

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**SELECTION OF AGENCY FOR CONDUCTING**  
**IMPACT ASSESSMENT OF SKILL**  
**DEVELOPMENT SCHEMES FOR**  
**SCHEDULED CASTE CANDIDATES IN THE**  
**STATE OF HARYANA.**

RFP No.: HSDM/SCIS/03/2021-22/434

Dated: 08/04/2021

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## 1. Background

Haryana Skill Development Mission (HSDM) established in May 2015 by the State Government aims to empower the youth in the State to take part in the economic and overall growth of the state and the country at large. The vision of the Mission is “To be a specialized agency to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet burgeoning market demand for skilled manpower”.

Haryana Skill Development Mission (HSDM) has provided skill development training to 8282 Scheduled Caste (SC) youths in last three years. HSDM is looking for support from expert agencies to conduct an Impact Assessment of these trainings. Against this background, HSDM invites RFP from reputed agencies with proven track record and having a good understanding for conducting such Impact Assessment of the trainings.

Specific objectives of study are as follows:

1. To assess the socio-economic context and challenges of skill development of youth belonging to the Scheduled Caste category.
2. To assess the design and effectiveness of skill development programmes in terms of mobilization of Scheduled Caste youths.
3. To assess the knowledge and skill enhancement of Scheduled Caste youths who have attended the skill development programs.
4. To assess the market demand and employability of Scheduled Caste youths who have attended the training.
5. To assess placement and post placement status of the Scheduled Caste youths who have attended the training.
6. To assess the improvement and positive changes in life of youths who have attended the training.
7. To understand the aspiration of the Scheduled Caste Youth in terms of expected remuneration, job location facilities and other pays and perks after the training.

8. To make recommendations for further improvement in design and implementation of the skill development Programme specifically for youths belonging to the Scheduled Caste category.

## 2. General Eligibility/Instructions

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 Haryana Skill Development Mission to undertake the work.
2. The agency must have the prior experience of conducting studies on Schedule Castes and working for the socio-economic development of Schedule Castes and other marginalized sections.
3. The agency should not be blacklisted by any of the Central/State government departments/PSUs.
4. The agency / bidder may apply for carrying out the Impact Assessment Study for all the Districts in the State of Haryana, however, an EMD amount of Rs. 50,000/- shall be submitted online.
5. Hand delivered application forms or application by post will **not be accepted** in any case. Last date for submission of proposal -: 30<sup>th</sup> April'21.
6. Application and the supporting documents should be a complete document and must be page numbered and each page duly be signed by authorized representative.
7. An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
8. A covering letter must be attached with the proposal.
9. Only technically suitable Bids will be considered for opening of Financial Bid. The decision of short listing of Technical Bid by Haryana Skill Development Mission will be final and binding on all.

### 3.Scope of Work

The study will be carried out in the State of Haryana. Specific steps for delivering the assignment would be as follows:

#### **A. Developing detailed methodology, Indicators and tools for the study**

1. The selected agency will review all the relevant documents including project documents, existing research of the issue and available data .The selected agency will have discussion with key team members to understand the requirements of the proposed study. Based on the understanding the selected agency will develop an elaborated research design and methodology.
2. The selected agency will develop appropriate quantitative and qualitative indicators responding to assessment objectives.
3. Referring the research design and indicators, the selected agency will develop detailed tools and share with the HSDM for feedback. Selected agency will incorporate the feedback of the HSDM in the revised version of the tools.
4. The selected agency will conduct a small pilot to test the tools and methodology. Based on the experiences of pilot, tools and methodology would be finalized.

#### **B. Data collection**

1. The selected agency will conduct and implement the methodology and collect data against the key indicators and sub indicators .The data collection process would include quantitative and qualitative data collection.
2. Ensure data is entered, cleaned, processed and analyzed at all stages appropriately.

#### **C. Data Analysis and Report**

1. Create detailed analysis framework and analyze the data collected accordingly.
2. Develop draft report using the quantitative and qualitative data.
3. Finalize report based on feedback of the client on draft report.

