

HARYANA STATE RURAL LIVELIHOODS MISSION

(Department of Rural Development, Haryana)

RFP No: HSRLM/2022-23/2830

Dated: 07/06/2022

Request for Proposal
for
**SELECTION OF AGENCY(S) for
CONDUCTING
‘‘SKILL GAP ANALYSIS’’
in
Haryana**

Haryana State Rural Livelihoods Mission,
SCO-19, Sector 16, Panchkula, Haryana.

Ph- 0172-2587590/2581590

Email: ceohsrlm@gmail.com

Website: www.hsrlm.gov.in



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Introduction

Haryana State Rural livelihoods Mission (HSRLM) (www.hsrlm.gov.in) is the nodal Agency in the state of Haryana, which provides skill trainings and placements to the rural poor/ unemployed youth through Project Implementing Agencies (PIAs) as training partners through the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) skill development scheme. All these trainings are of 576 hours (3 months) to 2304 hours (12 months) and totally free of cost to the students.

Rationale for the study

In order to guide the implementation activities under the DDU-GKY scheme of Haryana State Rural livelihoods Mission (HSRLM), there is a need to ascertain the demand and supply gap in skilling space across various districts of Haryana. There is also a need to foresee the projected Job requirements/ sectoral demand both in manufacturing and service sector in the next five years, in the state of Haryana.

In view of this, Haryana State Rural livelihoods Mission invites detailed proposal from eligible entities to undertake the study titled “**SKILL GAP ANALYSIS.**” It is recognized that the skill gap is the interplay of industry demand, supply through public, private & non- formal/informal channels, labor force participation, aspiration and employability of both new entrant and existing but unskilled/semiskilled workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas. The study would also come out with recommendations which have to be specific and actionable. HSRLM is considering conducting of skill gap analysis in 6 districts of Haryana namely, **Yamunanagar, Gurugram, Faridabad, Rewari, Sonipat and Nuh.**

Agencies who are interested to undertake the assignment may submit their proposal for one district for skill gap analysis and the Proposal can be sent through Registered Post/Speed Post/Courier or submitted personally so as to reach Office of CEO, HSRLM, SCO- 19, Sector-16, Panchkula (Haryana) at designated date and time as per the RFP.

1. General Eligibility/ Pre-qualification Criteria

- 1) The agency should be a legal Indian Entity (Proprietorship, Partnership, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with the Haryana State Rural Livelihoods Mission to undertake the work. **Relevant documents of registration to be attached along-with the proposal.**

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- 2) The agency must be having previous experience of at least 5 years in Academic/ Social/ Statistical Research/ Study/ Analysis Work. (Work orders along with financial receipts/Completion Certificates)
- 3) The agency should not be blacklisted by any of the Central/State government departments/PSUs.
- 4) The agency should have adequate professional employees and preferably an experience of working with Government/social sector projects to execute the study. (Certificate from HR head of the Bidder/ Organisation)
- 5) The agency may apply for carrying out skill gap analysis for one district, however an Earning Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only) shall be paid through Cheque or Demand Draft in Indian Rupees and drawn on any Scheduled Bank in favor of “CEO, Haryana State Rural Livelihoods Mission, Haryana” payable at Chandigarh.
- 6) An agency may bid for not more than one district. After completion of work allocated, if work is found to be of good quality, HSRLM reserves the right to allot more than one district based on the suitability of the agency.

Only those agencies who have passed the Preliminary Eligibility Criteria will be eligible for Technical Evaluation.

- 7) The RFP document can be downloaded from the website (www.hsrlm.gov.in) and submitted before the due date in the prescribed format along with EMD in the form of Banker’s Cheque or Demand Draft.
- 8) HSRLM, Haryana may, at its own discretion extend the date for submission of proposals. In such a case, all rights and obligations of HSRLM, Haryana and agencies previously as subject to the deadline will thereafter be subject to the deadline as extended.
- 9) The Proposal can be sent through Registered Post/Speed Post/Courier or submitted personally so as to reach, CEO, HSRLM, SCO- 19, Sector-16, Panchkula , HSRLM Office at designated date and time as per RFP.
- 10) Proposals received after the due date and time will not be accepted.
- 11) Application and the supporting documents should be a complete document and must be page numbered and each page duly signed by authorized signatory.

- 12) An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
- 13) A covering letter must be attached with the proposal.
- 14) The offers found suitable in prequalification, technically and shortlisted based on the conditions will be considered for opening of Financial Bid. The decision of short listing of Technical Bid by HSRLM, Panchkula will be final and binding on all.

