



Request for Proposal (RFP)

Establishing of German Language Learning Centre to Facilitate International Placement

Sant Shiromani Ravidas Global Skills Park (SSRGSP)

May 2025

NIT no.: No. SSR GSP/RFP/2025-26/14/Dated: 08.05.2025

SANT SHIROMNAI RAVIDAS GLOBAL SKILLS PARK

Hazrat Nizamuddin Colony Road, Narela Shankari, Bhopal, Madhya Pradesh 462022

Email id – dirpd.gspbhupal@mp.gov.in Website- www.globalskillspark.in

Schedule of Events

Date of issue of RFP	08.05.2025 (Thursday) 5:00 PM
Last date of submission of RFP	21.05.2025 (Wednesday) 5:00 PM
Opening of RFP	22.05.2025 (Thursday) 5:00 PM
<u>Contact Details:</u> Mr. C.K. Baghel – Director Professional Development – SSR GSP M - 9303362986	
Address for Communication	SSR - Global Skills Park Main Campus, Ward No. 67, Zone 15, Hazrat Nizammudin Colony, Indrapuri, Huzur, Bhopal, Madhya Pradesh, 462022
All correspondence / queries relating to this RFP Document should be sent to following email ID only	dirpd.gspbhopal@mp.gov.in

NOTE: Timelines are subject to change at the sole discretion of SSRGSP

Establishing of German Language Learning Centre to Facilitate the International Placement

INTRODUCTION

The **Sant Shiromani Ravidas Global Skills Park (SSRGSP)** under the **Department of Technical Education, Skill Development & Employment**, Government of Madhya Pradesh invites eligible firms for German language training with international standards to train, certify, and place the available mobilized candidates of Madhya Pradesh under the **SUBHASH** initiative. SSRGSP is focused to enhance the global competitiveness of youth from Madhya Pradesh and this program will ensure that the candidates are trained to compete in the national and international job markets. The primary focus will be on setting up the language training Centers and imparting training of German language and place them abroad.

The objective of this engagement includes :

- a. To train and certify the interested & skill qualified youth to meet international manpower/work force demand in German language and to support with placement opportunities for the candidates in the respective regions.
- b. Delivering structured and certified German language courses as per the standards prescribed by the recruiting country/ agency.
- c. Creating employability pathways abroad, particularly for job markets in, hospitality, technical trades etc.
- d. Building a long term capacity for German Language learning in the state.
- e. This will be fully outcome based (e.g. certification & placement), the minimum standards by which a candidate can get placement in that respective language regions.

1.1 Detailed Scope of Work:

The selected bidder/s will be responsible for the following areas;

a. Curriculum Development and Course Delivery

- Designing and implementing a modular training curriculum mapped to the international standards.
- Offering **instructor-led classroom sessions**, blended or hybrid models where needed.
- Integrating **digital tools**, online content, and test simulations etc.
- Offering **career guidance**, soft skills support, and exam preparation assistance etc.

b. Trainer Deployment:

- Providing qualified native or near-native level German trainers with certification from the prescribed institute.
- Ensuring faculty-student ratio is conducive to effective learning.
- Continuous trainer development and monitoring

c. Infrastructure Deployment:

- Supplying or supporting access to courseware, books, audio-visual aids, practice tests and online tools.

- Use of SSRGSP's physical infrastructure classrooms, Skill labs.
- Administrative and Facility Support Services to ensure smooth operational management

d. Monitoring and Evaluation:

- The bidder should conduct periodic assessments to track learner progress.
- The bidder will submit monthly progress reports, including the information and database pertaining to the enrolled and placed students of each batch to SSRGSP on the 1st day each month. In addition to this the bidder will also submit report detailing the achievements, challenges and any recommendation for improvement to SSRGSP.
- The bidder will coordinate with SSRGSP for joint reviews and audits
- The bidder will Collect feedback from students, trainers, and other stakeholders to incorporate continuous improvements.

e. Stakeholder Engagement:

- Foster collaboration with relevant government agencies, educational institutions, and industry partners for support and resources.

f. Compliance and Quality Assurance:

- Ensure compliance with all applicable regulations and standards in language education.
- Implement quality assurance measures to maintain high educational standards.
- Bidder should abide by the rules/ norms of Ministry of External Affairs and as mentioned in law of mandate.
- The bidder must ensure compliance with the rules and regulations of the Indian government, the Madhya Pradesh state government, and the recruiting country in all matters, including but not limited to databases related to candidates, students, placements, and employee-employer relationships.

h. Project Communication:

- Establish a communication plan to keep all stakeholders informed and engaged throughout the project's lifecycle.

i. Other Responsibilities:

- The bidder shall conduct an orientation program for students to introduce them to the center's facilities and resources.
- The selected bidders must mandatorily provide Pre-Departure Orientation Training Program (PDOT) to all candidates.
- Submit a final report during closure of the project outlining all accomplishments and lessons learned.

