



**Haryana Skill Development Mission
Invites
Expression of Interest
for
Driver Training
for
Youth of Haryana**

**Haryana Skill Development Mission
30 Bays Building, Sector-17, Chandigarh
Contact: 0172-2710215, Email- haryanasdm@gmail.com**

HSDM shall endeavor to adhere to the following schedule but reserves the right to alter the same:

S. No.	Details	Tentative Dates
1.	Issuance of RFP -	23 rd March-2018
2.	Pre Bid Query-	6 th April-2018 at O/o MD HSDM, 30 Bays Building, Sector-17 Chandigarh
3.	Last date for submission of Proposals -	09 th April, 2018 (5 PM)
4.	Announcement of Qualified Bidders –	Through Website of HSDM
5.	Technical Presentation by Shortlisted Bidders -	Through Website of HSDM

Scheme for Car (LMV) Driving Course.

Introduction:

Production of automobiles particularly passengers cars is increasing manifold and large number of cars are being registered every day, however due to lack of integrated training to the drivers and heavy congestion on the roads a large number of road accidents take place in India every year. In many cases accidents are either fatal or leave long lasting disabilities on the victims. These accidents have a very serious impact on the social lives of the affected families. As per the data available the commodity losses due to road accident are about 3% of GDP and in terms of Human Life 18 persons die per hour due to road casualties. The studies of various road accidents carried out in the past have indicated that these accidents were avoidable, had the drivers undergone the proper training of driving skills and safe driving etiquettes.

Generally the drivers of Commercial Vehicles come from lower strata of society and are illiterates or school dropouts having lack of knowledge in traffic rules & regulations, driving skills and maintenance of vehicle and hence carry many types of bad driving habits. This leads to the growth of road accident rate year by year. LMV commercial drivers carrying passengers must have a lot of focus on controlling road rage, good road user attitude and behavior, stress management, tips to overcome physical and mental fatigue, socially relevant topics such as alcoholism & drunken driving, besides topics related to driving a vehicle and traffic education. Haryana skill development mission intends to impart safer driving skills to drivers and to reduce accidents on roads. This driving course will have the following benefits:-

- i.) Enhancing driving skill of drivers
- ii.) Creation of pool of trained drivers for auto industry & meeting the requirement of drivers in the State and in particular of NCR.
- iii.) Developing right attitude for safe driving & road safety.
- iv.) Saving of state resources.

As per the Rule 31 (2) and 31 (4) of Central Motor Vehicles Rules, 1989, the training period for non-transport vehicles shall not be less than 21 days and driving hours shall not be less than 10 hours. Moreover, as per the Rule 15 of C. M. V. Rules, 1989, "No person shall appear for the test of competence to drive unless he has held a learner's license for a period of at least 30 days".

In view of the above, a comprehensive driver training course for a Car, Light Commercial Vehicle and Heavy Commercial Vehicle has been prepared in which steering practice and theory will be offered to each trainee based on the syllabus prescribed in the Rules of C.M.V. Rules, 1989. In the First Phase Car Driver Course will be offered.

Scheme and cost for training course in Car Driving:

1) MINIMUM STANDARDS FOR TRAINEES:

The minimum requirements for the trainees to undergo Car (Light Motor Vehicle) Driving Training are given as below:

Age : Above 18-45 years

License : Learner License

2) COURSE DURATION :20 Hrs spread over 21 days
(9 hrs theory & 11 hrs driving practice)

3) SYLLABUS:

The syllabus as prescribed in Central Motor Vehicles Rules, 1989 will be followed including communication skills, driving etiquettes, road behavior, road rage etc.

