

**EOI NO.08
PSDM/SGAR/2019-20/08
DATE 14.03.020**

**REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AGENCY(S) FOR CONDUCTING
“SKILL GAP ANALYSIS”
IN
PUNJAB**



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Introduction

Punjab Skill Development Mission (PSDM) (www.psdm.gov.in) is the nodal agency in the state of Punjab to ensure organization of skill training programs for the rural and urban poor/ unemployed youth through nationally accredited training partners. It integrates the efforts of various departments and public and private stakeholders engaged in skilling the youth of the state, through numerous skill development schemes such as DDU-GKY, NULM, BOCW, PMKVY-II, ADB, BADP etc. and brings necessary scale, synergy, oversight and effective coordination in their implementation. All these trainings are of 200 hrs to 2304 hrs and totally free of cost to the students.

Rationale for the study

In order to guide the implementation activities under Punjab Skill development Mission (PSDM) there is need to ascertain the demand and supply gap in skilling space across various districts of Punjab. 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 Punjab.

In view of this, Punjab Skill development 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.

PSDM is considering conducting of skill gap analysis in four districts of Punjab namely,

Bidders who are interested in undertaking the assignments may submit their proposal for one or more than one district for skill gap analysis through online mode on (<https://eproc.punjab.gov.in>).

1. General Eligibility/Prequalification Criteria

- 1) The agency should be a legal Indian Entity (Individual 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 Punjab Skill Development Mission to undertake the work. **Relevant documents of registration to be attached along-with the proposal.**
- 2) The agency must be having previous experience of at least 5 years in Academic/Social/Statistical Research/Study/Analysis Work.**(Work orders alongwith financial receipts/Completion Certificates)**
- 3) The agency should not be blacklisted by any of the Central/State government departments/PSUs as per 8.2(**FORMAT- 2**)
- 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 / bidder may apply for carrying out skill gap analysis for one or more than one districts however an EMD of Rs. 25,000/- (Rupees Twenty five Thousand only) per district shall be paid through e-payment mode on E-Proc Portal (<https://eproc.punjab.gov.in/>).
- 6) An agency may bid for one or more districts however the allocation to an agency will not be for more than two districts. After completion of work allocated, if work is found to be of good quality, PSDM reserves the right to allot one or more districts at the same discounted rate in next study if any.

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

- 7) Hand delivered application forms will not be accepted in any case. Last date for submission of online proposal -: 31/03/2020 till 15:00 Hrs.
- 8) Proposals received after the due date and time will not be accepted.
- 9) Application and the supporting documents should be a complete document and must be page numbered and each page duly be signed by authorized signatory.
- 10) An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
- 11) A covering letter must be attached with the proposal.
- 12) The offers found suitable in prequalification, technically and shortlisted based on the conditions will be considered for opening of Financial Bid and same will be uploaded on eprc.punjab.gov.in/www.psdm.gov.in. The decision of short listing of Technical Bid by PSDM, Chandigarh will be final and binding on all. (Financial Bids detail).

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 Punjab 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 sectors 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 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, 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 2019 to 2024 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 both rural and Urban areas 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 skill development programs implemented by PSDM.

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 SSC job roles. The study should also recommend the job roles in which training can be imparted to the special categories such as PW'D, Transgenders, and other Vulnerable groups. The study should also list out the sector- wise requirement for conducting RPL-(Recognition of Prior Learning) which will be generally short duration certification courses. Recognition of Prior Learning (RPL) is a platform to provide recognition to the informal learning or learning through work to get equal acceptance as the formal levels of education. In short, RPL is a process of assessment of an individual's prior learning to give due importance to learning as an outcome rather than learning as process so that they can become part of the organized sector after certification.

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 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 PWD, Transgenders, and other Vulnerable groups.
- 9) Study should list out the 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.

3.1 Project Steering Committee

A Project Steering Committee (PSC) will be constituted under the chair of Mission Director, PSDM and having representation from the following Departments.

1. Department of Employment Generation and Training, Govt of Punjab
2. Department of Industries, Govt of Punjab.
3. ADC (D) will be the Nodal person from the Concerned District
4. Director Department of School Education
5. Director Department of Technical Education

A district committee will be constituted by DC of the concerned District, consisting of GM DIC, representative from District Bureau of Employment and enterprises, DPMU Staff, or

any other staff nominated by the DC and will monitor the progress fortnightly.

The PSC will regularly review the progress monthly under 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 PSDM.	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 stud 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	2 set of hard copies & 2	

	need and aspiration analysis along with recommendations to address the Skill Gap	set of editable soft copies	100 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 inception report has been submitted by the agency, PSC will examine the report and give their acknowledgement to go ahead within five working days, in case of any recommendation by the PSC for changes, same will be communicated within three working days to the agency.

