to lower or increase the Technical Evaluation Criteria as it deems fit at any point of time.</u> 11) This Tender does not commit DKVIB to award a contract or to engage in negotiation. 12) Tender proposals submitted by the applicants/ bidders will be reviewed / evaluated by the Technical Evaluation Committee formed by DKVIB.
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		13) All material submitted by the applicants/bidders shall become the property of DKVIB. 14) All applicants/bidders shall also furnish a refundable Earnest Money Deposit (EMD) Rs.90,000/- per Sector and Processing Fee of Rs.10,000/- per sector(Non-refundable) in the form of Bank Demand Draft from any Scheduled Commercial Bank. No other form of payment shall be entertained/accepted. 15) Tender Proposals not supported with Earnest Money Deposit (EMD) and Processing Fee shall be rejected without assigning any reasons / clarifications. 16) DKVIB may at its sole discretion and at any time during the opening and evaluation of Tender Proposals, disqualify any applicant/bidder, if these applicant/bidder has made misleading or false representations in the form of statements and attachments submitted in proof of the eligibility requirements, which are as follows: a) A record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion, financial failure etc. in any of such projects in the preceding three years; b) Submitted proposal that is not accompanied by requisite documents and information; c) Use of modified bid formats/forms for proposal submission; d) Any proposal found without paging and proper spiral / binding; e) Failed to provide timely clarifications related thereto, when sought; f) Declared ineligible/blacklisted by State /UT/ Central Government or any Public Sector Undertaking (PSU); g) In case non-performance and execution of the project within the stipulated timelines, DKVIB reserves the right to discontinue the allotted work with the concerned empaneled PIA and recover all advance payment with 10% rate of interest after issuance of a show cause notice; h) Made an attempt to influence the bid evaluation. i) Any proposals received beyond the deadline of submission (<u>Date and Time</u>) as specified in the instructions, shall be rejected. j) Earnest Money Deposit (EMD) and Processing Fee per Sector in the form of Bank Demand Draft from any Scheduled Commercial Bank in favor of DDO, DKVIB payable, at Delhi not attached with the Tender Proposal, the tender shall be rejected. Only EMD for those applicants/bidders registered under MSME shall be
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(Bidder's Name & Seal)

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		exempted from furnishing EMD. In such case bidder shall attach valid MSME Certificate as on dated of application. However, Processing Fee shall be deposited by MSME registrants also which is non-refundable. However, exemption from submission of Earnest Money Deposit (EMD) shall be granted in accordance with the provisions of the General Financial Rules (GFR), 2017, and such other procurement policies, orders, guidelines, and instructions issued by the Government from time to time. 17) IMPORTANT INSTRUCTIONS: a) The tenderer must follow the instructions for <u>online submission</u>. b) The tendering process shall follow Technical bidding. Bid shall be submitted in one part, Technical Bid. c) The technical bid will be opened online and evaluated. d) The Bid shall be considered responsive provided it meets all the requirements under this tender including technical specifications and relevant documents as stipulated in tender document. e) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority (Managing Director, DKVIB office). f) Please go through the tender advertisement and the tender document carefully to understand the documents required to be uploaded as part of the bid. Please note the number of files, in which the bid documents have to be uploaded, indicating the number of documents including the names and content of each of the document. Any deviation from these may lead to rejection of the bid. 18) <u>Important Information to Bidders:</u> 1. DKVIB reserves its right to inspect, verify and monitor the documents, trainings, trainers, training material, training centre and all other information provided in the application either directly or through third party and take suitable corrective or penal action as the case may be with the implementing agency. 2. DKVIB reserves its right to recover any advance money released to implementing agency, in case of non-fulfilment of obligations or furnishing incorrect information to get the allotment or concealing facts in the submission of documents in the implementation of training programme, along with 18% rate of interest from the date of release of money till the receipt of the money in the bank account of DKVIB.
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		3. DKVIB reserves its right to safeguard the interest of GNCT of Delhi in the Court of Law to recover any amount from the implementing agency in case of non-fulfilment of obligations in the implementation of training programme. 4. DKVIB without giving any Notice to implementing agency reserves its rights to encash the Performance Guarantee and also to recover the balance advance amount from the implementing agency. In addition to this DKVIB reserves its rights to take any other penal action including discontinuation of work/blacklisting of firm form operation with DKVIB/GNCTD/with Central Govt. agencies. 5. DKVIB reserves its right to cancel the allotment at any time without giving any Notice in case it is found that implementing agency has used fraudulent method in the submission of application. 6. The jurisdiction shall be the Court of Law in Delhi.
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Important Information to Bidders:

7. DKVIB reserves its right to inspect, verify and monitor the documents, trainings, trainers, training material, training centre and all other information provided in the application either directly or through third party and take suitable corrective or penal action as the case may be with the implementing agency.
8. DKVIB reserves its right to recover any advance money released to implementing agency, in case of non-fulfilment of obligations or furnishing incorrect information to get the allotment or concealing facts in the submission of documents in the implementation of training programme, along with 18% rate of interest from the date of release of money till the receipt of the money in the bank account of DKVIB.
9. DKVIB reserves its right to safeguard the interest of GNCT of Delhi in the Court of Law to recover any amount from the implementing agency in case of non-fulfilment of obligations in the implementation of training programme.
10. DKVIB without giving any Notice to implementing agency reserves its rights to encash the Performance Guarantee and also to recover the balance advance amount from the implementing agency. In addition to this DKVIB reserves its rights to take any other penal action including discontinuation of work/blacklisting of firm form operation with DKVIB/GNCTD/with Central Govt. agencies.
11. DKVIB reserves its right to cancel the allotment at any time without giving any Notice in case it is found that implementing agency has used fraudulent method in the submission of application.
12. The jurisdiction shall be the Court of Law in Delhi.