## 4.1 Methodology

For the assessment, mix-method of quantitative and qualitative surveys is proposed. The process of assessment should start with developing a 'Desk Review' by the study team. This process will include detailed analysis of published literature, secondary data and will provide a detail assessment around key study indicators. This will be followed by 'Quantitative survey' of sample of trained youths. This survey will provide quantitative information on assessment indicators. In parallel, a 'qualitative survey' should be conducted. The qualitative survey will help in explaining the quantitative results as well as will provide perspectives of different stakeholders. Based on the analysis of these three processes, a 'Draft Report' should be prepared and should be shared with HSDM for their feedback. By incorporating HSDM inputs, Final report should be submitted.

### 4.1.1 Desk Review

Desk review should provide a detailed account of the context, spread and magnitude of the issue and should provide a detailed account of the background, vulnerability context, current livelihood & skill development initiatives, good practices etc. The review should be based on varied range of literature and data including census data, National Sample Survey Organizations surveys, specific skill development studies, published good practices, government publications etc.

### 4.1.2 Quantitative Survey

Quantitative survey should be core of the study and assess the magnitude on study indicators. Quantitative survey should be conducted using the structured questionnaire and the youths skilled under skill development programmes will be the key respondents for quantitative survey. In total, 8282 youths have been trained in last three years. The sample size for quantitative survey should be able to provide district and state level estimates. Considering the requirements, sample size determination has been done using a high precision estimate to give a good estimate for each district.

With a margin of error of 3 percent at confidence level of 95 percent and assuming response distribution 50 percent, sample size for state level comes to 946 youths. Therefore, it is proposed to cover 946 out of 8282 trained youths for the quantitative survey.

The sample of 946 will be proportionately distributed in the districts as per the number of youths trained in a district, the table below shows the distribution of sample:

S.No.	District Name	SC candidates Trained	Proportionate Sample Size proposed
1	Ambala	801	92
2	Bhiwani	227	26
3	Charkhi dadri	51	6
4	Faridabad	165	19
5	Fatehabad	289	33
6	Gurugram	291	33
7	Hisar	502	57
8	Jhajjar	307	35
9	Jind	318	36
10	Kaithal	197	23
11	Karnal	353	40
12	Kurukshetra	311	36
13	Mahendragarh	267	31
14	Nuh	181	21
15	Palwal	105	12
16	Panchkula	551	63
17	Panipat	346	40
18	Rewari	612	70
19	Rohtak	471	54
20	Sirsa	965	108
21	Sonepat	197	23
22	Yamunanagar	775	88
<b>Total</b>		<b>8282</b>	<b>946</b>

In every district, allocated sample of youths should be randomly selected from the number of youths trained in the district.

In order to collect data, certain percentage of the total allocated sample may be interviewed physically and certain percentage may be interviewed telephonically/video conferencing. The percentage of physical interviews and telephonically/video conferencing interviews shall be mutually decided. The key

experts including the Research Analysts should interview a proportion of the total samples to gain better understanding about the area of study including the perception and aspiration of the schedule caste candidates.

### 4.1.3 Qualitative Survey

Qualitative Survey should provide detail information on perception and actual experiences of different stakeholders. For qualitative survey, multiple methods of qualitative survey need to be used. Suggestive list of qualitative methods is as follows:

(i) Key Informant Interviews (KII) with officials, trainers, employers and other stakeholders.

(ii) Focus Group Discussions with youths, facility and functionality assessment of training institutions.

The following officials would also assist the selected agency in conducting the Study.

1. State Team members of Haryana Skill Development Mission.
2. District Team members of Haryana Skill Development Mission.
3. Representatives of Training Partners imparting training.
4. Any other concerned official from relevant department/ departments.

## 4.2 Analysis & Recommendations

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

1. Measure the change in the socio- economic status of the candidates post undergoing the short-term skill training by Haryana Skill Development Mission.
2. Identify the deterrents in providing quality training as per the demands of the Industry and suggest concrete actions to be taken at the level of Haryana Skill Development Mission.
3. Ascertain the reasons for low rate of wage employment post the training amongst the Scheduled Caste candidates and suggest remedial actions to be taken thereof.



4. Changes required for training as per the industry expectations with respect to infrastructure and training methodology.
5. 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.
6. Recommendation regarding skill development amongst the Scheduled caste category based on their aspirations.
7. Analyze the entrepreneurial mind set of the target population and suggest policy level measures which should be taken at the State Level.
8. Any other policy suggestion.