2. SCOPE OF WORK

Overview

Following are the specific areas of study.

1. **Socio-economic Profile:** Detailed analysis of demographic and socio economic factors such as population, population growth trends, population density, urbanization, overall literacy, female literacy, healthcare indices, school education, higher/vocational education, dropout rates, domestic product, per capita income, labor force participation, worker participation rate, migration, primary (Agriculture and Agri allied), secondary (Industries and manufacturing) & tertiary sector (Services) profiles of the concerned district.
2. **Sectoral Focus:** The study should focus on analyzing manpower skilling requirements both for manufacturing and Service sectors from the perspective of District level high growth sectors along with localized sectors that have potential at the district level. Since over two thirds of the population of Haryana is involved in agriculture and agri-allied activities, the study may also focus on manpower skilling requirements in these areas. Study will also document about the sector wise deficiency and demand in various skills in the next five years. Government policies of related sectors may also be studied, to understand thrust and growth targets for different sectors in the state, which would translate to priority sectors from the perspective of investment in manpower skilling as well. The agency will also suggest about the native/ traditional job roles which are not present in the list of any Sector Skill Council (SSC) but is in high demand in the respective district. Indicative sectors to be covered are listed in the **Format-9** however study should not be limited to the said sectors.
3. **Voice of Stakeholders:** Detailed interaction should be conducted with various stakeholders, such as youth, vulnerable section of society, CII, Industry partners and private skill training providers, Government departments with skill training mandate and industry players/ industry associations, Department of School education and higher education, Department of

Industries, Department of employment generation and training, to understand their perspectives on manpower training and placement.

4. **Manpower Supply-Demand Gap:** Manpower supply-demand gap would be the difference between projected workforce participation and industrial manpower requirements, estimated for next five years.
5. **Estimation of Manpower Supply:** Based on estimations of population growth rate, working age group population and labor force participation, manpower supply from 2022 to 2027 has to be estimated at district level.
6. **Migration issues:** Migration, internal within the state, outside the state and outside the country, is one of the characteristics of new age labor mobile economy. Within this context, it is important to identify and understand various migration patterns. The knowledge of this would be important to design suitable skill development opportunities and post-employment support to the migratory workers.
7. **Candidate aspiration mapping** In order to understand the aspiration of the candidates belonging to rural in terms of expected remuneration, Job location, post placement facilities and other suitable payments and perks; the agency/s should conduct aspiration mapping for the prospective candidates who may be enrolled under the DDU-GKY Scheme programs implemented by HSRLM.
8. **Skill set mapping** The study should define the status of current skills available in the respective district under different job areas and current Industries demand and will also focus on how to fill the gap between demand and supply of the Skill under different job roles in different sectors. Study should also identify traditional Skill Sets **not listed** in the Sector Skill Council (SSC) job roles. The study should also recommend the job roles in which training can be imparted to the special categories such as Person with Disability (PwD), Transgender, and other vulnerable groups.
9. The study should list out the recommendations for filling the skill gap found in the districts.

Analysis & Recommendations:

The analysis & recommendations should include, but not necessarily limited to following areas:

1. Suggest suitable interventions / recommendations to address the skills gap.

2. Recommendations have to be specific and actionable.
3. Sector-wise gap in skills - demand vs. supply (qualitative and quantitative).
4. List out in demand job roles by sector, sub-sector including National Skills Qualification Framework (NSQF) level at district/ Block/ industrial cluster level.
5. Changes required for training as per the industry expectations with respect to infrastructure and training methodology.
6. Need for developing or upgrading available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc. keeping in mind the futuristic skills requirements both for existing skilling courses and recommended courses.
7. Recommendation regarding skill development and support for the mobile/ migratory workers.
8. The study should also recommend the job roles in which training can be imparted to the special categories such as Person with Disability (PwD), Transgenders, and other vulnerable groups.
9. Study should list out different mobilization initiatives as per the respective districts so that participation of the youths towards the skill development schemes can be maximized.
10. The Field Level survey conducted by the Agency should be videographed and documented with necessary photos and tabulations.
11. The selected agency shall prepare, “District Skill Development Plan (DSDP)” for the Six Districts, to be undertaken for the study.

3.1 District Committee

A District Committee will be constituted by CEO, Zila Parishad (ZP) - Cum- District Mission Director (DMD), HSRLM and will monitor the progress fortnightly. The Committee will monthly review the progress of the study and provide feedback to improve the quality of the Skill- Gap Analysis Report.

3.2 Implementation Schedule:

The proposed Scope of Work is expected to be completed within four months period, adhering

to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract.

SL No	Deliverables	Copies	Period/ Duration of completion
1	Signing of Agreement/Issue of work order	-	Issue date
2	Submission of inception report (including detailed Survey strategy, approach, methodology, tools and initial site Observations). Questionnaire/Interview questionnaire should be vetted by HSRLM.	2 set of hard copies & 2 set of editable soft copies	10 days from the issue of work order
3	Results of 10% of the survey done with both industries and unemployed youth block wise and sector wise for each District.	2 set of hard copies & 2 set of editable soft copies	35 days from the issue of work order
4	Interim Report on Demand as per the scope of study mentioned in the RFP.	2 set of hard copies & 2 set of editable soft copies	50 days from the issue of work order
5	Draft report on Skill Gap Analysis, training need and aspiration analysis as per scope of study mentioned in RFP.	2 set of hard copies & 2 set of editable soft copies	100 days from the issue of work order
6	Final reports on Skill Gap Analysis, training need and aspiration analysis along with recommendations to address the Skill Gap	2 set of hard copies & 2 set of editable soft copies	110 days from the issue of work order
7	Acceptance of Final Report	2 set of hard copies & 2 set of editable soft Copies	120 days from the issue of work order

Once the Inception Report has been submitted by the agency, the HSRLM will examine the report and give their acknowledgement to go ahead within five working days, in case of any recommendation by HSRLM for changes, same will be communicated within three working days to the agency.

4. Evaluation Methodology

The evaluation will be on the basis of Quality and Cost Based Selection Method (QCBS).

- I. The evaluation for the submitted proposals will be carried out in two parts, i.e Technical Evaluation and Financial Evaluation.

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Evaluation Process: The evaluation process shall comprise of the following stages:

4.1 Stage 1: Technical Evaluation comprising of Paper Based Evaluation and Presentation based Evaluation. HSRLM will evaluate technical proposal of qualified agencies on the basis of the Technical Bid submitted by the agencies. The agencies who qualify under the minimum eligibility criteria will be asked to make a detailed presentation at HSRLM Office or any other venue and be scored on the parameters as outlined separately in this document.

Sl. No.	Technical Evaluation Criteria	Marks
1	The agency should have a minimum average annual turnover of INR 30 lacs in previous three financial years (FY 2019-20, 2020-21 and 2021-22). 30 lacs <= 50 lacs >50 lacs < 75 lacs 75 lacs & above	Full marks 20 a) 15marks b) 18marks c) 20marks
2	The agency should have conducted = 2 Skill gap studies/ analysis projects during the last 5 years of value >=INR 10lac, with any Central Govt./ State Govt./NSDC/State Skill Development Mission/Multilateral funding agency, in India. More than 2 and <=5 Skill gap study/ analysis projects during the last 5 years of value >=INR10 lacs, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/Multilateral Funding Agency, in India. More than 5 Skill gap study /analysis projects during the last 5 years of value > = INR 10 lacs	Full marks – 15 a. 12marks b. 13marks c. 15marks
3	Bidding firm should have min. 20 People on company pay roll. Personnel=20 >20 Personnel<=30 >30	Full marks –25 (a). 10 (b) 15 (c) 20
4	Resource Assessment - Quality of Key Personnel proposed to conduct the Study. Attach 3 CV's of dedicated staff to be deployed in the study	Full Marks - 20 Prescribed Performa- (Format 3)
5	Approach & Methodology, Project Understanding/Approach & Methodology proposed for carrying out the said assignment, Detailed Work Plan	10
6	Presentation-Presentation critically evaluating the Skill Gap study conducted by NSDC in the proposed District. Also indicate how the Agency would add value to the existing study.	10 PPT
	Total Technical Score(ST)	100 marks

Agencies who qualify the technical evaluation will only be considered for financial evaluation.

4.2 Stage 2: Financial Evaluation

The Interested Agencies will have to submit their financial Bids as per the Performa provided in **(Format-8)**.

Based on the scope of work, requirement of resources, field work to be conducted. The name of the districts is below: -

S No	Name of Districts
1	Yamunanagar
2	Gurugram
3	Faridabad
4	Rewari
5	Sonipat
6	Nuh

4.3 Stage 3: Evaluation

Quality and Cost Based Selection (QCBS) method shall be adopted for selection. In case of a tie in the final score, the bidder having highest technical score will be considered eligible for award of contract.

Refer SkillReporter for more RFP, EOI, Tender from skill development

5. Instructions to Agencies

5.1 About the RFP document

- a) This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the Agency(s).
- b) The agencies are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the agencies risk and may result in rejection of the proposal.
- c) In case of a successful bidder, he shall be required to sign a contract with HSRLM, as prescribed by HSRLM, within a period of 5 days from the acceptance of his bid. If the agency fails to sign the contract in accordance with this RFP next bidder with highest score will be considered.

5.2 Key dates and events

S. No.	Particulars	Details
1	Document Reference Number	HSRLM/2022-23/2830
2	Start Date of Issue of RFP	07 th June, 2022
3	Last date /Time for receipt of proposals	7 th July, 2022 / 4:00 p.m
4	Date & Time for opening of Technical Bid	8 th July, 2022 & 11:00 a.m.
5	Date & Time for Presentation by technically qualified agencies	11 th July, 2022 & 11:00 a.m.
6	Date & Time for opening of Financial Bid	12 th July, 2022 & 11: a.m.
7	Venue of opening of Bids.	To be intimated later
8	Earnest Money Deposit(EMD)	Rs. 25,000/- for one District

S. No.	Particulars	Details
9	Bank Details	Shape of cheque: Banker’s cheque/ Pay Order or Demand Draft. In favour of “Chief Executive Officer, Haryana State Rural Livelihoods Mission, Haryana,” Payable at Panchkula.
10	Office and correspondence Address	Chief Executive Officer, HARYANA STATE RURAL LIVELIHOODS MISSION, HARYANA SCO 19, (First & Second Floor), Sector -16, Panchkula
11	Phone/ Fax / Mobile No.	0172-2587590/2581590
12	E-mail	ceohsrlm@gmail.com
13	Website.	www.hsrlm.gov.in

5.3 Earnest money deposit (EMD), Tender Cost and Proposal processing fees.

- 1) The agency shall submit an EMD of Rs. 25,000/- (Rupees Twenty Five Thousand Only) for one district. The Proposal can be sent through Registered Post/Speed Post/Courier or submitted personally so as to reach HSRLM, Haryana office at designated date and time as per RFP.
- 2) The Earnest Money Deposit (EMD) will be refunded as follows.
 - I. In the case of those agencies who fail to pre-qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued immediately thereafter.
 - II. In the case of those agencies whose technical bids do not qualify, the EMD will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)’s recommendations.
 - III. For the agencies selected for empanelment, the EMD will be refunded subsequent to submission of Performance Bank Guarantee and subject to acceptance of the terms and conditions mentioned in the RFP, without any interest accrued within one month of the acceptance of recommendations.
 - IV. The agencies selected for empanelment shall be required to submit a Performance Bank Guarantee 5 % of the work order value for the empanelment period in favor of “CEO, Haryana State Rural Livelihoods Mission, Haryana” payable at Chandigarh.

5.4 Procedure for submission of bids

- a) The Agency shall bear all costs associated with the preparation and submission of its RFP and Haryana State Rural Livelihoods Mission, (HSRLM), Haryana (hereinafter referred to as “the Mission”), will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.
- b) This RFP document is only available on the web site "<http://www.hsrlm.gov.in>" to enable the Agency to use this document for submitting their proposal on the last date and time mentioned. The Agency will submit Earnest Money Deposit (EMD) amounting Rs 25,000/- (Twenty Five Thousand Rupee Only) per district in the form of Demand Draft from any of the Scheduled Bank in favour of “CEO, Haryana State Rural Livelihoods Mission, Haryana, ” payable at Chandigarh.

The Proposal will be submitted in two parts, Technical Bid and Financial Bid in two separate sealed envelopes and both these sealed envelopes will be sealed in a single envelop. The outer envelope should have “BID FOR SELECTION OF AGENCY(S) for CONDUCTING“SKILL GAP ANALYSIS” and the Technical and Financial Bids should have “TECHNICAL BID FOR SELECTION OF AGENCY(S) for CONDUCTING “SKILL GAP ANALYSIS” and “FINANCIAL BID FOR SELECTION OF AGENCY(S) for CONDUCTING“SKILL GAP ANALYSIS written on the envelopes.

5.5 Documents for submission

The bids not submitted in prescribed formats shall be rejected summarily.