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07	Tentative Timelines	S.N.	Details	Timelines
		01	Uploading of Tender Document on Tenders Delhi, Govt of NCT of Delhi e-Procurement System https://govtprocurement.delhi.gov.in/ and Delhi Khadi and Village Industries Board https://dkvib.delhi.gov.in/	11.06.2026 at 10.00AM
		02	Pre-Bid Queries	25.06.2026 at 11:00 AM in the Conference Hall of the DKVIB Headquarter at Delhi
		03	Last Date for submission for Bids	02.07.2026 upto 02.00PM
		04	Opening of Technical Bid and evaluation by the Technical Committee	02.07.2026 at 02.30PM onwards
		05	Power Point Presentation by Technically qualified bidders	03.07.2026 at 02.00PM
		06	Declaration of Final Results of selected bidders.	Will be uploaded in DKVIB official website.
		07	Signing of the MoU	Will be intimated via official email to the selected bidder.
		08	Training Target Allocation	Award of work with payment mile stones, as per documents.

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Proposed Job Roles for Delhi Khadi Kaushal Vikas Yojna of Delhi

Sl. No.	Sectors
1.	Up-skilling/ Recognition of Prior Learning(RPL): (i) Tailor Trade Sewing, (ii) Bakery, (iii) Perfume making, (iv) Essential Oil, (v) Candle making, (vi) Soap (Handmade) (vii) Hair Stylist, (viii) Makeup Artist, (ix) Pottery.

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

8. Pre-Qualification Matrix

S.N.	Criterion	Supporting documents to be submitted
1	<u>Operational Capability</u> For Sole Applicant:- Applicant must be incorporated in India for at least 03 years on the proposal submission date.	a) Copy of the Certificate of Incorporation / Registration Certificate of the Applicant issued by Registrar of Companies/Registrar of Societies / Partnership
2	<u>Financial Capability</u> For Sole Applicant:- The Applicant must have minimum of an Average Annual Turnover of INR 100 Laks or more and Positive Net Worth in the 03 (three) consecutive financial years (i.e. 2022-23 2023-24 and 2024-25).	Below mentioned documents from (a) to (c) are applicable: a) Audited Balance Sheet including Profit and Loss Statements for 03 consecutive financial years i.e. 2022-23, 2023-24 & 2024-25 duly signed by C.A. and Bidder. b) A Chartered Accountant (CA) Certificate must be attached. c) Income Tax Acknowledgement for 03 consecutive financial years i.e. 2022-23, 2023-24 & 2024-25.
3	Applicant should preferably have registered office in Delhi	Documents supporting registration of office premises and years of operation in Delhi supported by valid documents.
4	Applicant must have established Skill Development Training Centers (own or rented) in Delhi in any of the 03 (three) consecutive years i.e. 2022-23 2023-24 and 2024-25	Declaration on Rs.100 non-judicial stamp paper duly notarized along with the proof of established Skill Development Training Centers/Skill Camps in the State in any of the 03 (three) consecutive years i.e. 2022-23, 2023-24 & 2024-25.
5	Applicant with experience of implementation of NSQF /NSDC/Sector Skill Council aligned courses / training and projects in 03 (three) consecutive financial years 2022-23 2023-24 and 2024-25	Proof of implementation of NSDC aligned courses/trainings Technical Evaluation Criteria in 03 (three) consecutive financial years 2022-23 2023-24 and 2024-25: 1. Declaration of the details / information on the letter head of applicant/bidder duly verified by the competent authority of the firm/ institution. 2. Project wise details/ information supported with Work Orders and Completion Certificates of 3 years 2022-23, 2023-24 & 2024-25.

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6	Up-skilling/ Recognition of Prior Learning/ One District One Product/ Pradhan Mantri Kaushal Vikas Yojna Applicants experience in implementing scheme in the 3 consecutive years i.e. 2022-23,2023-24 & 2024-25.	1. Proof of implementation of / Courses /trainings as specified in Technical Evaluation Criteria_03 (three) consecutive financial years (specifically 2022-23 2023-24 and 2024-25 Declaration of the details/ information on the letter head of applicant/bidder duly verified by the competent authority of the firm/institution. 2. Project wise details/information supported with Work Orders and Completion Certificates for the 03 years 2022-23, 2023-24 & 2024-25. 3. For RPL technical Evaluation Committee may consider relaxed norms considering small scale industry.
7	Applicant must have trained trainees/beneficiaries in NSDC aligned trainings or Industries partner in the three consecutive financial years i.e. 2022-23, 2023-24 & 2024-25. (Number of candidates trained against each year)	Declaration on Rs.100 non-judicial stamp paper duly notarized along with proof of training and placement in the form of work order and completion certificate from the concerned agencies in the 03 years 2022-23, 2023-24 & 2024-25.
8	Applicant firm should not have been barred or blacklisted by any relevant entities like Donor Agency/ State Government/Central Government Body.	Notarized Self-Declaration on Stamp Paper of Rs.100 non-judicial stamp paper duly notarized to be submitted under the signature of authorized signatory (As authorized by the Top Management /Board of the Organization) stating that the applicant (that the firm has not been barred or blacklisted by any Donor Agency/State Government / Central Government Body.
9	Bidder should not have any legal case against DKVIB/GNCT of Delhi as on date of tender.	Notarized self-declarations on Stamp Paper of Rs.100 non-judicial stamp paper duly notarized under the signature of authorized signatory.

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09 Technical Evaluation Matrix:-This matrix shall be used for Technical Qualification

01	Organizational Capability (Establishment and Financial Strength)					
S.N.			Marking Criteria			Documents Required*
			02 Marks	05 Marks	10 Marks	
01(a)	Year of the Organization					
01(a)		Applicant Since (Date & Year of incorporation)	03 Years as on 31-03-2025	05 to 12 Years as on 31-03-2025	More than 12 Years as on 31-03-2025	Certificate of Incorporation / Registration Certificate of the Applicant Organization
S.N.	Marking Dimensions		Marking Criteria			Documents Required*
			05 Marks	07 Marks	11 Marks	
01(b)	Financial Strength of the Organization		–	20 Marks		
01(b)	<u>Sole Applicant</u>		Minimum (Rs.)	(Rs.) More than	(Rs.) More than	a) Audited Balance Sheets including Profit and Loss Statements for 03 consecutive Financial Years i.e. 2022-23, 2023-24 & 2024-25. b) Auditors Report for 03 consecutive Financial Years i.e. 2022-23, 2023-24 & 2024-25. c) A Chartered Accountant (CA) Certificate must be attached. d) Income Tax Acknowledgement for 03 consecutive Financial Years i.e. 2022-23, 2023-24 & 2024-25.
	Average Annual Turnover of the Applicant Organization (Sole/Lead) and Positive Net Worth of 03 Consecutive Financial Years i.e.2022-23,2023-24 and 2024-25.		100 Lakh	100 Lakh to 499 Lakh	500 Lakh	

