

**Haryana Skill Development Mission
(Directorate of Technical Education, Haryana)**

**RFP No.: HSDM/ SKD/2016-17/01
Request for Proposal (RFP)
For
Empanelment of Training Providers for imparting Skill Training to the youth
of Haryana**

**Haryana Skill Development Mission
Bays - 7-12, Sector - 4, Panchkula
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Disclaimer

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

This RFP is not an agreement and is neither an offer nor an invitation by HSDM to interested parties who apply for empanelment (henceforth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for empanelment with Haryana Skill Development Mission for providing skill development training in Haryana.

HSDM makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this empanelment process.

HSDM may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

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

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

Introduction

1.1 Contents of this RFP

1.1.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as detailed below, and will additionally include any Addenda.

1.2 Background of Haryana Skill Development Mission

1.2.1 Haryana Skill Development Mission ("**HSDM**") was registered on 4th May, 2015 under the Haryana Registration & Regulations of Societies Act, 2012 to function as an autonomous organization under Department of Technical Education Haryana.

1.2.2 The primary objectives of HSDM are:

The mission shall function as a non-profit, independent and autonomous organization for implementation of skill development mission in the State.

The mission shall have the following specific objectives:-

- (i) Increase employability of the youth and empower them to take part in the economic growth of Haryana and India, through skill training in modern and market driven professions at reasonable cost and monitoring its delivery, and thereby reducing unemployment, poverty and socio-economic inequality.
- (ii) To provide skill training to the students passing out from schools, school dropouts, Unemployed youth, Informal sector workers, Women and other disadvantaged groups.
- (iii) To inspect, monitor the quality of training imparted.
- (iv) To map demand for skill sets in the market and formulate programmes to meet such demand through high quality skill training.
- (v) Develop self employment and entrepreneurial skills for youths of Haryana.
- (vi) To act as a platform for job seekers and provide assistance in getting self employment.
- (vii) To assist the State Government in formulating appropriate policy, legislations and/ or measures to fulfill the skill gap and constitute task forces for this purpose.
- (viii) To carry out or implement any other activities/ schemes which are beneficial to make the youth of State of Haryana employable.
- (ix) Assist in creating an enabling environment to attract investment in professional and skill development sector.

- (x) To undertake the capacity building programmes of various stakeholders working in the professional and skill development sector.
- (xi) To enter into any arrangement/ agreement with any person, company or association having similar objectives.

1.3 Objective of the Empanelment Process

- 1.3.1 To give impetus to skill initiatives in the State, HSDM intends to empanel Training Providers (“TPs”) to provide wage/ self-employment linked skills training in a manner compliant with National Skills Qualifications Framework (“NSQF”) notified by the Ministry of Finance on 27th December 2013 and the Common Norms notified by the Ministry of Skill Development and Entrepreneurship on 15th July, 2015 and to meet the objectives of HSDM.
- 1.3.2 The empanelment of training providers shall be based on evaluation of the technical and financial capability of Bidders.
- 1.3.3 Bidders selected for empanelment pursuant to this RFP may be allocated work to impart skills training in Haryana. Costing of sanctioned work shall be determined in accordance with the Common Norms notified by the Ministry of Skill Development and Entrepreneurship (relevant extracts in Schedule-A) or as notified by HSDM from time to time.
- 1.3.4 At present, various Departments of the Government of Haryana are engaged in skilling activities by procuring the services of training providers/ agencies/ Non-Governmental Organisations (NGOs)/ academic institutions, etc. The objective of this RFP is also to empanel a diverse set of training providers which may be engaged in various skill development programmes in the State.

1.4 General Terms of Empanelment

- 1.4.1 Bidders must be eligible to apply for empanelment as per Clause 2.1. Bidding as a consortium is not permitted.
- 1.4.2 To get empanelled under one or more sectors listed at Clause 1.4.7, the Bidder must be affiliated with the National Skill Development Corporation (“NSDC”) or the Sector Skill Council (“SSC”) for the concerned sector(s).
- 1.4.3 On the basis of proposals submitted by TPs in response to this RFP, HSDM will constitute a Panel of TPs eligible for providing NSQF-aligned skill training to the youth.

1.4.4 The tenure of the empanelment shall be for a period of three (3) years from the date of empanelment, with the empanelment status being renewed every year on the basis of:

- i) the TP continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by HSDM from time to time; and
- ii) the performance of the TP under various skill schemes post empanelment process. Various factors as provided in Schedule D may be considered for the performance review.

At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to HSDM as requested.

1.4.5 HSDM, at its discretion, can modify or terminate the Panel earlier than the expiry of the three (3) year period in the event of change in law or due to other relevant reason(s).

1.4.6 HSDM, at its discretion, can terminate the empanelment of an TP earlier than the expiry of the three (3) year period in the event of failure of TP to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the TP.

1.4.7 Empanelment of TPs shall be undertaken for the following major sectors identified by the NSDC in its skill gap survey for Haryana:

- i) Agriculture and Allied Activities
- ii) Banking, Financial Services & Insurance (BFSI)
- iii) Electronics and Telecommunication
- iv) Construction and Allied Activities
- v) Healthcare
- vi) Tourism & Hospitality
- vii) Retail
- viii) Transportation and Logistics
- ix) Textiles and Allied Sectors
- x) Auto and Auto Components
- xi) IT/ ITeS
- xii) Capital Goods, Manufacturing & Engineering Products

- xiii) Food Processing
- xiv) Green Jobs
- xv) Sports and Physical Education
- xvi) Other Service Sector like Beauty & Wellness/ Security etc.

Any other sector not covered above may be added for which there is skill gap in the Skill Gap Survey and/ or Local Industry Requirement

1.4.8 Empanelment with HSDM does not guarantee any form of income/ award of work/ retainer fees.

1.5 Description of Empanelment Process

1.5.1 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 sectors in which the Bidder wants to get empanelled.