Syllabus for imparting instructions in driving of motor vehicles.—(1) The syllabus for imparting instructions in driving of motor vehicles of the schools or establishments shall be as follows (see tables below):—

I. DRIVING THEORY

- | | |
|-------------------------------|---|
| 1. Know your vehicle control: | Simple introduction to automobile engines and their working. |
| 2. Foot controls | Foot brake, accelerator, clutch-dipper (not in present models). |
| Hand controls | Steering wheel, hand brake, horn, light, wipers, ignition switch, starter, dipper and indicators. |
| Other controls | Rear-view mirror (right and left side), instrument cluster, gauges, dials, windscreen—their purpose. |
| 3. Pre-driving checks | (i) Before sitting on driver's seat and
(ii) After sitting on driver's seat. |
| 4. Beginning to drive | Precautions just before moving,
While moving
Bitting point,
Moving,
Steering control,
Changing of gear,
Stopping,
Braking,
Accelerator (gradual, sudden)
Traffic sense, road sense, judgment, parking and positioning according to road users,
Reversing. |
| 5. Driving on the road | Anticipation, judgment and road positioning according to |

- | | |
|-----------------------------------|--|
| | other road users. |
| 6. Driving at inter-sections | Mirror Signal and Maneuver (MSM) and Position Speed and Look (PSL). |
| | Zone of vision: |
| 7. Maneuvers | Merging and diverging maneuvers—turning maneuvers to left, right, about, 3-point turn, 5-point turn and U-turn, overtaking stationary vehicle, moving vehicle in left side and right side. |
| 8. Reversing | Locating reverse gear in sitting position, speed control, steering in reverse gear, weaving the 'S' bend and common errors. |
| 9. Parking | Parallel, angular, perpendicular, parking facing uphill, parking facing downhill, common errors. |
| 11. Priority for certain vehicles | Emergency vehicles Fire engines, and Ambulance. |

II. TRAFFIC EDUCATION

1. Driving regulations--Road use regulations made under section 118 of the Motor Vehicles Act, 1988.
2. Hand signals
3. Traffic signs -----Schedule to the Motor Vehicles Act, 1988.
4. Hand signals of Traffic constables
5. Introduction to automatic light signals.
6. Introduction to road markings.
7. Speed regulations on highways and roads.
8. Parking at objectionable places.
9. Some important provisions of the Motor Vehicles Act, 1988—Sections 122, 123, 125, 126 and 128 of the Motor Vehicles Act, 1988.
10. Test of competence to drive Sub-rule (3) of rule 15 of the Central Motor Vehicles Rules, 1989.

III. LIGHT VEHICLES DRIVING PRACTICE

1. Identification of various parts of the vehicles.
2. Pre-driving checks
 - (i) Before sitting on driver's seat, and
 - (ii) After sitting on driver's seat
3. Steering practice—Push and pull method
4. Bitting point
5. Moving and gear changing
6. Stopping:—Normal stopping —Emergency stopping
7. Developing judgment and anticipation to drive on road.
8. Reversing—In straight —in S bends.
9. Turning about and parking.
10. Licensing.

IV. TRAFFIC EDUCATION

- | | |
|-------------------|---------------------------|
| 1. Know your road | Functional classification |
| | Design speeds |

- | | |
|--|---|
| <ol style="list-style-type: none"> 2. Slight distance 3. Road junctions 4. Traffic islands
Bye-pass, subway, over-bridge and 5. flyovers | <p>Road geometries
Surface types and characteristics
Slopes and elevation.
At bends
At intersections.
Principles and types
I junctions
Y junctions
4-Arm junctions
Staggered junctions
Controlled junctions
Uncontrolled junctions.
Types of round about Channelisers, median.</p> <p>Purpose Driving procedures.</p> |
|--|---|

V. PUBLIC RELATIONS FOR DRIVERS

Some basic aspects about ethical and courteous behaviour with other road users and other topics related to Technological Advancements such as:

1. Map Reading
2. GPS
3. Personal Hygiene
4. Car upkeep
5. Driver Wellness
6. Accident Procedure
7. Pre-Trip Planning and inspection
8. Rural, Highway, city and night driving

VI. FIRST-AID

1. Introduction to first-aid.
2. Outline of first-aid.
3. Structure and functions of the body.
4. Dressings and bandages.
5. The circulation of the blood.
6. Wounds and haemorrhage.
7. Haemorrhage from special regions.
8. Shock.
9. Respiration.
10. Injuries to bones.
11. Burning scales.
12. Unconsciousness (insensibility).
13. Poisons.