5.5.1 The Technical Bid must accompany the following documents:

1. Cover Letter indicating clearly the name, Address, Telephone No, email Id of the agency along with the name of the Districts in which it intends to undertake the study.
As per **format-1**
2. Self-Declaration for not being blacklisted by any State/ Central Govt. Deptt./ PSU as per **format-2**
3. Self-Certificate for having details of qualified manpower for conducting study-
format-3
4. Affidavit- Cum Declaration (On a stamp paper of Value 100)- **Format-4**
5. Organization Profile – **format-5**
6. Details of the Relevant / Similar assignments undertaken by the Bidder -**format-6**

7. Vision Document- **format-7**
8. CV of three key personnel to be involved in the Study

5.5.2 The Financial Bid must accompany the following documents:

1. Financial Bid as per **format-8**

6 Schedule of Payment

The Payment Milestones for conducting the Skill Gap Analysis in the State of Haryana are as indicated below:

S. No.	Project Activity	Payment
1	On Issuance of Work Order	20 %
2	On Submission of Preliminary Report	30 %
3	On Submission of Final Report	30 %
4	On Acceptance of Final Report	20%

1. The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Preliminary Report and Final Report.

7 Other Terms and Conditions

1. HSRLM reserves the right to accept or reject the bid without assigning any reasons.
2. Tax as applicable as per law shall be extra.
3. HSRLM shall deduct tax as per relevant tax rules.
4. The Agency shall have to execute project on time after getting confirmation/ Work Order from HSRLM as per the given time limits.
5. HSRLM may seek for any other information from the interested agency in the form of documents, etc. if it deems appropriate for the purpose of Technical Evaluation.
6. HSRLM reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested agencies may keep a track of the Corrigendum issued & regularly visit HSRLM website "<http://www.hsrlm.gov.in>" for any update on the RFP.

7.1 Confidentiality of Information

Agency shall not share the data of study with another agency for the sake of their own benefit etc.

7.2 Security for Amount received

The agency will submit a Performance Bank Guarantee for an amount of 5 % of total value of work allocated before signing of the contract.

8 Termination of the Agreement

8.1 The contract between HSRLM and successful bidder can be terminated by either side after giving a notice of one month to the other side.

8.2 In the event of termination of the contract as mentioned in 8.1 above, the agency shall be liable to refund all excess amounts received by it and damages with 10 % Penal interest as assessed by HSRLM, within a period of 1 month from the date of termination of the agreement for this purpose the amount as assessed by HSRLM shall be considered to be final.

9 Resolution of Disputes:

9.1 The Parties agree not to initiate legal proceedings in relation to a dispute/ until they have tried and failed to resolve the dispute by negotiations.

9.2 This agreement shall be construed and interpreted in accordance with the laws governed by the Government of India, and the courts at Panchkula shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

Annexure and Formats

8.1 FORMAT 1-

Covering Letter

To,

Chief Executive Officer

Haryana State Rural Livelihoods Mission

1st Floor, Sector 16, SCO 19, Panchkula

Sir/ Madam,

Please find enclosed Copy of our Proposal in respect of the Empanelment in Haryana in HSRLM, in response to the Expression of Interest (EOI) Document issued by the Haryana State Rural Livelihoods Mission (HSRLM), dated for conducting the Skill Gap Analysis in District of Haryana.

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for “**Conducting Skill Gap Analysis**” for Haryana State Rural Livelihoods Mission We hereby confirm that:

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 120 days from the date of issue of work order.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) submitted to HSRLM, is true, accurate, and complete.
5. We acknowledge the right of HSRLM to reject our Proposal without assigning any reason or otherwise and here by waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the EOI.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the EoI.

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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.

9. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

For and on behalf of:

Signature Seal/Stamp of Agency

Name:

Designation:

(Authorized Representative and Signature)

Place:

Date:

8.2 FORMAT- 2

(Self Declaration for not being blacklisted by any State/ Central Govt. Deptt / PSU)

(On Rs. 100 Non-Judicial Stamp Paper – Submit separate declaration

[Date]

To

Chief Executive Officer

Haryana State Rural Livelihoods Mission

1st Floor, Sector 16, SCO 19, Panchkula

In response to the RFP No. _____ dated _____ for quoting against the RFP as an representative(s) of M/s _____ I/ We hereby declare that our Company/ Firm _____ is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding due to breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Yours faithfully,

Authorized Signatory

Name:

Place:

Date:

8.3 FORMAT- 3

Self-Certificate for number and details of qualified Manpower/Employees

[On the letterhead of the organization]

To

Chief Executive Officer

Haryana State Rural Livelihoods Mission

1st Floor, Sector 16, SCO 19, Panchkula

In response to the RFP No. _____ dated _____ for quoting against the RFP as an Authorized Representative(s) of M/s. _____, I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ consultants (for skill demand supply survey or any socio-economic survey etc.).