1.5.2 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 as per *Clause 3.3.3*.

1.5.3 Along with the Proposal, a Bidder is required to deposit a **non-refundable processing fee of Rs. 10,000/- (Rupees Ten 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 Panchkula.

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

S. No.	Details	Tentative Dates
1.	Issuance of RFP	5 th August, 2016
2.	Last date for submission of Proposals	8 th September, 2016 (5 PM)
3.	Announcement of Qualified Bidders	21 st September, 2016
4.	Technical Presentation by Shortlisted Bidders	4 th to 7 th October, 2016

1.6 Terms and Scope of Work

- 1.6.1 Subsequent to empanelment of TPs under the present Empanelment Process, work may be sanctioned to Empanelled TPs under skill programme of HSDM.
- 1.6.2 If work is sanctioned, TPs shall be required to impart skill training in any of the district at Block/ Tehsil/ District Level. At the time of submitting proposal, each Bidder is required to propose the preferred districts for imparting skill training, in the format given at Appendix-VII. Districts shall be allocated to TPs on the basis of their Overall Score (as defined in Clause 3.3.6), district preference ranking, state's priorities and through mutual consultation with HSDM. The decision of HSDM in this matter shall be final.
- 1.6.3 Other projects/ works related to imparting skill training in Haryana may also be sanctioned by HSDM and/ or other Departments of the Government of Haryana through issue of limited tenders to Empanelled TPs in selected/ all sectors. The terms and conditions for such works may vary from the terms and conditions mentioned below. The TP may undertake skill training based on mutual agreement with the respective department and HSDM shall bear no liability for the same.
- 1.6.4 The following is the broad scope of work for Empanelled TPs if they are sanctioned work under various skill trainings. Detailed scope of work shall be incorporated into the Agreement signed between HSDM and the Empanelled TP prior to execution of work.

a) Mobilization of Trainees

- Prior to initiation of training, ground-level mobilization must be done by Empanelled TPs at their own cost in areas identified in consultation with HSDM.
- Mobilization should be accompanied by counseling wherein Empanelled TPs are expected to provide candidates all possible information on the nature of work in the sector/ trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved, with the aim of helping candidates and their families make informed choices.
- Registration of trainees must be linked to their Aadhaar identity, which the Empanelled TPs are expected to facilitate before trainee registration.

- b) Batch Management:** A training batch would consist of not less than 20 and not more than 30 trainees.
- c) Training Centre and Infrastructure**
- TPs are required to have dedicated training centres for skill training.
 - Training centres must be verified and approved by HSDM or any other agency authorized by HSDM, prior to initiation of training.
 - Each training centre must be equipped with the infrastructure prescribed under the relevant Qualification Pack by the concerned Sector Skill Council for the job roles (NSQF) in which training will be imparted.
 - Training centre infrastructure may be owned or hired.
 - Biometric attendance is mandatory for skill trainings.
- d) Training Delivery**
- TPs are not allowed to provide training through a franchisee arrangement. No part of training centre or training shall be sub-let to any agency/ individual in any form.
 - The Empanelled TPs shall be responsible for all aspects of the training including centre readiness, quality of training delivery, assessment and certification, and outcomes required from the training.
- e) Curriculum**
- Curriculum must be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skill Councils established under the National Skill Development Corporation (NSDC).
 - The training curriculum must have mandatory modules on soft skills, computer literacy, financial literacy and entrepreneurship.
 - Adequate practical and on the job training/ internship must be incorporated into the training module where necessary.
- f) Trainers**
- Persons deployed as trainers by the Empanelled TPs must be competent instructors in possession of requisite knowledge, skills and experience in their domain.
 - For each trade offered under skill trainings by HSDM, instructors must be certified trainers.

g) Assessment and Certification

- An independent assessment of trainees by a third-party agency authorized by the relevant Sector Skill Council is mandatory for all skill trainings provided.
- After assessment, each successful candidate must be awarded a certificate issued by the Certifying Agency approved by the relevant Sector Skill Council to ensure acceptability in the industry.
- Apart from third-party external assessment, continuous internal assessment in the form of quizzes, assignments and tests should be a part of the course curriculum.

h) Facilitating Trainees in securing Wage or Self Employment

- Providing wage employment to the beneficiaries is the prime focus under HSDM skill training(s). Achievement of outcomes, in terms of sustainable wage or self employment being facilitated for trainees, shall be a crucial element for assessing the performance of Empanelled TPs at the time of annual empanelment renewal. Other indicative parameters for assessing the performance of Empanelled TPs are given in Schedule-D.
- Payment to Empanelled TPs, in line with the notified Common Norms, shall also be linked to achievement of envisioned outcomes, as detailed in Schedule-A.
- Prior to batch initiation, each skill training course will be recorded as being geared towards wage employment or self employment. Accordingly, the outcomes for Empanelled TPs shall be defined.
- For courses aimed at wage employment, trainees should secure a job within three (3) months of completion of training and should retain the same/ similar job for a subsequent period of six (6) months for the trainee to be considered 'successfully placed'.
- For courses aimed at self employment, trainees should become gainfully employed in livelihood enhancing occupations. This should be evidenced through a newly acquired trade license, or proof of setting up of an enterprise or becoming a member of a producer group, or proof of additional earnings (bank statement) or any other suitable and verifiable document.

i) Post Placement Tracking and Support

- To ensure sustained benefits from training, Empanelled TPs are required to track and report successfully placed candidates for a period of 6 months.
- For candidates provided with wage employment in any industry, information like appointment letter, remuneration, etc. must be maintained and submitted to HSDM as per terms of the Agreement between HSDM and the Empanelled TPs. For candidates setting up their own enterprises, the Empanelled TPs would track the progress of the enterprises for a period of 6 months.
- Contact details of successful trainees should be passed on to HSDM for sample checking.

1.6.5 If work is sanctioned, the TP would be required to furnish a Performance Security Deposit i.e. an amount of 10% of the work order, before signing the Agreement.