4) Enrollment :

Registration of candidates shall be aadhar based. Preference will be given to SC/BC, minorities, women & BPL persons and Saksham Yuva. District wise students will be mobilized and enrolled

for the training as per proportion of youth in the age group of 18-45 years as per population of the district in 2011 census.

5) Targets :

As per 2011 census of Haryana in each District there are large number of youth in the age group of 18-45 years which qualify for driver training with respect to age. The Mission will target to train atleast 5,000 youth in driving skills. The overall target can be revised upward during the year as per need/response of youth. Enrolled candidate should be of Haryana domicile only.

6) COURSE CONTENTS: (Course to be completed in flexible schedules i.e. during week days or weekends).

Theory		Practice Session	
Topic	No. of Hrs	Topic	No. of Hrs
Driving Theory	1	Basic Driving Practice (in Driving Range)	1
Traffic Education	2	Skill Driving Practice (in Driving Range)	1
Basic Vehicle Mechanism Theory Demo	1	Driving Practice in Rural - and Highway Roads	2
First Aid & Public Relation	1	Driving Practice in City Roads (in Dense and Lane Traffic)	2
Road etiquette & mannerism Road Rage	1	Uphill & Downhill driving	1
Causes of Accidents & Case studies	1	Reversing, parking	1
Driver Wellness	1	Driving in rain, fog, night etc..	2
GPS & Map Reading	1	Test & Evaluation	1
Total	9		11

Note: Classroom training through interactive sessions supported with films, graphics and animations, of duration 9 hrs, covering all topics listed above and practical training for 11 hrs to be given by the registered driving school as per structured Driving Training manual outlining the coverage for each session. Progress of trainees should be recorded and appraised after each session.

7. Requirements : Car driver training will be imparted in two modules:

The training course in driving skills will be introduced in each district of the State for which tie-ups will be made with the driving schools who are registered with the State Government and have committed no

violation of the license for the last three years. A list of driving training schools in Haryana have been obtained from Transport Department, Haryana and is annexed as Annexure-II. There are 246 driving training schools registered in Haryana, only those driving schools will be considered which have valid and approved license for the year 2017-18 and onwards. A committee consisting of the following will approve the driving schools having valid license and all related facilities for the driving course.

Additional Deputy Commissioner	Chairman
SDM (H.Q of District)	Member
Joint Director/DD of HSDM	Member
Secretary, RTA	Member
Principal ITI-cum-District Skill Coordinator	Member Secretary

Module A (Classroom Training)

A comprehensive classroom training as per motor vehicle rules shall be offered through driving schools having qualified instructors for theory topics and minimum 150 sqft. area and sufficient furniture and facilities for conducting theory classes.

Printed material/ Handouts giving description of traffic signals/road signs etc. will be provided to the candidates by the training provider only.

Training Provider may use the facility of GITI for Theory classes, wherever available, in such cases they shall pay 5% of the cost of training to the concerned ITI as rent charge.

Module B (Driving Practice)

In the first phase the HSDM will focus on LMV Driver Training Course

In the second phase the licensed Car drivers who have been trained by the Mission and are interested will be roped in by the HSDM for LCV and HCV drivers training course as per Motor Vehicle Act and Rules.

Each driving training institute should have minimum 2 number cars for the purpose of training. The car used for the training should not be older than 2013 model. Each car should have a dedicated trainer.

8) EVALUATION:

At the end of the Training Course, the trainees will be evaluated in Theory as well as in Driving Practice. Assessment will be done by the assessors approved by HSDM.

9) ELIGIBILITY TO WRITE EXAMINATIONS:

A minimum of 90% attendance is mandatory.

10) EXTENSION OF TRAINING:

For shortage of attendance or failure in Driving Practice, the training period may be extended as per requirement.

11) FAILURE IN EXAMINATION:

If anybody fails in any theory paper or driving practice, the candidate has to re-appear in the test. Maximum 3 chances will be given to the candidate to pass the test.