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02 Technical Capability					
S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		08 Marks	12 Marks	20 Marks	
02(a)	Total number of beneficiaries / trainees successfully trained OR Assessed and certified in National Skill Development Corporation (NSDC) aligned skill-based placement/ wage/ self-employed supported with letters of offer for appointment from employers, oriented Short-Term (Residential / Non- Residential) Trainings during the 03 (three) consecutive Financial Years i.e. (2022-23, 2023-24 and 2024-25).	Minimum 500 trainees successfully trained and certified OR Assessed	501-5000 trainees successfully trained and certified OR Assessed	More than 5000 trainees successfully trained and certified OR Assessed	To be supported with Award Letters and Work Completion / Partial Work Completion Certificates. Please note: (Only Central/ State Government/ Semi Government / PSU's/ Apparel industries will be considered. Exclude Trainings under ODOP/Up-skilling/RPL/ less than 30 days training) <i>(Award letters and Work Completion Certificates or screenshot of NSDC portal with self-certification by Authorized signatory)</i>

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S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		02 Marks	05 Marks	06 Marks	
02(b)	Total number of beneficiaries / trainees successfully trained and certified in relevant sector(s) under <u>Up-skilling/ RPL/ Vishwakarma Shram Samman Yojna/ One District One Product/ Recognition of Prior Learning/ Pradhan Mantri Kaushal Vikas Yojna</u> Skill Development Scheme etc. Non-Residential trainings during 03 (three) consecutive Financial Years i.e. 2022-23 2023-24 and 2024-25.	Upto 4000 trainees success - fully trained and certified in relevant sector(s)	4001 to 8000 trainees success-fully trained and certified in relevant sector(s)	More than 8000 trainees success-fully trained and certified in relevant sector(s)	To be supported with Award Letters and Work Completion / Partial Work Completion Certificates by the concerned Client indicating successful training and certification against the relevant / proposed sector(s). Please note: Only Central/ State Government/ Semi Government / PSU's/Apparel industries will be considered. <i>(Award Letters and Work Completion Certificates should clearly specify the total trained and certified candidates).</i>

03 Geographical Capability					
S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		03 Marks	05 Marks	06 Marks	
03(a)	Experience of imparting skill-based Short-Term/ Long term training (Centrally / State Sponsored Schemes) in Delhi or in National Capital Region(NCR) 03 (three) consecutive financial years i.e. 2022-23, 2023-24 and 2024-25. (not less than 6 months duration) Please Note:- <i>(To qualify this criterion, sector-wise minimum 01 project</i>	1 Project With 100 Trainees	2 Projects With 300 Trainees	More than 3 or more Projects With 500 trainees	To be supported with Award Letters and Work Completion Certificates / Partial Work Completion Certificates by the concerned Client. <i>Please note:</i> Only Central/ State Government/ Semi Government / PSU's/Apparel industries will be considered <i>(Award letters and Work Completion Certificate should clearly specify the</i>

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	<i>will be mandatorily required and each Project should clearly specify the details / location and total certified candidates / beneficiaries).</i>				<i>project details /location and total certified candidates / beneficiaries)</i>
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S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		06 Marks	07 Marks	07 Marks	
03(b)	Total Number of operational/active NSDC/Ministry aligned skill development training centers/ Skill Camps (Residential/Non-Residential) across in the Delhi State or in National Capital Region(NCR) in any 03 (three) consecutive Financial Years i.e. (2022-23 2023-24 and 2024-25). Please Note:- (To qualify the criterion, minimum 01 training centers operational during the last 03 consecutive financial years (which may be operational or closed as on date) will be mandatorily required along with the documentary evidences)	Minimum 01 Training Center in the State	02-03 Training Centers in the State	More than 03 Training Centers in the State	To be supported with declaration in the prescribed format duly stamp and signed by the competent authority. National Skill Qualifications Framework (NSQF) aligned Skill Training Centers operational during the 03 Financial Years 2022-23 2023-24 and 2024-25 which may be operational on date of the submission of proposal will be considered subject to the submission of necessary documentary evidence. Note: Entities having training centres in more than 10 States shall have priority in larger allotment.

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S.N.	Marking Dimensions	Marking Criteria			Documents Required*
		08 Marks	08 Marks	10 Marks	
03(c)	Number of NSDC / Sector Skill Council certified Domain Trainers on payroll as part-time / full-time engagement of the applicant / bidder against the relevant sector(s). Please Note:- (To qualify this criterion, sector-wise minimum 03 Domain Trainers per-sector on the payroll of the applicant (Part-time / Full- time) will be mandatorily required along with the documentary evidences)	Minimum 05 Domain Trainers per Sector on payroll of the applicant	6-7 Domain Trainers per Sector on Payroll of the applicant	More than 08 Domain Trainers per Sector on the payroll of the applicant	To be supported with the employment details of the candidates / domain trainer per sector along with bio-data and NSQF Level Training or with Industries partners of Trainer (ToT) Certification with validity from the date of submission of Tender Proposal. The mode of engagement of the Domain Trainers on payroll of the Program Implementing Agency (PIA's) will be considered on following parameters: 1) Full-time Employment
4(a)	Total Technical Evaluation Points	34	49	70	
4(b)	Presentation before the Committee of MD DKVIB				30 Marks
4(c)	Qualifying marks of Technical + Presentation for empanelment (70+30 = 100)				Minimum 75 Marks
1. The bidders have the liberty to be present either in person or through authorized representatives, at the time of the opening of the tender at Delhi Khadi Village Industries Board (DKVIB). 2. The presentation on Power Point shall be made by the technically qualified and eligible bidder for empanelment. The marks awarded during the presentation shall be final and binding. No representation in this regard shall be entertained. Any representation on presentation may disqualify the applicant for empanelment/ allotment etc.					