1.6.6 All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to HSDM as per terms of Agreement signed between HSDM and Empanelled TPs) as well as uploaded on HSDM website, the state's Skill Management Information System. Likewise, attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric records.

2. Instructions

A. General

2.1 Eligibility Criteria

- 2.1.1 An eligible Bidder must be a legal entity in the form of Proprietorship Firm/ Partnership Firm/ Private Limited Company/ Public Limited Company/ Society / Trust.
- 2.1.2 An eligible Bidder must be affiliated with the National Skill Development Corporation (NSDC) or the relevant Sector Skill Council(s) for the sector(s) in which empanelment is sought.
- 2.1.3 An eligible Bidder must not have been blacklisted by any State Government/ Central Government / Donor Agency.

2.2 General Terms of Proposal Submission

- 2.2.1 Each Bidder must submit a single proposal, irrespective of the number of sectors in which the Bidder wishes to get empanelled.
- 2.2.2 HSDM shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by HSDM pursuant to this RFP as amended/clarified from time to time by HSDM.
- 2.2.3 Along with the Bid, the Bidder is required to deposit a non-refundable Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) in line with details provided in Clause 1.5.3. **The RFP shall be summarily rejected if it is not accompanied by the Processing Fee.**
- 2.2.4 Bidders shall not have a conflict of interest that affects the Empanelment Process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.5 Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.6 HSDM will not return any proposal or any information provided along therewith.
- 2.2.7 In case it is found at any time during or subsequent to the Empanelment Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement/ Contract, if signed, shall be liable to be

terminated by a communication in writing by HSDM to the Bidder, without HSDM being liable in any manner whatsoever to the Bidder.

2.2.8 HSDM reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of HSDM to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of HSDM thereunder.

2.2.9 The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. HSDM will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

2.3 Due Diligence, site visit and verification of information

2.3.1 It shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from HSDM;
- c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

2.4 Right to accept and to reject any or all Proposals

2.4.1 Notwithstanding anything contained in this RFP, HSDM reserves the right to accept or reject any proposal and to annul the Empanelment Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof

2.4.2 Such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.

2.4.3 In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by HSDM to the Bidder, without HSDM being liable in any manner whatsoever to the Bidder.

B. Documents

2.5 Contents of the RFP

- 2.5.1 The following are the Schedule attached as part of this RFP
- a) Information on permitted costs as per Common Norms
 - b) Trade-wise Categorization of Base Cost of Training
 - c) Training Locations
 - d) Indicative parameters for annual performance review of TPs
- 2.5.2 The following are the appendices attached as a part of this RFP:
- a) Format for Covering Letter for the Proposal
 - b) Format for Affidavit on not being blacklisted
 - c) Format for Bidder Details
 - d) Format for Financial Capability Statement
 - e) Format for Training and Placement Record (all-India)
 - f) Format for Training and Placement Record (Haryana)
 - g) Format for District and Sector Preferences for Empanelment
 - h) Format for Additional Information
 - i) Format for Board Resolution for Proposal Submission
 - j) Format for Authorization for signing of Proposal & Other Documents

2.6 Clarifications

- 2.6.1 Bidders requiring any clarification on the RFP may notify HSDM in writing or by letter and/or e-mail. Queries should be sent in before the last date for submission of proposal. HSDM shall post queries and responses thereto on its website without identifying the source of queries.
- 2.6.2 HSDM shall endeavour to respond to the queries within the period specified therein through letter/e-mail. However, HSDM reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring HSDM to respond to any question or to provide any clarification.
- 2.6.3 HSDM may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by HSDM shall be deemed to be part of the RFP. Verbal clarifications and information given by HSDM or its employees or representatives shall not in any way or manner be binding on HSDM.

2.7 Amendment of RFP

- 2.7.1 At any time prior to the deadline for submission of Proposals, HSDM may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- 2.7.2 Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.
- 2.7.3 Any Addendum thus issued will be uploaded on the HSDM website (www.hsdm.org.in). HSDM will post the addendum/ replies to the queries on the HSDM website without identifying the source of queries.
- 2.7.4 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, HSDM may, at its own discretion, extend the timelines mentioned in Clause 1.5.4, having due regard for the time required by the Bidders to address such amendment.
- 2.7.5 Any modification and amendment in the RFP or the timelines as stated in Clause 1.5.4 shall be uploaded on the HSDM website. Prospective Bidders are requested to remain updated with regard to any addendum/ notices/ amendments/ clarifications etc. on the HSDM website at www.hsdm.org.in. HSDM may not provide separate notifications for such addendum/ notices/ amendments / clarifications, etc. in the print media (press) or individually.

C. Preparation and Submission of Proposals

2.8 Format of Proposal Submission

- 2.8.1 The Bidder shall provide all information sought under this RFP. HSDM will evaluate only those proposals that are received in the required formats and complete in all respects.
- 2.8.2 The proposal should be neatly typed in indelible ink and signed by the authorised signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the Proposal must be initialled by the person(s) signing the proposal.

2.9 Sealing and Submission of Proposals

- 2.9.1 The Bidder shall submit the proposal in the formats specified in the Appendices, inside a sealed envelope marked as: "Proposal for Empanelment of Training Providers to impart skill development training in Haryana". The envelope shall clearly indicate the name and address of the TP.

2.9.2 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 with the Bid	Appendix-I
2	Affidavit on not being blacklisted	Appendix-II
3	Bidder Details	Appendix-III
4	Financial Capability Statement	Appendix-IV
5	Training and Placement Record (all-India)	Appendix-V
6	Training and Placement Record (Haryana)	Appendix-VI
7	District and Sector Preferences	Appendix-VII
8	Additional Information	Appendix-VIII
9	Board Resolution for Proposal Submission	Appendix-IX
10	Authorization for Signing of Bid	Appendix-X
11	Pre-Bid Queries	Appendix-XI
12	Proposal Fee	-
13	CD containing soft copy of the Proposal including all information provided as part of <i>Appendix I-VIII</i> in editable MS Excel format	-

2.9.3 Along with the original set, a true copy of the Proposal with all documents as per the checklist in Clause 2.9.2 should be submitted. The true copy should be placed in another envelope and marked as: "Copy of Proposal".

2.9.4 Both the original and true copy of the Proposal should be addressed to:

Mission Director

Haryana Skill Development Mission

Bays - 7-12, Sector - 4, Panchkula - 134112

2.9.5 Proposals should be submitted at the address mentioned in Clause 2.9.4 by registered post or courier or in person. In case of Proposals submitted in person, a receipt thereof should be obtained from the person specified at Clause 2.9.4 or a designated person authorized by him for this purpose.

2.9.6 Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

2.10 Proposal Due Date

2.10.1 Proposals should be submitted by 5:00 PM IST on the Proposal Due Date as per Clause 1.5.4 at the address provided in Clause 2.9.4 in the manner and form as detailed in this RFP. HSDM may, at its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.7 uniformly for all Bidders.

2.10.2 Proposals received by HSDM after the specified time on the Proposal Due Date shall not be eligible for consideration and shall be summarily rejected. HSDM will not be responsible in any manner for late receipt of Proposals.

2.11 Modifications/ Substitution/ Withdrawal of Proposals

2.11.1 Bidders may not modify, substitute or withdraw their Proposals after submission. Information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by HSDM, shall be disregarded.

2.12 Rejection of Proposals

2.12.1 HSDM reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for HSDM to accept any Proposal or to give any reasons for their decision.

2.12.2 HSDM reserves the right not to proceed with the Empanelment Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.13 Validity of Proposals

2.13.1 The Proposals shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of HSDM and the Bidders.

2.14 Confidentiality

2.14.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising HSDM in relation to, or matters arising out of, or concerning the Empanelment Process.

2.14.2 HSDM will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. HSDM may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or HSDM.

2.15 Correspondence with the Bidder

2.15.1 HSDM reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

3. Evaluation of Bids

3.1 Opening and Evaluation of Proposals

- 3.1.1 HSDM shall open the Proposals at 10:00 AM on the day following the Proposal Due Date, or any other date specified subsequently, at the address specified in Clause 2.9.4 and in the presence of the Bidders who choose to attend.
- 3.1.2 HSDM will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.
- 3.1.3 If at any time during the evaluation process HSDM requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

3.2 Tests of responsiveness

- 3.2.1 Prior to evaluation of Proposals, HSDM shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
- a) it is received as per Clause 2.8 and Clause 2.9;
 - b) it is received by the Proposal Due Date including any extension thereof;
 - c) it is accompanied by the Processing Fee;
 - d) it does not contain any condition or qualification; and
 - e) it is not non-responsive in terms hereof.
- 3.2.2 HSDM reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by HSDM in respect of such Bid.

3.3 Evaluation and Selection of Bidders for Empanelment

- 3.3.1 The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.
- 3.3.2 Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the State of Haryana. The selection process would involve an evaluation of the Technical Proposal ("Part A") and Technical Presentation ("Part B").

3.3.3 Bidders who score at least **40 out of 70** possible marks in Part A (referred to as “**Shortlisted Bidders**”) shall qualify for making a Technical Presentation before the Selection Committee.

3.3.4 The selection process shall be based on the evaluation criteria provided in the table below:

Evaluation Criteria for Bidder Maximum of 100 Marks)		
Sr. No.	Parameters	Max. Marks
Part A: Technical Proposal submitted to HSDM		
A.1	Technical Qualifications – All India incl. Haryana (Max. Marks 30)	
a)	<p>Successful completion of Skill Development Training* provided to Trainees in the past 3 financial years under any Government-sponsored programs, across all sectors</p> <p>General Scoring:</p> <ul style="list-style-type: none"> • Completion of skill training for up to 2000 trainees: 5 marks • One additional mark for completion of skill training for every 1000 trainees (counted in multiples of 1000) above 2000, up to a maximum of 15 marks total <p>Scoring for Bidders incorporated in Haryana:</p> <ul style="list-style-type: none"> • Completion of skill training for up to 1000 trainees: 5 marks • One additional mark for completion of skill training to every 500 trainees (counted in multiples of 500) above 1000, up to a maximum of 15 marks total 	15
b)	<p>Number of Trainees Placed after Skill Training in the past 3 financial years, across all sectors</p> <p>General Scoring:</p> <ul style="list-style-type: none"> • Up to 1000 trainees placed: 5 marks • One additional mark for every 500 trainees (counted only in multiples of 500) placed above 1000 trainees, up to a maximum of 15 marks total <p>Scoring for Bidders incorporated in Haryana:</p> <ul style="list-style-type: none"> • Up to 500 trainees placed: 5 marks • One additional mark for every 250 trainees (counted only in multiples of 250) placed above 500 trainees, up to a maximum of 15 marks total 	15
A.2	Technical Qualifications – Experience in Haryana (work allotted by any Department/ Board/ Corporation/ Nigam/ Mission of Government of Haryana) (Max. Marks: 10)	
a)	<p>Successful completion of Skill Development Training* within Haryana in the past 3 financial years</p> <p>Scoring:</p> <ul style="list-style-type: none"> • Completion of skill training for up to 500 trainees: 5 marks • Completion of skill training for 501-2000 trainees: 7 marks • Completion of skill training for more than 2000 trainees: 10 marks 	10
A.3	Financial Qualifications (Max. Marks: 15)	
a)	<p>Average turnover from skill development over past 3 years</p> <p>General Scoring:</p> <ul style="list-style-type: none"> • Up to (including) Rs 50 Lakh: 2 marks • Above Rs 50 Lakh up to Rs 2 Crore: 5 marks • Above Rs 2 Crore up to Rs 5 Crore: 7 marks • Above Rs 5 Crore: 10 marks <p>Scoring for Bidders incorporated in Haryana:</p> <ul style="list-style-type: none"> • Up to (including) Rs 25 Lakh: 2 marks • Above Rs 25 Lakh up to Rs 1 Crore: 5 marks 	10

	<ul style="list-style-type: none"> • Above Rs 1 Crore up to Rs 3 Crore: 7 marks • Above Rs 3 Crore: 10 marks 	
b)	Average net worth over past 3 years Scoring: <ul style="list-style-type: none"> • Positive net worth up to (including) Rs 20 lakh: 2 marks • Above Rs 20 Lakh up to Rs 50 Lakh: 3 marks • Above Rs 50 lakh: 5 marks 	05
A.4	Additional Qualifications (Maximum Marks: 15)	
a)	Bidder's conceptual clarity; Suitability in context of the Project; Faculty experience; Approach towards Mobilization, Skill Training & Delivery and Placements	05
b)	Bidder's having their own well established centre (with full infrastructure & staff) atleast in one location in Haryana, which is presently running & providing skill training to candidates under any Central or State Government Scheme. <ul style="list-style-type: none"> • One centre - 05 marks • Two or more centres - 10 marks 	10
Part B: Technical Presentation before the Selection Committee		
B.1	Technical Presentation (Maximum Marks: 30)	
a)	Break-up: <ul style="list-style-type: none"> • Bidder's understanding of skill development • Bidder's understanding of Haryana and suitability for the state • Bidder's approach & methodology for skilling Haryana • Bidder's faculty, infrastructure, track record, etc. 	30

Note I: The bidders shall have to indicate the wage promised for the successful trainees upon completion of training. The bidders scoring 40 marks out of 70 marks (as per criteria) shall be qualified for technical presentation. After technical presentation upto five successful training providers will be shortlisted as per ranking. The shortlisted training providers will then be objectively ranked high to lower as per wages promised and the top three training providers offering highest wage(s) will be considered finally for award of training work.

Note II: For the purpose of this RFP, Bidders are required to submit information and supporting documents on only such trainings which qualify as per the guidelines mentioned below:

- i) Skill development training implies at least 300 hours of domain-specific skill training oriented towards employment of trainees, through a Government-sponsored programme.
- ii) Only completed skill development trainings (i.e. training followed by assessment/ certification) shall be considered for evaluation under this RFP;
- iii) Only such data shall be considered for evaluation which is substantiated by the Bidder through adequate documentary proof (list of acceptable/ suggested documents provided under 'Note' in Appendix-V and VI). The

onus of providing adequate and verifiable supporting evidence lies upon the Bidder;

- iv) For number of candidates trained/ placed, "past three financial years" implies either the financial year 2013-14, 2014-15, 2015-16;
- v) Bidders who have been in existence for less than 3 financial years may submit data pertaining to the duration of their existence.

3.3.5 After the evaluation of Proposals under Part A, HSDM would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for empanelment as TPs. HSDM will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.

3.3.6 Bidders shall be empanelled on the basis of obtained scores after aggregating the scores awarded on the basis of Proposals and Technical Presentations ("**Overall Score**").

3.3.7 On the basis of Overall Score, Empanelled TPs shall be classified into categories and the value of work order, if sanctioned, shall be in accordance with such categorization. Based on the overall budget and targets, HSDM at its discretion may award work to select/ all Empanelled TPs. While allotting work order preference may be given to the TPs assuring higher wages to the trained candidates. In the event of work sanction, the final scope of work and terms of working shall be as per the work order issued to the Empanelled TP.

3.3.8 During the stage of award of work, in the event that two or more Empanelled TPs are tied at the same Overall Score, marks awarded under Part B i.e. Technical Presentation shall be considered. In the event that two or more Empanelled TPs are tied at the same Overall Score with same marks under Part B as well, then the Bidder with a higher turnover from skill development activities shall be selected.

3.3.9 Prior to sanction of work, there may be further consultations with Empanelled TPs. The performance of Empanelled TPs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

3.3.10 The performance of TPs in terms of mandated outcomes (specified in *Clause 7.1.3 and 7.1.4*) shall be crucial. If less than 50% of a batch is able to secure wage/self employment as per the guidelines herein, the TP may not be allowed to execute further work or allotted more targets under the programme, unless any relaxation is provided by HSDM.

3.4 **Contacts during Proposal Evaluation**

3.4.1 Proposals shall be deemed to be under consideration immediately after they are opened and until such time HSDM makes official intimation of award/rejection to the Bidders. While the Proposals are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting, by any means, HSDM and/ or their employees/ representatives on matters related to the Proposals under consideration.

4. **Fraud and Corrupt Practices**

4.1.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Empanelment Process and during the subsistence of the Agreement.

4.1.2 Notwithstanding anything to the contrary contained herein, or in the Agreement, HSDM shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Empanelment Process.

4.1.3 In such an event, HSDM shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to HSDM hereunder or otherwise.

4.1.4 For the purposes of *Clause 4*, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Empanelment Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official

of HSDM who is or has been associated in any manner, directly or indirectly with the Empanelment Process or award of work or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of HSDM, shall be deemed to constitute influencing the actions of a person connected with the Empanelment Process); or (ii) engaging in any manner whatsoever, whether during or after the Empanelment Process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of HSDM in relation to any matter concerning the project;

- b) **"fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- c) **"coercive practice"** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Empanelment Process;
- d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by HSDM with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and
- e) **"restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

5. Miscellaneous

- 5.1.1 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Panchkula shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.
- 5.1.2. HSDM, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
- a) suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
 - b) consult with any Bidder in order to receive clarification or further information;
 - c) retain any information and/or evidence submitted to HSDM by, on behalf of, and/ or in relation to any Bidder; and/ or
 - d) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- 5.1.3 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases HSDM, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

6. Schedules

Schedule–A

6.1.1 In case of sanction of work post-empanelment, payment to TPs shall be guided by the costs approved at the national level by the Common Norms notified on 15th July 2015 by the Ministry of Skill Development and Entrepreneurship, as notified from time to time, which are as under or as decided by the HSDM from time to time:

Component as per MSDE Common Norms	Cost permissible to training provider
A. Base Cost	
For trades/sectors listed in Category I of Schedule-B	Rs. 38.50 per hour per trainee
For trades/sectors listed in Category II of Schedule-B	Rs. 33.00 per hour per trainee
For trades/sectors listed in Category III of Schedule-B	Rs. 27.50 per hour per trainee
Note:	
1. The hourly rates are inclusive of all costs (including all applicable taxes) to be incurred by training providers including Mobilization of Candidates, Curriculum, Placement Expenses, Trainers' Training, Equipment, Amortization of Infrastructure Costs or Utilities, Teaching Aid, Raw Material, Salary of Trainers, Post-Placement Tracking/ Monitoring, etc. 2. This Base Cost shall be applicable for each trainee <u>successfully certified</u> at the end of the training, including re-assessment(s). 3. Each skill training shall be of minimum 300 hours duration including soft skills/ life skills and payment shall be made for 300 hours duration only.	
B. Assessment Cost (only for successfully certified trainees)	
Cost for third-party Assessment of trainee charged by Sector Skill Council	Reimbursement of one-time assessment cost, based on actual not exceeding Rs. 1500/- per trainee.

6.1.2 Funds shall be released to TPs as per the following schedule:

Instalment	Percentage of Total Cost	Output Parameter
First	25%	Payment will be released on commencement of Training
Second	35%	On completion of training and certification of the successful trainees
Third	25%	Outcomes based as specified in Clause 6.1.3 and 6.1.4 (a & b)
Fourth	15%	Outcomes based as specified in Clause 6.1.4 (c)

6.1.3 The outcomes expected from skill training under any programme of HSDM are as given below:

- a) Placement of beneficiaries should be started immediately after assessment or certification and the placement information should be submitted with First month salary slip.

- b) Employment (both wage and self) on an annual basis of at least 70% of certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that HSDM may alter the percentage target of wage and self-employment within a batch based on specifics of the trade;
- c) In case of wage employment, candidates shall be placed in jobs for a minimum period of six months from the date of placement in the same or a higher level with the same or any other employer.
- d) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of newly acquired trade license, or setting up of an enterprise or becoming a member of a producer group, or proof of additional earnings (bank statement) or any other suitable and verifiable document.

6.1.4 The outcome-linked third & fourth installment (25% + 15% of training cost) as given in Clause 6.1.2 would be released to the Selected Bidder subject to the following:

- a) Selected Bidder shall be eligible for 100% payment on for outcome achievement as specified in Clause 6.1.3.
- b) TPs will be paid on pro-rata basis on outcome achievement in terms of wage/ self employment being facilitated for 50-69% of those who have been certified, in keeping with Clauses above.
- c) Fourth installment equivalent to 15% of Training Fee upon completion of six months from successful placement based on submission of post placement report. Pay slips or bank statements can be submitted as proof of placement. HSDM may provide report formats to be filled as and when required. TDS will be deducted as per rules.

Schedule–B

6.1.5 List of trades for major sectors (as per NSDC Skill Gap Survey for Haryana) as per the cost category prescribed in the Common Norms notified by the Ministry of Skill Development and Entrepreneurship on 15th July, 2015:

Sr. No.	Industry	Sub-Sector/ Trades		
		Category-I	Category-II	Category-III
1.	Agriculture & Allied Activities	Farm Machinery, Animal Husbandry, Farm Mechanisation,	Agriculture, Plantation, Horticulture	Apiculture, Home Décor Art - Bonsai, Flower, water fall;

		Precision farming, Fisheries and Allied Sector	Floriculture, Poultry	Minor Forest Product processing and value addition, Natural Fibre product processing and value addition (Sericulture, Jute, cotton, hemp and diversified Products)
2.	Textile & Apparel	Garment Manufacturing, Fashion Design	Garment making	
		Handloom & Handicrafts	Brassware, Khadi, Carpet, Handicrafts	Handmade Paper and Paper Products, Home décor art, Ceramic Painting, Home Décor, Art Wood
		Spinning, Weaving, Textiles, Knitting, & Processing for Cotton, Other Manmade & Synthetic Fibres		
3.	Automotive	Manufacturing, Automotive repair	Automotive Sales	
4.	BFSI			Banking, Accounting, Insurance
5.	Capital Goods, Manufacturing & Engg. Products	Fabrication, Electro-Mechanical, Production & Manufacturing		
6.	Construction & Allied Activities	Construction Equipment, Fabrication, Plumbing, Domestic/ Industrial Electrician	Paint, Wood Works, Bamboo Fabrication, Carpentry	
7.	Electronics & Telecommunication	Electronics System Design, Manufacture Refrigeration and Air Conditioning	Consumer Electronics - Sales & Service	
		Network & Infrastructure Management	Telecom Service Provider, Handset Sales & Service	
8.	Food Processing Industries	Food Processing Sectors		Food Processing sectors such as: Dairy Products, Fruit & Vegetable Products, Cereals & Cereal Products, Food Grain, Edible Oil & Fats, Meat & Meat Products, Fish & Fish Products, Sweets & Confectionery, Bread & Bakery, Spices & Condiments, Beverage, Aerated Water & Soft Drinks, Packaging of food products
9.	Green Skills	Renewable energy		Rain Water Harvesting, Green Retail, Allied green skills

10.	Healthcare	Medical and Nursing Healthcare – Machine Technician	Community Healthcare, Healthcare Assistants, Preventive Healthcare (including Nutrition & Health Education and Health Counselling)	Allied Healthcare
11.	IT-ITES		Information and Communication Technology	
12.	Logistics & Transportation			Courier & Logistics
13.	Retail		Store Operation, FMCG	Retail
14.	Sports & Physical Education	Sports Goods Manufacture	Sports service	
15.	Tourism & Hospitality	Food Production, Cooking	Hospitality, F&B Service and Housekeeping	Travel & Tourism
16.	Other Sectors such as Beauty & Wellness, Security etc.		Spa and Wellness, Beauty Culture & Hair Dressing, Naturopathy	Home Décor Art Mehandi
			Security, Fire & Safety Engineering	
		Any trade not covered in any of the categories above	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above

Schedule–C

6.1.6 If work is sanctioned after empanelment, TPs shall be required to impart skill training in any of the District/ Tehsil/ Block of Haryana.

Schedule–D

6.1.7 The performance of Empanelled TPs shall be assessed annually at the time of empanelment renewal and the value of work order sanctioned (if any) for the subsequent year shall be in accordance with the performance.

6.1.8 Some indicative parameters for annual performance review are:

- *Achievement of targets:* In terms of beneficiary numbers; Against geographical and sectoral work allocation
- *Achievement of outcomes:* Proportion of trainees successfully certified; Proportion of trainees facilitated with wage/self employment

- *Quality of training:* Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed vis-à-vis Trainees Enrolled; Trainees Certified vis-à-vis Trainees Assessed; Feedback from Monitoring agency/team
- *Quality of placement:* Work conditions of placement secured for trainees; Trainee job- retention record; Average salary of placed trainees (indicative table below)

Average salary range in which trainees placed	Marks categorisation
Rs. 8,500 – Rs. 10,000 per month	Lowest percentile
Rs. 10,000 – Rs. 15,000 per month	Middle percentile
Above Rs. 15,000 per month	Highest percentile
International placement above certain wages	Extra marks

7. Appendices

Appendix – I

Format – Covering Letter

To,

The Mission Director,
Haryana Skill Development Mission,
Bays - 7-12, Sector - 4, Panchkula

Dear Sir,

Subject: Proposal for empanelment of Training Providers to impart skill development 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 Training Provider 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. 10,000/- in the form of Demand Draft No. dated drawn on 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 Training Providers to impart skill development 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 breach on our part.

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.	NSDC Training Partner (Yes/ No)		
9.	Valid affiliation with Sector Skill Council (Yes/No)	Give details & documentary proof of valid SSC affiliations for each sector under which Bidder seeks to get empanelled	

N.B.:

- 1) *Individual SSC affiliation is not necessary if the Bidder is an NSDC Training Partner. In such cases, while applying for empanelment under various sectors, the Bidder must highlight past experience in skill training in each sector applied for.*
- 2) *The entity holding SSC/ NSDC affiliation must be the same as the entity applying as "Bidder" in response to this RFP who shall be the implementing agency for any work that may be sanctioned.*

For and on behalf of: Signature:

Name: Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: *Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.*

Appendix – IV

Format – Financial Capability Statement

(Duly signed by the Authorised Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/ We hereby submit that (Name of Bidder), having registered office at, has annual turnover, net profit / loss, net worth and annual turnover from skill development activities, in past three consecutive financial years (2013-14, 2014-15 and 2015-16), as follows:

S. No.	Financial Year	Annual Turnover (Rs. Lakhs)	Net Annual Profit / Loss (Rs. Lakhs)	Net worth (Rs. Lakhs)	Annual Turnover from skill development activities/ programmes (Rs. Lakhs)
1.	2013-14				
2.	2014-15				
3.	2015-16				
TOTAL					
AVERAGE					

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal)
(Authorized Representative and Signatory)

Note:

- 1. Bidder is required to submit the audited financial statements for the past three years (2013-14, 2014-15 and 2015-16).*
- 2. Bidders who have not been in existence for three financial years may provide details pertaining to the duration of their existence.*
- 3. All supporting documents should be duly certified by a Chartered Accountant.*

Appendix – V

Format – Training and Placement Record (All-India)

(i) Training and Placement Record in Past 3 Financial Years

Name of Sector	Details	Total no. of candidates for which skill training completed (A)	Total no. of candidates placed after skill training (B)	Average salary range of placed candidates (C)
Sector A	Name of program / scheme			
	Name of program / scheme			
	Name of program / scheme			
	Total			
Sector B	Name of program / scheme			
	Name of program / scheme			
	Total			
Total (all sectors) for past 3 financial years				

Note 1: Data may be provided for financial years 2013-14, 2014-15 & 2015-16

Note 2: Bidders are requested to furnish information in an organised manner as per the format mentioned above and guidelines mentioned below

Note 3: Please attach Supporting Document corresponding to each item under (A, B, C)

(ii) Number of trainees certified by Sector Skill Councils so far

Name of Sector	Total number of candidates certified
Sector A	
Sector B	
Sector C	
Total	

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided on CD, if required.

2. Supporting evidence must be provided as below:

➤ For "**No. of Candidates Trained**", the following is required:

1. Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions stated in the note under Clause 3.3.4.

And

2. Self-attested copies of any of the following:

- Work Order for each programme accompanied by Certificate of Completion/ Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or
- Printouts of verifiable information from Government MIS systems showing number of candidates trained.