12) TEST:

To be a perfect driver it is envisaged that every trainee shall score cent percent marks in theory as well as practical test to pass the test. The Trainees who score 100% marks in theory as well as practical will pass in the Driving Performance Test called Internal Trade Test and will only be sent to Motor Vehicle Inspector's Test for car (Light Motor Vehicle Driving License Endorsement).

13) CERTIFICATE:

After passing in all Theory papers and Motor Vehicle Inspector's Test, the Proficiency Test Certificate may be issued to the candidates by the Mission. The Mission, i.e. HSDM, through the District Level Committee headed by ADC shall ensure that license of **LMV** is issued to youth who successfully complete the training. The **Principal ITI-cum- District Skill Coordinator** shall be the nodal officer for the same and the ATPO shall assist him.

14) Cost of the training:

The entire cost of the training, assessment, certification and the cost of the driving license shall be borne by the Mission. The base cost of the theory training and third party certification and assessment costs have been arrived as per the common norms for Skill Development Schemes notified by Ministry of Skill Development & Entrepreneurship. The cost of driving practice has been determined by considering the cost of instructor, fuel, wear & tear and maintenance of the vehicle.

Total cost of training	= Rs. 3000/- + taxes (if applicable)
Cost of License fees (additional)	= As per actual cost

Incentives

For each Female trainee after completion of trainee	=Rs. 500/-
For initializing passport process of trainee	=Rs. 500/-

Eligibility Criteria

An eligible Bidder must be a legal entity in the form of Proprietorship Firm/ Partnership Firm/ Private Limited Company/ Public Limited Company/ Society / Trust.

An eligible Bidder must be affiliated with the State Transport Department.

An eligible Bidder must not have been blacklisted by any State Government/ Central Government

Description of Empanelment Process

Interested eligible Bidders can participate in the Empanelment Process by submitting their proposal in the format given in the Appendix. Each Bidder must submit a single proposal, irrespective of the number of districts in which the Bidder wants to get empanelled.

Along with the Proposal, a Bidder is required to deposit a non-refundable processing fee of Rs. 1,000/- (Rupees one Thousand only). The Processing Fee must be in the form of a crossed demand draft drawn on any scheduled bank in favour of “Haryana Skill Development Mission”, payable at par in Chandigarh.

Eligible Bidders shall be considered for empanelment with HSDM and shall be invited for a technical presentation before a competent Committee appointed by HSDM if they meet the requisite cut-off

Each bidder should apply with

1. Proof of existence of driver training school.
2. Proof of area of training room.
3. Proof of cars available for driver training
4. Proof of trainers (minimum 2 number of trainers)

The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

S. No.	Description	Reference
1	Cover Letter	Appendix–I
2	Affidavit on not being blacklisted	Appendix–II
3	Bidder Details	Appendix–III
4	District Preferences	Appendix–IV
5	Trainer Details	Appendix–V
6	Authorization for Signing of Bid	Appendix–VI
7	Infrastructure	Appendix-VII
8	Training Record	Appendix-VIII
9	Proposal Fee	

CD containing soft copy of the Proposal

Appendix – I
Format – Covering Letter

To,

The Mission Director,
Haryana Skill Development Mission,
Skill Development & Industrial Training Department, Haryana
30 Bays, Building, Sector - 17, Chandigarh

Dear Sir,

Subject: Proposal for empanelment of Driving Training Institutes to impart LMV driver training in Haryana.

This is in response to the RFP issued by the Haryana Skill Development Mission (Ref No.) dated.....We.....
(Name of the Bidder) are keen to get empanelled with HSDM as DTI and hereby express our interest in being considered for the same. Please find enclosed one Original and one True Copy of our Proposal. We have also attached the requisite Processing Fee of Rs. 1,000/- in the form of Demand Draft No. dated drawn on Bank in favour of “ Mission Director, Haryana Skill Development Mission”, payable at Chandigarh.