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Checklist Table :**Checklist for proposals to be submitted in response to Tender to undertake the project under various State Sponsored Schemes in the State of Delhi.**

S.N.	Document Description	Documents Attached (Y/N)	Page Number
01	Covering Letter as per Annexure-01 of Tender document		
02	Applicant details as per Annexure-02 of Tender document		
	Relevant document for Proprietorship / Partnership Firm / Private Limited Company / Public Limited Company / Society Not-for-profit entity/Trust/ Association / Government Institutions / Public Sector Units / Universities / Higher Educational Institutes including Technical and Professional Institutes having affiliation or recognition of relevant board or council.		
	Copy of PAN Card (Permanent Account Number)		
	Trade License / GST Registration (if any)		
03	Certificate as to Authorized Signatory as per Annexure-03		
04	Audited Financials for 03 (three) consecutive years i.e. specifically 2022-23 2023-24 and 2024-25 along with Annexure-04		
	Annexure-04		
	Audited Balance Sheets of 03 Financial Years i.e. (2022-23) (2023-24) (2024-25)		
	Income Tax Return Acknowledgement for 3 years i.e. (2022-23) (2023-24) (2024-25)		
05	Applicant Experience (number of projects) of Implementing NSDC aligned skill-based short-term trainings OR Assessments and placements wage/self-employed during (03) three consecutive financial years i.e. 2022-23 2023-24 and 2024-25. (Condition Applicable for Government / Semi Govt. / PSUs CSR Projects only) Annexure-05.		
06	Applicant Experience (Number of trainees) of Implementing NSDC aligned skill-based short-term trainings or Industries partners and placements / wage/self-employed supported with letter of offer for appointment from employers in “Relevant Sectors” to which the applicant is applying for during (3) three		

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	consecutive financial years i.e. 2022-23 2023-24 and 2024-25. (Condition Applicable for Government/ Semi Govt. / PSUs CSR Projects only) Annexure-05(A).		
07	Applicant Experience of Training in RPL/ODOP/VSSY/ PMKVY in three consecutive financial years. Experience in number of Skill Projects (Central/ State/ Sponsored Scheme) in Delhi OR in National Capital Region(NCR) OR with Industries partners i.e. 2022-23, 2023-24 and 2024-25.		
08	Details of Operational / Active Residential / Non-Residential Skill Development Training Centers/Skill Camps in Delhi established by the Applicant during the 03 (three) consecutive financial years i.e. 2022-23 2023-24 and 2024-25 as per Annexure-06		
09	List of Domain Trainers / Faculty on payroll of the Applicant against the proposed sectors as per Annexure-07		
10	An undertaking as Affidavit for not being blacklisted / debarred by any Donor Agency Government Body / PSU / Department Authority for breach- Annexure-08		
11	Applicant Self Declaration as Annexure-09		
12	Experience of Guidelines for scheme adherence Declaration to be submitted under the signature of Authorized Representative / Signatory of the Applicant Agency on official Letterhead and official seal as Annexure-10		
13	Notarized self-declarations on Rs.100 non-judicial Stamp Paper under the signature of authorized signatory.		

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Format of the Covering Letter

<<The covering letter is to be submitted under the signature of the Authorized Representative / Signatory of the applicant agency on official letterhead and official seal (Letter of authorization is also to be enclosed)>>

To

The Managing Director,
Delhi Khadi & Village Industries Board (DKVIB)
(Govt. of National Capital Territory of Delhi)
5th Floor, Nigam Bhawan (Old Hindu College),
Kashmere Gate, Delhi-110006.

Subject: Request for empanelment and allotment under proposed job roles under “Delhi Khadi Kaushal Vikas Yojna for “Delhi”.

Sir/Madam,

Please find enclosed copy of our proposal in respect of the empanelment and allotment under “Delhi Khadi Kaushal Vikas Yojna of Delhi”. Various state sponsored long-term, short-term, Up-skilling Recognition of Prior Learning (RPL) NSDC aligned in response to the Tender proposal issued by the Delhi Khadi & Village Industries Board (DKVIB), dated _____:

We hereby confirm that:

- a. The proposal is being submitted by _____ (name of the agency) who is an applicant/bidder, in accordance with the conditions stipulated in the Tender.
- b. We have read the guidelines and tender document in detail and have understood the terms and conditions stipulated in the Tender document issued by DKVIB. We agree and undertake to abide by all these terms and conditions along with subsequent communications from DKVIB. Our proposal is consistent with all the requirements of submission, as stated in the tender or in any of the subsequent communications from DKVIB.
- c. The information submitted in our proposal is complete, is strictly as per the requirements as stipulated in the Tender and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omission/false information in our Proposal. We acknowledge that Delhi Khadi & Village Industries Board (DKVIB) will be relying on the information provided in the proposal and the documents accompanying such proposal for empanelment and allotment of the applicant/bidder for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of

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their respective originals.

- d. We acknowledge the right of Delhi Khadi & Village Industries Board (DKVIB) to reject our proposal without assigning any reasons or otherwise and hereby waive, to the fullest extent permitted by the applicable law, our right to challenge the same on any account whatsoever.
- e. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the Tender.
- f. This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the Tender.
- g. We have not directly or indirectly or through any agent engaged or indulged in any corrupt practices, fraudulent practices, coercive practices, undesirable practices or restrictive practices.
- h. We are enclosing Bank Demand Drafts issued from the scheduled commercial bank towards the payment of Earnest Money Deposit (EMD). The details of which are as follows:

Item	Amount (Rs.)	Demand Draft No.	Date	Bank	Mention Sector
Earnest Money Deposit (EMD) (Refundable) per Sector	90,000.00 (Rupees Ninety Thousand only)				

***The Cheques and other mode of payment towards Bid Processing Fee will not be accepted.**

The proposal is made for the express purpose of empanelment and allotment under State of Delhi (Details of scheme, at **Annexure-A**)

S. No.	Sector	Minimum Allocation
1.	Up-skilling/ Recognition of Prior Learning(RPL):	3600
	(i) Tailor Trade Sewing,	30
	(ii) Bakery,	30
	(iii) Perfume making,	30
	(iv) Essential Oil,	30
	(v) Candle making,	30
	(vi) Soap (Handmade)	30
	(vii) Hair Stylist,	500
	(viii) Makeup Artist	500
	(ix) Pottery.	30
	Total	4810

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(Signature of the Bidder with Mobile Number)

Processing fee amounting to Rs.10,000/-(Rupees Ten Thousand only) per application must be submitted in the form of DD of any Scheduled Commercial Bank only. This fee is NON-REFUNDABLE. This is in addition to the EMD, **at para h.** above.

Item	Amount (Rs.)	Demand Draft No.	Date	Bank
Processing Fee (Non-Refundable)	10,000.00 (Rupees Ten Thousand only)			

The hard copy of EMD per Sector as well as Processing Fees must be submitted in the Tender Box placed at DKVIB office on or before 29.06.2026 at 2.00PM

For and on behalf of: Signature:.....

Name: Designation:.....

(Authorized Representative and Signature)

Date:.....

Place:.....

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Applicant / Bidder Details

<< Declaration to be submitted under the signature of Authorized Representative/ Signatory of the applicant/bidder agency on official Letterhead and official seal

S.N.	Description	Details	
1	Name of Constitution of Applicant/bidder i.e. Partnership or proprietor or NGO under Registrations Act or Pvt. Ltd. or Public Ltd. or Partnership (Furnish Registration Certificate)		
2	Status/Constitution of the Firm		
3	Name of Authorized Signatory (enclose letter of authorization)		
4	Complete Address and Contact Number (Cell No.) & E-mail		
5	Registration Number		
6	Date of Registration		
7	Place of Registration		
8	PAN Card Number		
9	Primary point of contact (For all sort of communication purpose)	Email	Contact No (e-mail & WhatsApp)
10	Secondary Point of Contact	Email	Contact No (e-mail & WhatsApp)
11	Turnover in Rs..... in (lakh)	FY 2022-23	
		FY 2023-24	
		FY 2024-25	

For and on behalf of:

Signature:.....

Name:.....

Designation:.....

(Authorized Representative and Signature).....

Date:.....

Place:.....

(Bidder's Name & Seal)

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(Signature of the Bidder with Mobile Number)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

I. If Company:

- Certificate of Incorporation of Company
- Copy of Registration/Incorporation Certificate and Memorandum and Article of Association (AoA)

II. If Proprietorship Firm: Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.

III. Copy of Trade License/GST Registration

IV. If Partnership Firm: Copy of Registered Partnership Deed/Certificate of the Partnership duly certified by a Chartered Accountant.

V. If Society / Trust / Association

- Copy of Registration Certificate and Bylaws of Society/Trust/Association.
- Documents in support of Not-for-Profit entity (Form 10AC of Income Tax, Section 12A of 80G)

Note:

- 1) In addition to the above Registration Certificate, Applicant / Bidder need to submit the copy of PAN Card.
- 2) All documents are mandatory to be submitted with Annexure.

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Certificate as to Authorized Signatory

<< Declaration to be submitted by the applicant/bidder on the official Letterhead and official seal

I _____ Proprietor /Partner/Company Secretary/Director/CEO(Competent Authority) or / Not for Profit society of _____(Name of the Applicant/bidder) certify that who signed the above Tender is authorized to do so and bid the Firm by authority of its Board/Governing Body.

For and on behalf of:

Signature:.....

Name: Designation:.....

(Authorized Representative and Signature)

Date: Place:.....

Encl: Attach Board Resolution Copy – Self attested

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Financial Details of Applicant/Bidder

<< Declaration to be submitted under the signature of Chartered Accountant on Letterhead and his/her dated Sign and Seal

To whomsoever it may concern

On the basis of audited financial statement, we hereby certify that (Name of the Agency) having registered office at (Office Address) has an Average Annual Turnover of Rs. _____ or more from various activities and positive Net-worth, in the past 03 (three) consecutive Financial Year i.e. specifically 2022-23, 2023-2024 and 2024-25. The details of the Annual Turnover are mentioned below:

S.N	Financial Year	Annual Turnover (INR- Lakh-Crore) (From various activities) (Rs.)	Net-Worth (Rs.) as per Balance Sheet (As defined under Section-2(57) of the Companies Act, 2013 as amended)
01	2022-23		
02	2023-24		
03	2024-25		
Total Average Annual Turnover and Net Worth			

Note: Audited financial statements/balance sheets for the past three (3) consecutive years (specifically 2022-23, 2023-2024 and 2024-25) along with the other documents as specified in the Tender should be submitted by the Applicant/bidder.

Chartered Account Signature:.....

Name:.....

Registration Number: Contact Number: Seal:

Date:.....

Place:.....

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Experience of National Skill Development Corporation (NSDC) aligned Training and Placements

<< Declaration to be submitted by the applicant/bidder on Rs.100 non-judicial Stamp Paper duly notarized>>

Description of the Applicant/bidder's experience in implementing NSDC aligned placement oriented short-term Trainings OR Assessment across the country (Only Government / Semi Govt./ PSU-CSR Projects) OR with Industries partners during 03 (three) consecutive Financial Year i.e. 2022-23, 2023-2024 and 2024-25.

Please select most relevant projects in training of beneficiaries in Short-Term Skill Trainings to demonstrate the Applicant/bidder's Technical Qualification and Geographical Qualification (Maximum 10 Projects to be specified).

S.N.	Project/Program Complete Description	Residential / Non Residential	Period/Financial Year (From xx-xx-xxx to xx-xx-xxxx) or in Progress	Client Details/ Sponsoring PSU/Central/State Government Department Name	State / UT	Sector/Job Role and Course Duration (In Hours)	Total Training Target Allocated	Name of the Training Programme	Total Beneficiaries Enrolled	Total Beneficiaries Under Training	Total Beneficiaries Certified	Total Beneficiaries Placed (Self or Wage to be specified)	Project Completed / Partially Completed

Supporting documents as specified in the Evaluation Criterion may be enclosed with each project separately.

Additional Rows upto maximum 07 Projects may be added by the Applicant/bidder. In case of more than 07 projects, the projects specified in top 07 rows will only be considered for evaluation purpose.

Annexure/Form to be signed / stamped by the authorized signatory.