A. Details of Staff engaged for the skill gap Analysis

S. No.	Name of Staff	Designation	Qualification	Years of Experience	Years of Relevant Experience	Area of Expertise
1.						
2.						
3.						

Signature:

Name of the Authorized Signatory:

Designation:

Date:

(CV of three Resource Person to be provided)

8.4 FORMAT- 4

AFFIDAVIT-CUM-DECLARATION (On a Stamp paper of value Rs. 100/-)

I, ----- son/Daughter of Shri -----aged about -----years, resident of -----, do hereby solemnly declare and affirm as under:

1. That I am the Director/ proprietor of M/s. -----
2. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by Haryana State Rural Livelihoods Mission.
3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.
4. No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.
5. I/We accept all the terms and conditions set out in the RFP datedissued by Haryana State Rural Livelihoods Mission. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, HSRLM shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at on this ----- day of ----- that the contents given above in the affidavit are true and correct to the best of my knowledge.

(DEPONENT)

8.5 FORMAT-5

ORGANIZATION PROFILE

1	Name of Agency& Address	
2	Whether Registered(Y/N) If Yes, Registration No. and Date	
3	Established on	
4	Years of Relevant Experience	
5	Type of Agency- Proprietorship, Partnership, Company, Society, and Trust	
6	Name of Contact Person Mobile Tel. No. Email PAN No.	
7	GST No. (If applicable) If any other tax no (If applicable)	
8	District for which the Agency is interested to Bid	
9	Date	
10	Signature and Seal	

Signature_____

Name of Authorized signatory_____

Seal of the agency_____

8.6 FORMAT-6

**DETAILS OF THE RELEVANT / SIMILAR ASSIGNMENTS UNDERTAKEN
BY THE Agency**

Assignment Name:	
Name of the Client:	
Approx. Value of the Contract:	
Total number of staff-months of the Assignment:	Location & Address:
Start Date (Month/Year): Completion Date (Month/Year):	Duration of Assignment (months):
Narrative description of Project:	
<p>1. Description of actual services provided by your staff within the assignment</p> <p>2. Details about the primary research methods used:</p> <ul style="list-style-type: none">I. Approach & Methodology including primary and secondary research methodsII. No. of people and institutions surveyed through following primary research methods	

Signature:

Name of the Authorized Signatory:

Designation:

8.7 FORMAT-7

FORMAT FOR VISION DOCUMENT

Rationale for conducting Skill Gap Analysis:

Description of the approach and methodology for the project

Agency to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.

Detailed Work plan for performing the assignment

Agency to provide detailed activity and resource schedule for the entire work plan for the project

**** Use Extra sheets if required

(The vision document will be assessed as a part of the Technical Evaluation Exercise)

8.8 FORMAT NO: 8

FORMAT FOR FINANCIAL BID

Serial No	Name of the District	Quoted Price (Inclusive of Taxes)
1.		
2.		

Signature:

Name of the Authorized Signatory:

Designation:

8.9 FORMAT -9**INDICATIVE LIST OF SECTORS TO BE COVERED**

SL. No	Sector
1	Agricultural and allied
2	Automobile and Auto Component
3	Beauty & Wellness
4	Banking, Financial Services and Insurance (BFSI)
5	Building, Construction Industry
6	Chemical & Pharmaceuticals
7	Domestic Help
8	Education and Skill Development
9	Electronic & IT Hardware
10	Food Processing
11	Furniture and Furnishing
12	Gems & Jewellery
13	Handloom & Handicrafts
14	Healthcare Services (Yoga/ Wellness)
15	IT & ITES
16	Leather & Leather Goods
17	Media and Entertainment
18	Organized Retail
19	Other manufacturing
20	Telecommunication
21	Textile and clothing
22	Tourism, Travel, Hospitality & Trade
23	Transportation, Logistics, Warehousing and Packaging
24	Power
25	Oil, Gas & Hydrocarbon, Petrochemicals
26	Renewable Energy
27	Life Sciences and Pharmaceuticals

- It is not the exhaustive list, it can be used only for reference. Agency should cover at least all the points which are mentioned in the scope of study.
- Scope of opportunities of work at the Regional level should be explored.
- Refer Sector Skill Council Guidelines on trades/ Courses.