4. Evaluation Methodology

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

II. Technical and Financial bid will get weightages as under:

SN	Proposal	Technical bid score weightage	Financial bid score weightage
I.	Selection of Agency(s) for Conducting Skill Gap Study in the State of Punjab.	60%	40%

Evaluation Process:

The evaluation process shall comprise of the following stages:

Stage 1: Technical Evaluation comprising of Paper Based Evaluation and Presentation Evaluation.

PSDM will evaluate qualified bidders on the basis of the Technical Bid submitted by them. PSC shall evaluate the technical proposals submitted by the bidders. The Bidders who qualify

under the minimum eligibility criteria will be asked to make a detailed presentation at PSDM Office or any other venue and be scored on the parameters as outlined separately in this document.

Technical Evaluation (Technical Score-ST): - The bidders should satisfy the following eligibility criteria to qualify for the Technical Evaluation. Proposals not meeting the eligibility criteria and failed to upload the supporting documents (legible) will be summarily rejected.

Sl. No.	Technical Evaluation Criteria	Marks
1	The bidder should have a minimum average annual turnover of INR 50 lacs in previous three financial years (FY2015-16, 2016-17 and 2017-18). a. 50 lacs < TO ≤ 75 lacs b. >75 lacs < 1 Cr c. TO ≥ 1 Cr	Full marks 30 a) 20 marks b) 25 marks c) 30 marks
2	a. The Bidder should have conducted = 3 Skill gap study/analysis projects during the last 5 years of value ≥ INR 10 lac, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India. b. More than 3 and ≤ 5 Skill gap study/analysis projects during the last 5 years of value ≥ INR 10 lac, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India. c. More than 5 Skill gap study/analysis projects during the last 5 years of value ≥ INR 10 lac, with any Central Govt./ State Govt./ NSDC/ State Skill Development Mission/ Multilateral Funding Agency, in India.	Full marks – 20 a. 10 marks b. 15 marks c. 20 marks
3	Bidding firm should have min. 50 People on company payroll. a. Personnel=50 b. 50 < Personnel ≤ 75 c. >75	Full marks – 20 (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 - 10 Prescribed Performance- (Format 3)
5	Approach & Methodology 15 Project Understanding/Approach & Methodology proposed for carrying out the said assignment 15 Detailed Work Plan (20)	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

Bidders must score a minimum of 60 marks out of total 100 marks to qualify for financial bid opening stage.

For this RFP, the Marks under Technical Proposal (Technical Score) has a total weight age of [60%].

The presentation will cover all the four important key parameters mentioned above so that scoring may be done.

Only the financial Bids of those bidders will be opened who have scored more than 60% marks in the Technical Evaluation.

4.1 Stage 2: Financial Evaluation

The Interested Bidders 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 detail of different districts is below: -

S No	Name of Districts
1	Patiala
2	Fazilka
3	Gurdaspur
4	Sangrur

4.2 Stage 3: Least Cost Based Selection (LCBS) Evaluation

The technically qualified bids scoring the minimum qualification score as in the RFP shall be ranked on the basis of least cost offered. The technically qualified agency having scored the minimum qualification score and offering least cost bid will be invited for negotiations if necessary as decided by PSDM

5. Instructions To Bidders

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 bidder(s).

b) The bidders 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 bidder's 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 PSDM, as prescribed by PSDM, within a period of 2 days from the acceptance of his bid. If the bidder 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	Information	Details
1.	RFP No. and Date	PSDM/SGAR/2019-20/08 Dated 14.03.2020
2.	Bid validity period	180 days
3.	Pre Bid Meeting/Time	20/03/2020 (12.00 am to 01.00 pm)
3.	Last date of sending pre bid queries	Date: 20/03/2020
4.	Last date for submission of bids	31.03.2020 up to 04.00 PM
5.	Display of the list of agencies who are eligible for technical evaluation based on the documents uploaded on the portal (Precall).	7 th April 2020 at 3:30 PM.
6.	Technical Presentation by the Shortlisted Bidders	Will be published on www.psdm.gov.in
7.	Place, Time and Date of opening of Financial Bids	Will be published on www.psdm.gov.in
8.	Contact person for queries and email for sending pre-bid queries	Name:- Rajesh Kumar Email ID: manager.psdm@gmail.com

5.3 Earnest money deposit (EMD)

1. The agency / bidder shall submit an EMD of Rs. 25,000/- (Rupees Twenty five Thousand only) per district shall be paid through e-payment mode on E-Proc Portal (<https://epoc.punjab.gov.in>). Whereas Govt. agencies will be exempted from EMD.

5.4 Pre- Bid Queries

PSDM shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in key events table in this RFP. The bidders are requested to send their queries to this e-mail address-rajesh.psdm@gmail.com.

5.5 Procedure for submission of bids

Bids along with necessary online payments must be submitted through e-Procurement portal (<https://eproc.punjab.gov.in/>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."

The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://eproc.punjab.gov.in/>). This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.

The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

5.6 Key Submissions to be done online by the Agency

1. Cover Letter indicating clearly the name, Address, Telephone No, email Id of the Bidder 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. Financial Bid- Format 8

9. CV of three key personnel to be involved in the Study

6. Schedule of Payment

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

Serial No	Project Activity	Payment
1.	On Issuance of Work Order	0%
2.	On submission of Inception Report	20%
3.	On Submission of Preliminary Report	30%
4.	On submission and acceptance of Final Report	30%
5.	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.
2. Payment shall be released within 10 working days of invoice raised by the agency.

7. Other Terms and Conditions

- ☐ PSDM reserves the right to accept or reject the bid without assigning any reasons.
- ☐ Service Tax or any other tax as applicable shall be extra.
- ☐ PSDM shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
- ☐ The Agency shall have to execute project on time after getting confirmation/ Work Order from PSDM as per the given time limits.
- ☐ PSDM may seek for any other information from the interested bidder in the form of documents, etc. if it deems appropriate for the purpose of Technical Evaluation.
- ☐ All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc. and providing any

additional information required by the PSDM will be borne entirely and exclusively by the Bidders.

- 7 PSDM reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested Bidders may keep a track of the Corrigendum issued after the conduct of Pre- Bid Meeting.

7.1 Confidentiality of Information

- 7 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 shall be liable to give a mandatory surety for an amount of Rs 6.25% of total value of work allocated at the time of signing of the contract.

9. Termination of the Agreement

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

9.2 In the event of termination of the contract as mentioned in 9.1 above, the agency shall be liable to refund all excess amounts received by it and damages with interest as assessed by PSDM, within a period of 1 month from the date of termination of the agreement for this purpose the amount as assessed by PSDM shall be considered to be final.

10. Resolution of Disputes:

10.1 All disputes arising out of the agreement between Agency and PSDM shall be subject to the Jurisdiction of Courts at Chandigarh

Annexure and Formats

8.1 FORMAT 1- Covering Letter

To,

Mission Director

Punjab Skill Development Mission

2nd Floor Sector 17C, SCO 149-152, Chandigarh

Sir,

Please find enclosed Copy of our Proposal in respect of the Empanelment in Punjab in PSDM, in response to the Expression of Interest (EOI) Document issued by the Punjab Skill Development Mission (PSDM), dated for conducting the Skill Gap Analysis in District of Punjab.

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 Punjab Skill development 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 PSDM, is true, accurate, and complete.
5. We acknowledge the right of PSDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right

to challenge the same on any account whatsoever.

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.

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 bidder

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

.

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

Mission Director

Punjab Skill Development Mission

2nd Floor Sector 17C, SCO 149-152, Chandigarh

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

8.3 FORMAT- 3

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

[On the letterhead of the organization]

To

Mission Director

Punjab Skill Development Mission

2nd Floor Sector 17C, SCO 149-152, Chandigarh

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	Years of Experience	Years of Relevant Experience	Area of Expertise
1					
2					
3.					

Signature:

Name of the Authorized Signatory:

Designation:

(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 Punjab Skill Development 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 Punjab Skill Development Mission. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, PSDM 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.	District/ s for which the Agency is interested to Bid	
2	Type of Agency-Individual Proprietorship, Partnership, Company, Society, and Trust	
3	Name of Contact Person Mobile Tel. No. Email PAN No.	
4	GST No. (If applicable) If any other tax no (If applicable)	
5	Date	
6	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 BIDDER

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: i. Approach & Methodology including primary and secondary research methods</p> <p>ii. No. of people and institutions surveyed through following primary research methods</p>	

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

Bidder 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

Bidder 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 (Exclusive of Taxes)
1.		
2.		

** In case an Agency is interested to apply for more than one District the Agency should give separate Quoted Price **(QP)** for each district.

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	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
15	IT & ITES
16	Leather & Leather Goods
17	Media and Entertainment
18	Organized Retail
19	Other manufacturing
20	Real Estate
21	Security
22	Telecommunication
23	Textile and clothing
24	Tourism, Travel, Hospitality & Trade
25	Transportation, Logistics, Warehousing and Packaging
26	Power
27	Oil, Gas & Hydrocarbon, Petrochemicals
28	Renewable Energy
29	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.

8. Security for Amount received:

The agency shall be liable to give a mandatory surety for an amount of Rs 6.25% of total value of work allocated at the time of signing of the contract.

9. Termination of the Agreement

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

9.3 In the event of termination of the contract as mentioned in 9.1 above, the agency shall be liable to refund all excess amounts received by it and damages with interest as assessed by PSDM, within a period of 1 month from the date of termination of the agreement for this purpose the amount as assessed by PSDM shall be considered to be final.

10 Resolution of Disputes:

10.1 All disputes arising out of the agreement between Agency and PSDM shall be subject to the Jurisdiction of Courts at Chandigarh