Name of the Agency_____

Signature_____

Address_____

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Experience of National Skill Development Corporation (NSDC) aligned Training and Placements / wage/ self-employed or with Industries partners supported by letters of offer for appointment from employers in Relevant Sectors to which the applicant/bidder is applying for

<< Declaration to be submitted by the applicant/bidder on Rs.100 non-judicial Stamp Paper duly notarized

Name of the Sector/ Area Applying For _____

Description of the Applicant/bidder's experience in implementing NSDC aligned placement oriented short-term (Residential / Non-Residential) Trainings or with Industries partners OR Assessment across the country (Only Government / Semi govt./ PSU-CSR Projects)in relevant sectors to which the Applicant/Bidder is applying for during 03 (three) consecutive Financial Year i.e. 2022-23, 2023-2024 and 2024-25.

Please select most relevant projects/sectors in training of beneficiaries in Short-Term / Long Term (Residential/ Non-Residential) Skill Trainings to demonstrate the Applicant/bidder Technical Qualification and Geographical Qualification.

S.N.	Project/Program Complete Description	Residential / Non Residential	Period/Financial Year (From xx-xx-xxx to xx-xx-xxxx) or in Progress	Client Details/ Sponsoring PSU/Central/State Government Department Name with Contact Details	State / UT	Sector/Job Role and Course Duration (In Hours)	Total Training Target Allocated	Name of the Training Programme	Total Beneficiaries Enrolled	Total Beneficiaries Under Training	Total Beneficiaries Certified	Total Beneficiaries Placed (Self or Wage to be specified)	Project Completed / Partially Completed

A. Annexure/Form to be signed / stamped by the authorized signatory.

Name of the Agency _____
Signature _____
Address _____

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Experience in Training in RPL/ODOP/VSSY/ PMKVY or Industries Partners

Description of the Applicant/Bidder's experience in implementing RPL/ODOP/VSSY/ PMKVY or with Industries partners for during 03 (three) consecutive Financial Year i.e. 2022-23, 2023-24 and 2024-25

<< Declaration to be submitted by the applicant/bidder on Rs.100 non-judicial Stamp Paper duly notarized>>

S.N.	Project/Program Complete Description	Residential / Non Residential	Period/Financial Year (From xx-xx- xxx to xx-xx-xxxx) or in Progress	Client Details/ Sponsoring PSU/ Central/ State Government Department Name with Contact Details	State in which Training done	Sector/Job Role and Course Duration (In Hours)	Total Training Target Allocated	Name of the Training Programme	Total Beneficiaries Enrolled	Total Beneficiaries Under Training	Total Beneficiaries Certified	Total Beneficiaries Place	Project Completed / Partially Completed

Annexure/Form to be signed / stamped by the authorized signatory.

Name of the Agency_____

Authorized Signatory or the Applicant/Bidder_____

Address_____

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Experience of National Skill Development Corporation (NSDC) aligned Training OR with Industries partners Implementation in Delhi or or in National Capital Region(NCR)

<< Declaration to be submitted by the applicant/bidder on Rs.100 non-judicial stamp paper duly notarized>>

Description of the Applicant/Bidder's experience in implementing NSDC aligned placement oriented short-term (Residential / Non-residential) Trainings OR Assessment in Delhi (Only Government Projects) OR with Industries partners for during 03 (three) consecutive Financial Year i.e. 2022-23, 2023-24 and 2024-25

S.N.	Project/Program Complete	Residential / Non	Period/Financial Year (From xx-xx- xxx to xx-xx-xxxx) or in Progress	Client Details/ Sponsoring PSU /Central /State Government Department Name	Delhi	Sector/Job Role and Course Duration (In Hours)	Total Training Target Allocated	Name of the Training Programme	Total Beneficiaries Enrolled	Total Beneficiaries Under Training	Total Beneficiaries Certified	Total Beneficiaries Place (self or wage to be	Project Completed Partially Completed

Supporting documents as specified in the Evaluation Criterion may be enclosed with each project.

Annexure/Form to be signed / stamped by the authorized signatory.

Name of the Agency _____
 Authorized Signatory or the Applicant/Bidder _____
 Address _____

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Details of/Non-Residential Skill Development Training Centers/Skill Camps established / run by the Applicant/Bidder across Delhi

<< Declaration to be submitted by the applicant/bidder on Rs.100 non-judicial stamp paper duly notarized>>

For Each Skill Development Training Center

S.N.	Particulars	Details
01	District / City	
02	Name of the Training Center	
03	SPOC Details, Complete Address and Phone Number	
04	Nearest Landmark	
05	Sector/Courses Conducted	
06	Number of Classrooms (Minimum Capacity 30 Candidates)	
07	Number of Practical Rooms	
08	Separate Washrooms for Boys and Girls (Yes or No) Lab Infrastructure Available	
09	Current Status (Functional / Non-Functional)	

Notes:

- 1) Please enclose Documentary Evidences regarding training infrastructure available in the form of copies of ownership/rented MoU/ or in any other manner.
- 2) The Evaluation Committee may also inspect the premises of each institute for verifying the Infrastructure presented in the proposal. The documentary proof must be made available at respective training centers also for verification.

Name of the Agency_____

Authorized Signatory or the Applicant/Bidder_____

Address_____

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Annexure-07

Details of Domain Trainers/Faculty on Payroll of the Applicant/Bidder against the proposed / relevant Sectors Condition: - Minimum 05 Domain Trainers on payroll per Sector

<< Declaration to be submitted by the applicant/bidder on Rs.100 non-judicial stamp paper duly notarized>>

Sector wise Domain Trainer / Faculty details:

S.N.	Sector/Course	Domain Trainer Name	Highest Qualification	NSQF Level Certification	Period of Certification (From xx-xx-xxxx To xx-xx-xxxx)	Designation	Total Experience	Working Tenure with the Applicant/Bidder	Mode of Engagement (Full-time)	Copy of NSQF/NSDC/ Sector Skill Council ToT Certificate/Industries Partners Certificate To be enclosed
1										
2										
3										
4										
5										
6										
7										
8										

Note: Number of Certificates attached _____ (Indicate in number and words)

Name of the Agency _____

Signature _____
(Authorized or by the Applicant/Bidder)

Address _____

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

An undertaking as Affidavit for not being blacklisted

<<An affidavit on a non-judicial stamp paper of INR 100/- by the Company Secretary / Authorized Representative and Signatory of the Applicant/Bidder with his / her dated Sign and Seal>>

AFFIDAVIT

We hereby confirm that (Name of the Applicant/Bidder/Agency) has not been blacklisted/debarred by any Donor Agency Government Body/PSU/Department Authority for breach on our part to the best of our knowledge. As a responsible and law-abiding organization, we prioritize compliance and maintain a positive reputation in the business community. We assure you that any unforeseen circumstances affecting our compliance status will be promptly reported and addressed.