2. ELIGIBILITY CRITERIA:

- Legal Entity:** The applicant must be a legally registered entity in India, such as a non-profit organization, Proprietorship Firm, Partnership Firm, Private Limited Company, Public Limited

Company, LLP, Company registered under Sec 8, Society, NGO, Trust, and any other registered organization.

- ii. The Indian bidders must have a valid PAN and GST Registration number.
- iii. The bidder shall have minimum experience of providing German language training and placement of at least one years as on bid submission date.
- iv. The Bidder should not have been blacklisted/ barred by Indian Government or the recruiting country or a statutory authority or a public sector undertaking, as the case may be, from participating in any project. In case, the bar subsists as on the date of Proposal, bidder would not be eligible to submit a proposal either by itself or through its Associate. (Self- Declaration as per format 5).
- v. Consortium/Joint Venture between two or more bidders is not allowed. However, a single company (fulfilling the criteria mentioned in sections 2(i) and 2(ii) that provides an end-to-end solution for the project including pre-selection of candidates, German language training, provision of stipends during training, handling of legal, administrative, and visa processes, and ensuring successful placement of candidates in Germany and assumes full responsibility for compliance with applicable German laws and regulations, including funding or financing the entire cost of implementation, may be considered as the main bidder for this project. In such cases, the German language training component may be undertaken under the purview of this company, subject to evaluation and approval based on the purpose and motive of the investment in alignment with the objectives of the project
- vi. The minimum revenue to be shared with SSRGSP by the bidder per candidate per month is Rs. 7500.
- vii. Sant Shiromani Ravidas Global Skills Park reserves the right to accept or reject any proposal, and to annul this process/Public procurement process reject the entire proposal at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidder.

3. Information of the Bidder:-

Sl. No.	Information	Details to be furnished.
1.	Name of the Company/Firm/ Recruiting Agency	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number) / Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	
7.	Self-declaration that entity is not blacklisted by any Govt. Agency for any of its works.	

Note: All supporting documents for the above listed criteria should be submitted along with the bid. In absence of the supporting documents, the bid will not be considered for evaluation.

4. INVITATION OF PROPOSAL

Bid Submission:

- i. The bids should be duly submitted to SSR-GSP through the portal <https://mptenders.gov.in/nicgep/app> on or before the specified due date and time.
- ii. Any bid received after the deadline for submission of bids shall be rejected.

5. General Terms and Conditions:-

- i. Delivered a global German language Training Program mapped in any central/state, PSU departments, universities.
- ii. The Bidder should submit a Power of Attorney duly authorizing the authorized signatory, provided, further, that if the bid submission is signed by a Partner or Director (on the Board of Directors) of the Bidder, a copy of board resolution shall be submitted.
- iii. Successful bidders have to establish the center in SSRGSP only.
- iv. SSRGSP reserves the right to reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.
- v. SSRGSP is not bound to accept any bid under this process or to assign any reason for non-acceptance.
- vi. SSRGSP reserves the right to withdraw/cancel the bid document partially or completely at any stage.
- vii. SSRGSP reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.
- viii. All disputes will be settled under the Jurisdiction of the Hon'ble Courts of Bhopal, Madhya Pradesh.

6. Other Conditions of bid submission:

- i. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected.
- ii. No modification by the bidder in any of the conditions will be permitted after the Bid is opened.
- iii. Note that all the formats given has to be duly filled up, signed, sealed and submitted in the bid failing which the bid submitted shall be summarily rejected.
- iv. The Bidder shall bear all costs associated with the preparation and submission of its bid. SSRGSP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the RFP process.
- v. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and SSRGSP, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. No overwriting in the Bid documents or any other document submitted with Bid is allowed.
- vi. It shall be deemed that the bidders have done careful study and examination of the RFP document and has fully understood the implications.
- vii. The response to the RFP should be full and complete in all respects. Failure to furnish the

requisite information or submission of a proposal not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the proposal.

- viii. All materials submitted by the bidder shall become the property of SSRGSP and may be returned at its sole discretion.
- ix. If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit.
- x. The bid submitted should be properly page numbered and appropriately flagged/ tagged; and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- xi. The bid shall contain no interlineations, erasures or overwriting.
- xii. The RFP should be signed on all the pages by the Bidder or his authorized representative and should be affixed with the bidder's Seal.
- xiii. The proposals must be properly signed in ink by one of the partners of the firm, or a person holding Power of Attorney from the partners.
- xiv. The agency will initially be engaged for a period of three (3) years, subject to an annual performance review. Based on performance and mutual agreement, the term may be further extended for an additional two years by the competent authority.