➤ For "**No. of Trainees Placed**", the following is required:

1. Original Certificate by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last three financial years

And

2. Trainee-wise information for all placed trainees in the following format:

Sr. No.	Name of Trainee Placed	Contact No. of Trainee	Email ID of Trainee	Name of Employer	Contact No. of Employer	Email ID of Employer	Salary at which placed

And

3. Self-attested copies of any of the following:

- Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or
- Printouts of verifiable information from Government MIS systems showing number of candidates placed; or

- *Letter from employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work.*

Appendix – VI

Format – Training and Placement Record in Haryana

(i) Training and Placement Record in Past 3 Financial Years

Name of Sector	Details	Total no. of candidates for which skill training completed (A)	Total no. of candidates placed after skill training (B)	Average salary range of placed candidates (C)
Sector A	Name of program / scheme			
	Name of program / scheme			
	Name of program / scheme			
	Total			
Sector B	Name of program / scheme			
	Name of program / scheme			
	Total			
Total (all sectors) for past 3 financial years				

Note 1: Data may be provided for financial years 2013-14, 2014-15 & 2015-16

Note 2: Bidders are requested to furnish information in an organised manner as per the format mentioned above and guidelines mentioned below

Note 3: Please attach Supporting Document corresponding to each item under (A, B, C)

(ii) Number of trainees certified by Sector Skill Councils so far

Name of Sector	Total number of candidates certified
Sector A	
Sector B	
Sector C	
Total	

For and on behalf of:

Signature: Name: Designation: Date:
(Company Seal)
(Authorized Representative and Signatory)

Note:

- The onus of providing adequate and verifiable supporting evidence (of numbers of trainees trained and placed) lies upon the Bidder. Detailed candidate-wise data may be provided on CD, if required.*

2. *Supporting evidence must be provided as below:*
 - *For "**No. of Candidates Trained**", the following is required:*
 1. *Original Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions stated in the note under Clause 3.3.4.*

And

2. *Self-attested copies of any of the following:*
 - *Work Order for each programme accompanied by Certificate of Completion / Proof of Final Payment from Government bodies indicating the number of candidates trained in the sector; or*
 - *Printouts of verifiable information from Government MIS systems showing number of candidates trained.*
 - *For "**No. of Trainees Placed**", the following is required:*
 1. *Original Certificate by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last three financial years*

And

2. *Trainee-wise information for all placed trainees in the following format:*

Sr. No.	Name of Trainee Placed	Contact No. of Trainee	Email ID of Trainee	Name of Employer	Contact No. of Employer	Email ID of Employer	Salary at which placed

And

3. *Self-attested copies of any of the following:*
 - *Proof of placement-related payment from Government bodies indicating the number of trainees placed after skill training; or*
 - *Printouts of verifiable information from Government MIS systems showing number of candidates placed; or*
 - *Letter from employers confirming employment of Trainees from the institute or agency clearly indicating the date of recruitment, numbers recruited and sector/category of work.*

Appendix – VII

Format – District and Sector Preferences

(A) Preference of Districts

Bidders must assign preference ranking to districts, with Rank 1 being most preferred and Rank 21 least preferred. Please rank all districts.

Rank	District	Preferred Sectors for imparting training in the district (up to 4)	Wage offered to successful trainees
1			
2			
3			
21			

* Mention if Bidder has any existing centre which it is willing to use as a dedicated training centre for HSDM (i.e. no other programs/ trainings allowed at the centre).

(B) Preferred Sectors and Trades

Sr. No.	Name of Sector	Name of Course/ Trade	NSQF Level	Wage offered to successful trainees
1	Sector A	Course A1		
2	Sector B	Course B1		
3	Sector B	Course B2		

Note: Each skill training shall be of 300 hours duration including soft skills/ life skills.

(C) Tie-ups for Placement (Post Training)

Sr. No.	Name of Industry/ Organization	Placement Capacity (Nos.)	Salary Offered/ Promised
1			
2			

* Supporting proof documents to be annexed separately

(D) Tie-ups for On-the-Job Training or Apprenticeship (OJT)

Sr. No.	Name of Industry/ Organization	OJT/ Apprenticeship Capacity (number)	Formal Arrangement (Yes/ No)
1			
2			
3			

* Supporting proof documents to be annexed separately

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VIII

Format – Additional Information

(i) Bidder’s understanding of Skill Development and Skill Training

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.....
.....
.....

(ii) Bidder’s approach & methodology for Skill Training & Delivery (including Mobilization, Training Delivery, Quality Assurance)

.....
.....
.....
.....

(iii) Bidder’s experience and strength in securing placement for trainees

.....
.....
.....
.....

(iv) Trainer details (All-India)

Sr. No.	Description	Details
1.	No. of permanent trainers, along with their sector(s) of expertise	
2.	No. of contractual trainers, along with their sector(s) of expertise	
3.	No. of trainers trained and certified by any Sector Skill Council, along with their sector(s) of expertise	
4.	Qualifications of Permanent Faculty	
5.	No. (and basic details) of career counsellors working for the Bidder, if any	
6.	Number of Sector Skill Councils promoted, if any	

(v) Additional details furnished by Bidder

(Bidder may use this space to highlight experience of working with various beneficiary groups, with documentary proof where required)

Experience in training candidates belonging to Scheduled Castes and Scheduled Tribes, if any	
Experience in training women candidates	
Experience in training illiterate candidates, if any	
Experience in training Persons with Disabilities, if any	

For and on behalf of:

Signature: Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – IX

Format – Board Resolution for Proposal Submission

(To be furnished by the Bidder)

Certified true copy of the resolution passed at the meeting of the Board of Directors of _____ <Name of Organization> at their meeting held on _____ <Date> at _____ <Time> at _____ <Address>

“Resolved that the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request for Proposal for *‘Empanelment of Training Service Providers to Impart Skill Development Training in Haryana’*

Signed on behalf of:

(Signature of Authorized Representative(s) of the Board)

Name: _____

Designation: _____

Signature of:

Name: _____

Designation: Company Secretary

Appendix – X

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 Training Providers to impart Skill Development 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 – XI
Format – Pre-Bid Queries

Name of the Prospective Bidder/ Agency:				
Contact Person:				
Designation:				
Address:				
Telephone No.:				
Email:				
S. No	Reference Page No. in the RFP	Clause No.	Observation / Clarification sought	Suggestion by the Prospective Bidder / Agency
1				
2				
3				
4				
5				
6				
7				
8				
9				
Note:				
Pre-Bid queries from Prospective Bidders will be accepted in this format only.				