Further we confirm that all information provided against this Tender is duly validated and is correct to the best of my knowledge. In case of any discrepancy, I understand that this proposal shall be out-rightly rejected without any further communication.

For and on behalf of:

Signature:.....

Name:.....

Designation:.....

(Authorized Representative and Signature)

Date:.....

Place:.....

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

Self – Declaration

**<< Declaration to be submitted under the signature of Authorized Representative /
Signatory of the Applicant/Bidder Agency on official Letterhead and official seal>>**

To whomsoever it may concern

On the basis of registration document/certificates, we M/s (Name of the Applicant/Bidder Agency), having office (Official Address), hereby give our consent for the following as per the terms and conditions of Delhi Khadi & Village Industries Board (DKVIB) (*As amended from time to time*):

1. To set-up dedicated Skill Development Training Center, as per given specifications in the guidelines with specified capacity.
2. To arrange sufficient space, furniture, equipment, trainers, training aids, raw material, water supply and other essentials required for imparting training to youth of Delhi in the proposed sector/courses.
3. To mobilize and counsel youth for training from Govt. portals/ directly or through e-shram portal of Ministry of Labour and Employment (MoLE), Govt. of India and taking up a job, wherever available (Wage/Self- Employment) after training / certification.
4. To hire/engage competent and eligible domain trainer(s) to undertake training in the proposed courses.
5. To install Attendance System manual which shall be open for any inspection.
6. To arrange assessment and certification to trained youth through, as per the scheme/project guidelines through NCVET approved Assessment Agency.
7. To arrange employment offer letter for trained youth for other than up-skilling training.
8. To maintain records of trainings including the expenditure made for setting up and conduct of skill training programmes in accordance with the duration of scheme/project guidelines.

For and on behalf of:

Signature:.....

Name:.....

Designation:.....
(Authorized Representative and Signature)

Date:

Place:.....

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

**Acceptance of Guidelines for Scheme Adherence
<< Declaration to be submitted under the signature of Authorized Representative / Signatory
of the Applicant/Bidder Agency on official Letterhead and official seal>>**

Subject: Acceptance of Guidelines for Project / Scheme Adherence

We, [Name of the Agency], hereby confirm our acceptance, in writing, to adhere to all guidelines related to Scheme Project as and when applicable. We understand the importance of compliance with such guidelines and are committed to ensuring their strict adherence in our operations.

For and on behalf of:

Signature:.....

Name:.....

Designation:.....

(Authorized Representative and Signature)

Date:

Place:.....

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

(Declaration that Applicant/Bidder has no pending Legal case against DKVIB/GOVT.OF NCT OF DELHI) to be executed on Rs.100 non-judicial Stamp Paper duly notarized)

1. M/s.....the applicant/bidder to tender number.....
Dated.....issued by DKVIB certify and declare that there is no dispute pending between
M/s..... and DKVIB/Govt. of NCT of Delhi and no legal proceedings have been
initiated against DKVIB/Govt. of NCT of Delhi.
2. We fully understand and confirm that any wrong Declaration shall lead to disqualification of
applicant/bidder from tender process/allotment including forfeiture of EMD and recovery of any
advance with 18% rate of interest calculated from the date of advance till the date of deposit of
money through banking channel in bank account of DKVIB followed by necessary any other legal
remedy so warranted by DKVIB/Govt. of NCT of Delhi.

Signature.....

Name.....

Authorized Signatory

Company Details.....

Company Seal.....

Date.....

Notary Seal and Signature.....

Date.....

Place:.....

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

1. Proposed Job Roles for Delhi Khadi Kaushal Vikas Yojna of Delhi :

PLEASE NOTE/IMPORTANT: Bidders applying under RPL category are directed to apply also for E-Catalogue (Tender Id No.: 01/DKVIB/2026-27). It is only upon receipt of both the tenders together, application shall be processed in the relevant trade as mentioned at Sr.No.1 i.e. (i) Tailor Trade Sewing, (ii) Bakery, (iii) Perfume making, (iv) Essential Oil, (v) Candle Making, (vi) Soap (Handmade) (vii) Hair Stylist, (viii) Makeup Artist, (ix) Pottery

S. No.	Course	JOB role	Min. Edu. Qualification	Hours	Number of candidates proposed for training 2026-27
1.	Tailor Trade, Sewing.	Up-skilling / Recognition of Prior Learning	Reading and Writing having prior working experience	96 (in 12 days)	Indicate in numbers and words
2.	Bakery	Up-skilling / Recognition of Prior Learning	Reading and Writing having prior working experience	The number of hours shall be as per RPL specific job role as per sector Skill Council (provide caps) or only 07 days (56 hours) OR specified days as per SSC or only 07 days	-do-
3.	Perfume making	-do-	-do-	-do-	-do-
4.	Essential Oil	-do-	-do-	-do-	-do-
5.	Candle making	-do-	-do-	-do-	-do-
6.	Soap (Handmade)	-do-	-do-	-do-	-do-
7.	Hair Stylist	-do-	-do-	-do-	-do-
8.	Makeup Artist	-do-	-do-	-do-	-do-
9.	Pottery.	-do-	-do-	-do-	-do-

12 Day training schedule**Day- 1**

- Registration and Inauguration of Up-skilling/ Recognition of Prior Learning (RPL) program, Introduction and objective of this program, providing knowledge about the Industries and how can we get more benefits linkup with Industry.
- Importance of 12 days Up-skilling/ Recognition of Prior Learning (RPL) & 07 days and how can we frame make his better future and development of skill through advance syllabus in the field of sector (Mention) by learning with specialize machinery/ infrastructure, to know about sources of income by using this skill development

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

- History of Industry and application of some special machinery which is used for sector (mention) manufacturing, specification maintenance and operating systems.
- Application of machine.