## **5. Project Steering Committee (PSC)**

A Project Steering Committee (PSC) will be constituted under the Chairmanship of Worthy Additional Chief Secretary, Skill Development and Industrial Training having the following as members:

1. Mission Director, Haryana Skill Development Mission
2. Chief Skills Officer, Haryana Skill Development Mission
3. Technical Consultant-1, Haryana Skill Development Mission

The PSC will regularly review the progress under the study and provide feedback to improve the quality of the Impact Assessment study.

## **6. Nodal Officer for the Assignment**

Haryana Skill Development Mission will appoint a Nodal Officer who will be responsible for coordinating with the selected Agency for provision of relevant data related to the candidates and the study.

## **7. Implementation Schedule**

The proposed Scope of Work is expected to be completed within 6 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.

S.No.	Activity	Time-line	Any deliverable
1	Signing of Agreement	T1- Date of signing of the Agreement	
2	Submission of Inception Report- (Detailing out the methodology, Sample size, formats of the survey, questionnaire and other relevant research tools)	T1+30 Days	Inception Report
3.	Submission of Draft Report- (Including analysis of secondary and primary data in line with the scope of work as defined above)	T1+ 119 Days	Draft Report
4.	Submission of Final Report incorporating all the feedback and suggestions given by HSDM	T1+179 Days	Final Report

## 8. Key Experts for Conducting the Study

It is expected that the proposed project team will include experts/team lead/researchers that will spend significant time on the project. Total expected commitment of each team member (in man days) should be indicated. Key aspects such as the strength of assigned team members, years of prior experience in similar projects, project management and demonstrated background in the study of skill development space (with a focus on marginalized group), should be included in the credentials.

The Bidders should have an adequate number of professionals and support staff for carrying out the assignment. The Bidder should allocate a team lead and a team of researchers to the assignment with expertise in designing, planning, and executing rigorous studies.

The CVs of following key professionals will be evaluated:

Key Expert	No of Positions	Qualification & Experience
Team Lead	1	Ph.D degree in Social Sciences / Economics / Statistics / Public Policy or a related discipline. And Minimum 05 years of research experience including Ph.D degree.
Analysts / team members	4	PG degree in Social Sciences /Economics /Statistics / Public Policy or a related discipline. And Minimum 03 years of research experience.

*Note: CVs of the personnel proposed to be deployed for the assignment should be submitted along with the proposal.*

## 9. 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:

S.No.	Proposal	Technical Bid score weightage	Financial Bid score weightage
1.	Selection of Agency for Conducting Impact Assessment study for the Scheduled caste	80%	20%

	candidates in the State of Haryana		
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### **Evaluation Process:**

The evaluation process shall comprise of the following stages:

### **Stage 1: Technical Evaluation comprising of Eligibility based on Technical Bid and Presentation Evaluation**

Bidders who meet the minimum qualification criteria laid down in the General Eligibility Section of this document will be qualified and eligible for further bid evaluation.

HSDM will evaluate qualified bidders on the basis of the Technical Bid submitted by them. HSDM reserves the right to constitute any committee for evaluating the proposals. The Bidders who qualify under the minimum eligibility criteria will be asked to make a detailed presentation at HSDM Office or any other venue and be scored on the parameters as outlined separately in this document.

### **Format for Technical Evaluation (i.e Eligibility based on Technical Bid and Presentation):**

S.No.	Evaluation Criteria	Maximum Score	Required Forms
<b>Desk- Verification</b>			
<b>A</b>	<b>Past Experience of the Agency/Organization</b>	<b>20</b>	
1.	Past experience in the areas of conducting study on scheduled castes:  I. More than 3 relevant studies- (20 marks)  II. 2-3 relevant studies ( 10 marks)	20	Work Order from the Clients.  ( Summarized as per Format 6)

	<p>III. 1 relevant study ( 5 marks)</p> <p><b><i>HSDM may contact the previous client of the agency/ies to ascertain the quality of work done under the previous assignment. Agency will also showcase the previous work in their presentation part. The decision of HSDM for ascertaining whether the past study is similar to the current one will be final and binding on all.</i></b></p>		
<b>B</b>	<b>RESOURCE ASSESMENT</b>	<b>50</b>	
1	<p><b>Quality of Key Personnel proposed to conduct the Study.</b> Attach CV's of 5 dedicated staff who will be deployed in the Study including 1 Team Leader (10 marks )and 4 Research Analyst (20 marks)</p>	30	Prescribed Proforma (Format 3)
2.	<p>Strategy Statement (Proposed Methodology/ Strategy survey proforma, Indicative Timelines for conducting the study.</p>	20	Prescribed Proforma (Format 7)
<b>C</b>	<b>Presentation</b>	<b>30</b>	
1.	<p>Technical Presentation before Evaluation Committee as per full</p>	30	PPT

	technical proposal including Vision for conducting on the study and Past Experiences in conducting studies on Scheduled Castes		
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*The financial Bids of only those bidders will be opened who have scored more than 70% marks in the Technical Evaluation.*