We hereby confirm that:

1. The RFP is being submitted by which is the “Bidder” in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by HSDM and in any subsequent communication sent by HSDM. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from HSDM.
3. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that HSDM will be relying on the information provided in the RFP and the documents accompanying such RFP for Selection of Bidders for empanelment of Driver Training Institutes to impart Driver training in Haryana, 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 RFP are true copies of their respective originals.
4. We acknowledge the right of HSDM to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.

6. This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.

7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

8. 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.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on the organisation's letterhead with his/her dated signature and seal.

Appendix – II
Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of (Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – III
Format – Bidder’s Details

(To be provided by Company Secretary or Authorized Signatory on Letterhead with his/her dated signature and company seal)

Sr. No.	Description Details	Document at Page No.
1.	Name of Legal Entity	
2.	Status / Constitution of the Bidder	
3.	Name of Registering Authority	
4.	Registration Number	
5.	Date of Registration	
6.	Place of Registration	
7.	PAN Card Number	
8.	GST Number	
9.	Valid affiliation with Transport Department	

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – IV
Format – District Preferences

(A) Preference of Districts

Bidders must assign preference ranking to districts, with Rank 1 being most preferred and Rank 22 least preferred. Please rank all districts.

S.No	District	Capacity of Training

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – V
Format – Trainer details

Sr. No.	Description Details	Number	Name	M/F
1	No. of permanent trainers			
2	No. of contractual trainers			

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VI
Format – Authorization (On Company Letterhead)
TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./ Ms. _____ son/ daughter/ wife of _____ and presently residing at _____, who is presently employed with us and/or holding the position of _____, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for “Empanelment of Driver Training Institute to impart Driver Training in Haryana” including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to Haryana Skill Development Mission (HSDM), representing us in all matters before HSDM or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with HSDM.

Signed on behalf of

Signature)

(Name, Title and Address)

Appendix – VII
Format – Infrastructure

1. The Applicant should have ownership of the building or rent deed of the building in its name.

2. Requirements for Classrooms/Labs/Library/Placement Cell/First aid room

Sr. No	Name	Minimum Area Facilities to be provided	Remarks
1	Classroom	150 sqft (Furniture for trainees, trainer and blackboard is mandatory)	

Note: All the Rooms should be well ventilated and having facilities for light and fan (Air conditioning is desirable).

3. Training centre shall have the following facilities and basic amenities:

- a) Washroom facility (separate for men and women trainees)
- b) Facility for safe/clean drinking water
- c) Facility of ramp/washroom for differently abled trainees.
- d) Firefighting equipment
- e) Projector of any type in classrooms
- f) Internet connectivity
- g) Power backup facility
- h) Pantry and Parking facility

4. Requirement of Car for training

Sr. No	Make	Brand	Remarks

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VIII
Format – Training Record

Training and Placement Record in Past 3 Financial Years

Name of Institute	Address Of Institute	Total no. of candidates for which Driver training completed

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Marking Scheme

S.No	Topic	Maximum Marks	Marks Obtained
1	For training Experience (Refer to Appendix VIII) a. No marks should be given if the number of trainees is below 50. b. 5 additional marks can be given if the number of trainees is between 50 to 100. c. 1 additional mark can be given for each additional 50 number of trainees upto a maximum of 5 marks.	10	
2	For Number of Trainers (Refer to Appendix V) a. For Minimum 2 Trainers – Minimum 5 Marks b. For each additional number of trainers – 2.5 marks each for each female driver trainer upto a maximum of a 5 marks. Or For female driver trainer – 2.5 marks each for each female driver trainer upto a maximum of a 5 marks.	10	
3	For Infrastructure Required (Area) (Refer to Appendix VII) Additional marks for having area more than the desired area i.e. 150 sqft. i. No marks should be given if the area is below 150sqft area. ii. 5 marks if the area is 150-200sqft area. iii. 1 additional mark can be given for the additional area of 50sqft each upto a maximum of 5 marks.	10	
4	Tool & Equipment (Car) (Refer to Appendix VII) a. For a minimum of 2 cars – 5 marks. b. 1 additional mark can be given for each additional car upto a maximum of 5 marks.	10	
Total		40	
Technical Presentation		10	
Grand Total		50	