Day – 2

- Training requirements to provide complete knowledge of the training out line and plan. To provide complete information about various types of schemes run by the government related to self-employment.
- Explain about this course about the various type of technical requirements being used for manufacturing the product (mention product)
- To providing information related to manufacturing. What things should be kept in mind while manufacturing
- Advantages of Using Attachments, Attachment and Guides to make better practice of manufacturing (mention few processes)

Day – 3

- Practical on the product (describe process)
- Daily Maintenance and Safety Measures
- Making of the product 1 (mention product)
- Making of the product 2 (mention product)

Day – 4

- Bank officers give training about Mudra Loan and MSME scheme.
- Describes about the Trims and Accessories, related to product

Day – 5

- Behavior & Discipline of individual in an Organization Communication Skills, Housekeeping attribute Hygiene Maintenance ,General Work Ethics ,Yoga Exercises (Brief) + Yoga for Eyes
- Practical on products (mention five points of product)
- Making of product 1/ Product 2

Day – 6

- Knowing about Industry manufacturing and supply and decision Making
- Types of other similar products 1/ Product 2

Day -7

- Knowing about Goal Achievement & Mind Setting
- Practice on products (give brief details) and Final Assessment by SSC (Sector Skill Council)/ NCVET approved Assessment agency for all trades other than Tailor Trade Sewing.ss

Day – 8 (only for Tailor Trade Sewing)

- Practice with product
- Team Work, Time Management & Ability to Work under Pressure, Problem Solving, Self-Motivation, Stress Management Plan, Digital Literacy.

Day – 9: Product Development(only for Tailor Trade Sewing)

- Understanding Product Development

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

- Identifying Market Needs and Customer
- Concept to Creation: Product Lifecycle
- Raw material Selection and Functional Design
- Costing and Pricing Strategy
- Hands-on activity: Develop a Product Concept

Day – 10: Design Development & E-Catalogue Creation(only for Tailor Trade Sewing)

- Introduction to Design Development
- Technical Design Elements
- Digital Tools for Design Visualization
- Hands-on Activity: Create a Mini Catalogue

Day – 11(only for Tailor Trade Sewing)

- E-Catalogue Creation: Purpose and Formats
- Product Photography and Description Writing
- Test practice and Internal Assessment

Day – 12 (only for Tailor Trade Sewing)

- Final Assessment by SSC (Sector Skill Council)/ NCVET approved Assessment agency

Note 1: No e-Catalogue for trades other than Tailor Trade Sewing.

Note 2: For all other trades(other than Trailer Trade Sewing the training and assessment is to be completed in 07 days(56 Hours), for eight and half days for Hair Stylist and Makeup Artist sector. In case Sector Skill Council certified days and hours in excess of seven/eight and half days but less than 12 days, the same shall be considered.

Note 3: For food the rate shall be decided in financial bid from the Technically Qualified bidders through GeM in separate tender. DKVIB shall finalize the rates after due diligence.

Component fixed:-

- 1) Stipend of Rs.400/- per day for 12 days for Tailor Trade Sewing shall be provided by DKVIB for other Sectors stipend shall be Rs.400 per day for 07(seven) days and for Hair Stylist and Makeup Artist sector are eight and half days only. In case Sector Skill Council certified days and hours in excess of seven days but less than 12 days, the same shall be considered.
- 2) Assessment fee of Rs.900/-, candidate shall be paid to Implementing Agency for Assessment & Certification by National Council for Vocational Education and Training (NCVET), MSDE, GoI approved Assessment agency.
- 3) Food per day for each candidate for 12 days shall be provided by DKVIB in case of Tailor Trade Sewing sector for other it shall be for seven and for Hair Stylist and Makeup Artist sector eight and half days only. In case Sector Skill Council certified days and hours in excess of seven days but less than 12 days, the same shall be considered.
- 4) e-Catalogue in the case of Tailor Trade Sewing only shall be required to be given, as per specification for which price shall be decided by DKVIB and shall be paid to Implementing Agency.

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)

EVALUATION SHEET
KEY PERFORMANCE INDICATORS
CRITERIA FOR ALLOTMENT OF TRAINING TARGETS

1. All of bidders, who attain 75 marks and above in Technical Evaluation Matrix DKVIB and recommended by Committee for this purpose shall only be considered for allotment. No correspondence shall be entertained from such applicant/bidders, who were found unsuccessful in Technical Evaluation by the DKVIB Committee.
2. The criteria for allotment of training targets for the Technically Qualified bidders shall be largely on the basis of experience and capacity of the bidders. The Key Performance Indicators and total marks to be evaluated by the DKVIB Committee are as follows :-

SNO	CRITERIA	TOTAL MARKS
1	All those applicants/bidders who fall under Registered N.G.O./Agencies/Other Autonomous Bodies, Private Ltd Companies/Firms, Implementing Partners	5
2	Number of skilling/Assessment (2022-23, 2023-24, 2024-25) (Except RPL)	35
3	Number of skilling in RPL	10
4	Skilling done in Delhi or in National Capital Region(NCR) OR with Industries partners(2022-23, 2023-24, 2024-25)	10
5	Number of Training Centers in Delhi or in National Capital Region(NCR) or with Industries partners in Delhi-NCR	10
6	Number of Trainers on Payroll of Applicant/Bidder	5
7	Innovativeness - On the basis of Presentation before a Committee constituted by MD, DKVIB. Basis shall be innovation in Khadi / Handloom Fashion Shows and E-catalogue making experience.	15
8	Quality Cost Based Selection (QCBS) - To calculate score of A. (experience of trainers of Payroll, 50% weightage) and B. number of trainers of payroll, 50% weightage	5
9	Any other information pertaining to Skill / Vocational Training	5
	TOTAL	100

3. A Committee constituted by MD, DKVIB shall evaluate the experience and capacity of the bidders and shall recommend to MD, DKVIB for Award of Work and entering into Memorandum of Agreement / MOU.

(Bidder's Name & Seal)

(Head of Office, FA&CAO, DKVIB)

(Signature of the Bidder with Mobile Number)