## **Stage 2: Financial Evaluation**

The Interested Bidders will have to submit their financial Bids online on e-tender portal as per the prescribed format on the portal itself.

## **Stage 3: Quality cum Cost Based System (QCBS) Evaluation**

### **QCBS Evaluation:**

1. The Evaluation Methodology proposed to be adopted by Haryana Skill Development Mission will be Quality cum Cost Based System (QCBS) method of evaluation where Technical Evaluation Score will get a weightage of 80% and Financial Bid Score a weightage of 20%.
2. The Marks scored in the Technical Evaluation will be added to the marks obtained in the Financial Evaluation and a list of preferred bidders will be obtained.

**The Total Scores will be calculated as follows:**

**TS (Total Score) = Score obtained in the Technical evaluation (TES) + Score obtained in the Financial Evaluation (FES) (As per the Weightage defined)**

The Bid, that obtains the highest Total Score, will be rated as the **Preferred Bidder**.

## **10. Instructions to Bidder(s)**

### **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, if the bidder fails to sign the contract in accordance with this RFP, next bidder with highest score will be considered.

## 11. Key Dates and Events

S. No	Information	Details
1.	RFP No. and Date	HSDM/SCIS/03/2021-22/434
2.	Bid validity period	<b>180 Days</b>
3.	Last date (deadline) for submission of Bid	<b>30<sup>th</sup> April'2021</b>
4.	Opening of Technical Bid	<b>5<sup>th</sup> May'2021</b>
5.	Technical Presentation by the Shortlisted Bidders	<b>12<sup>th</sup> May - 13<sup>th</sup> May'2021</b>
6.	Opening of Financial Bid	<b>21<sup>st</sup> May'2021</b>
7.	Contact person for queries	<b>Name: Rahul Singla</b> <b>Contact No.+918708986296</b>
8.	Proposal Submission Link (online submission of e-tender)	<b>etenders.hry.nic.in</b>

## 12. Earnest Money Deposit (EMD)

The agency / bidder shall submit an EMD amount of Rs. 50,000/- on **etenders.hry.nic.in** which is refundable, if not selected.

## 13. Procedure for Submission of Bids

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking the Impact Assessment study by ensuring submission of documents and the EMD, on the **etenders.hry.nic.in**. Any

modifications, revisions, interlineations, erasers or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.

**The proposal should carry following documents as per Key submission guidelines.**

Tender(s) should be submitted up to the date and time as indicated in the Tender Notice. The tender will be in two parts i.e. Technical Bid (Part `A`) and Financial Bid (Part `B`).

#### 14. Key Submissions/Document(s) Checklist

1. Covering Letter (Format-1)
2. Self-Declaration for not being blacklisted by any State/ Central Govt. Deptt/ PSU. (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 Rs.100/-) (Format-4)
5. Organization Profile (Format-5)
6. Details of the Relevant / Similar assignments undertaken by the Bidder. – (Format-6)
7. Strategy Statement (Format-7)
8. EMD of Rs. 50,000/- online on **etenders.hry.nic.in**. *Please note that EMD should be paid before uploading the formats on e-tender portal. Details pertaining to EMD paid should be entered in Format-1.*
9. CV's of five key personnel to be involved in the Study.
10. Financial Bid (*to be submitted online on e-tender portal as per the prescribed format*)

#### 15. Schedule of Payment

The Payment Milestones for conducting the Impact Assessment study in the State of Haryana are as indicated below:

S.No.	Project Activity	Payment
1.	On Signing of Agreement	20%
2.	On submission of Inception Report	20%
3.	On Submission of Draft Report	40%



4.	On submission and acceptance of Final Report	20%
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1. The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Draft Report and Final Report.
2. Payment shall be released within 10 days of invoice raised by the agency.

## 16. Performance Bank Guarantee

Within 10 days from the date of Letter of Invitation (LOI) from HSDM, the successful agency shall furnish the Performance Bank Guarantee (PG) of an amount equal to 5% of its Financial Proposal, by way of Bank Guarantee issued by one of the Nationalized / Scheduled Commercial Banks in India for the due performance of the assignment. The Performance Guarantee shall be for a period of six months.

Refund of PG: The PG shall be refunded within three months from the date of successful completion of the assignment (6th month)

Forfeiture of PG: PG shall be forfeited in the following cases:

- When any terms and condition of the contract is breached.
- When the selected bidder fails to commence the services or fails to provide deliverables after partially executing the purchase / work order.

## 17. Other Terms and Conditions

1. HSDM reserves the right to accept or reject the bid without assigning any reasons.
2. Service Tax or any other tax as applicable shall be extra.
3. HSDM shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
4. The Agency shall have to execute project on time after getting confirmation/ Work Order/Agreement from HSDM as per the given time limits.

5. HSDM 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.
6. 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 HSDM will be borne entirely and exclusively by the Bidders to a maximum of three meetings. In case of additional meetings HSDM will bear the cost on reimbursement basis.
7. HSDM 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.
8. HSDM may assign additional research work order with an increased sample of similar marginalized section of the society such as women, vimukt jatis, artisan crafts, BPL etc. on a pro-rata basis.

## **18. Confidentiality of Information**

- The selected Agency shall not share the data of study during the study/till submission of final report, with any other agency.

## FORMAT-1

### (Covering Letter)

[On the letterhead of the organization]

To,

The Mission Director

Haryana Skill Development Mission

IP-2, Sector- 3, Panchkula

Sir,

Please find enclosed Copy of our Proposal in respect of the RFP issued by Haryana Skill Development Mission dated\_\_\_\_\_ for conducting the Impact Assessment study for the Scheduled Caste candidates under the various skill development schemes of Haryana Skill Development Mission.

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for “**Conducting Impact Assessment Study**” for Haryana 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 180 days from the date fixed for opening of the Qualification Bid.
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. EMD for an amount equal to Rs. 50,000/- (Rupees Fifty Thousand only) online on **etenders.hry.nic.in**. Details are as below:

UTR Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Date\_\_\_\_\_

5. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to HSDM, is true, accurate, and complete.
6. We acknowledge the right of HSDM 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.
7. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
8. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
9. 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.
10. 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: Name: Designation: Date: (Company Seal)  
(Authorized Representative and Signatory)

## 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

Haryana Skill Development Mission

IP-2, Sector- 3, 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 has  
not been 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

## FORMAT-3

(Self-Certificate for details of qualified Manpower/Employee)

[On the letterhead of the organization]

To,

The Mission Director

Haryana Skill Development Mission

IP-2, Sector- 3, Panchkula

Sir,

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 are the details of the staff who are proposed to be deployed under the assignment

### **A. Details of Staff engaged for the Impact Assessment**

**CVs may be enclosed.**

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)

(Authorized Representative and Signatory)

*(CV of five Resource Person to be provided)*

## FORMAT- 4

### AFFIDAVIT-CUM-DECLARATION

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

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

1. That I am the Director/ Proprietor/Authorized person 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 Skill Development Mission and I hereby submit the proposal for-----

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 dated .....issued by Haryana Skill Development Mission. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, HSDM 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)

## FORMAT-5

### (ORGANIZATION PROFILE)

[On the letterhead of the organization]

1	Name of Agency& Address	
2	Type of Agency-Individual Proprietorship, Partnership, Company, Society, Trust	
3	Name of Contact Person Mobile Tel. No. Email PAN No.	
4	GST No	
5	Date	
6	Signature and Seal	

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)

(Authorized Representative and Signatory)



## FORMAT-6

### (DETAILS OF THE RELEVANT ASSIGNMENTS UNDERTAKEN BY THE BIDDER)

[On the letterhead of the organization]

Research Name:	
Name of the Client:	
Approx. Value of the Contract/Research:	
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:	

For and on behalf of:

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

## FORMAT-7

### (FORMAT FOR STRATEGY STATEMENT)

Rationale for conducting Impact Assessment\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **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)

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)

(Authorized Representative and Signatory)

## **FORMAT-8**

**(FORMAT FOR FINANCIAL BID)**

**As per the Financial Bid Document available on the e-tender portal.**