7. Termination of bidding process:

SSRGSP reserves the right to accept any bid and to annul this process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for SSRGSP's action. SSRGSP makes no commitments; either expresses or implied that this process will result in a business transaction with any bidder.

8. Pre-qualification & Technical Bid Documents:

The bid documents will consist of the following:

Sl. No.	Particulars	Documents to be submitted
1	Format 1	Covering Letter
2	Format 2	Applicant Details
3	Format 3	Financial Details
4	Format 4	Experience Details
5	Format 5	Declaration of Clean Track Record
6	Format 6	Master Trainer Details
7	Document as proof of Eligibility Criteria	<ul style="list-style-type: none">i. Proof of the constitution of businessii. Work Orders/MOUs and Completion Certificate of works executed.iii. GST certificate & PAN

The Covering Letter is to be submitted on official Letterhead with official seal

To
Chief Executive Officer,
Sant Shiromani Ravidas Global Skills Park
Bhopal, Madhya Pradesh

Sub: RFP for “Establishing of German Language Learning Centre to Facilitate the International Placement”

Dear Sir,

Please find enclosed Copy of our Proposal in respect of the RFP referred above. We hereby confirm that:

- i. The proposal has been submitted by us in accordance with the conditions stipulated in the RFP.
- ii. We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP Document issued by SSRGSP. We agree and undertake to abide by all these terms and conditions along with subsequent communication from SSRGSP. Our Proposal is consistent with all the requirements of submission as stated in the RFP or any subsequent communications from SSRGSP.
- iii. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that SSRGSP will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application, formats and the Annexures attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- iv. We acknowledge the right of SSRGSP to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- v. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
- vi. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
- vii. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- viii. The terms and conditions of this RFP are valid for a period of 180 calendar days from the last date of submission of bids.
- ix. We understand that our bid is binding on us and that you are not bound to accept the bid you receive.
- x. We agree to all the terms and conditions of this RFP including the terms of agreement format prescribed with this RFP.

For and on behalf of:

Signature:

Name:

Designation:

Date:

Business Address:

Format-2 Applicant Details

Sl. No.	Information	Details to be furnished.
1.	Name of the Company/Firm/ Recruiting Agency	
2.	Address	
3.	Authorized representative of the company/firm with mobile no.	
4.	Registration Number (CIN Number)/Firm Registration No.	
5.	PAN Number along with a copy of PAN Card.	
6.	GST Registration No	

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address

Format-3 Financial Details

Declaration to be submitted under the signature of Chartered Accountant on Letterhead

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that M/s.....having registered office athas the following average annual turnover during last one financial years for 2023-24 as mentioned below:

S. No	Financial Year	Annual Turnover (Rs.)
1	2023-24	

Signature:

Chartered Accountant firm:

Membership No:

Contact No:

UDIN

Seal:

Format-4 Experience Details

- a. Total Work Experience in setting up German language center in one year and above from the date of issue of this RFP.

Sl. No.	Name of Client	Scope of Work	Type of Client (Central/State/ PSU, universities Departments	Date of Work Order	Estimated No. of students/ candidate	Value of Work Order	Date of Commencement	No of Students Placements	Date of Completion

- b. Total Work Experience in Running German Language Training Program in Central/State/ PSU Schools, Colleges, Universities and Departments.

Sl. No.	Name of Client	Scope of Work	Type of Client (Central/State/ PSU schools, Colleges, universities and Departments	Date of Work Order	Estimated No. of students/ candidate	Value of Work Order	Date of Commencement	Date of Completion

Note: Submit Work Orders/ client testimonial/ completion certificate for all the projects mentioned above and the completion certificate

Yours faithfully,

(Signature of the Bidder)

Name:

Designation:

Seal:

Date:

Business Address:

Format-5 Declaration Regarding Blacklisting

(To be enclosed in the Bid)

(To be signed and executed in non-judicial stamp paper of Rs. 100/- and notarized)

To,

The Chief Executive Officer
Sant Shiromani Ravidas Global Skills Park
Bhopal, Madhya Pradesh

Sub: Establishing of German Language Learning Centre to Facilitate the International Placement

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the above RFP documents. I hereby declare that my company/ organization have not been debarred/blacklisted by any Government / Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

Format-6 Experience Details of Trainer who would be deployed

Sl. No.	Name of the Trainer	Language	Educational Qualification	Age	Total Experience	List of companies worked. (if any)
1.						
2.						
3.						
4.						
5.						

Please Attached the CVs of all above mentioned Master Trainers.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address: