

**REQUEST FOR PROPOSAL  
FOR  
IMPLEMENTING DISTRICT-WISE & SECTOR-WISE SKILL GAP STUDY  
IN ALL THE DISTRICTS OF HIMACHAL PRADESH**

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**RFP No. Nrlm 14/2017-18-DDU-GKY-II**

**Dated: 29-07-2021**

**Government of Himachal Pradesh  
Department of Rural Development  
Himachal Pradesh State Rural Livelihood Mission (HPSRLM)  
Khalini, Shimla-171002**

**Phone no: 0177-2970081, E-mail;-ddugkyhp@gmail.com**

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**Notice Inviting Request for Proposal (RFP) for Implementing District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh**

The Himachal Pradesh State Rural livelihood Mission (HPSRLM), Department of Rural Development, H.P. invites RFP from reputed agencies with proven track record of having a thorough understanding and good experience for Implementing District-Wise & Sector-Wise Skill Gap Study.

1. The duration of this engagement to Implement District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh will be for a period of 2 months from the date of signing of contract.
2. The details regarding eligibility criteria, scope of work, application procedures, selection methodology and other terms and conditions have been clearly stated in this RFP document.
3. The Agency shall be selected in accordance with the Quality and Cost Based Selection (QCBS) method
4. Amendments / Corrigendum if any shall be posted on the website [hptenderes.gov.in](http://hptenderes.gov.in)
5. Pre-Qualification Proposal, Technical and Financial bids must be prepared in the prescribed formats and uploaded on the portal [hptenderes.gov.in](http://hptenderes.gov.in)
6. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

**Chief Executive Officer  
HPSRLM, Deptt. Of Rural Development**

## Schedule for Invitation of RFP

<b>A</b>	Name of the Client	Himachal Pradesh State Rural livelihood Mission(HPSRLM)
<b>B</b>	Address from where the RFP can be obtained	hptenders.gov.in
<b>C</b>	Address where response to RFP has to be submitted	hptenders.gov.in
<b>D</b>	Issue of RFP Document	29-07-2021
<b>E</b>	Date for submission of Pre Bid Queries	Before 5:00 PM on 15-08- 2021 through email. Email ID: <a href="mailto:ddugkyhp@gmail.com">ddugkyhp@gmail.com</a>
<b>F</b>	Last Time and date of submission of response to RFP	On 18 / 08 /2021 by 5:00 pm
<b>H</b>	Time, Place and date for opening of Part A – Pre-Qualification Criteria	On 24 /08 /2021/at . 2: 00 pm at office of HPSRLM Address: Himachal Pradesh State Rural Livelihood Mission (HPSRLM), Barowalias House, Ground floor, Khalini, Shimla-171002
<b>L</b>	Cost of Tender Document	Non-refundable INR 5,000/- (Indian Rupees Five Thousand Only) in the form of Demand Draft which has to be submitted in the form of Hard Copy to the HPSRLM before the due date of submission of the RFP and a scanned copy of the same has to be uploaded on the website hptenders.gov.in
<b>M</b>	Earnest Money Deposit	INR 2,50,000 (Indian Rupees Two lakh fifty thousand only) in the form of a Demand Draft which has to be submitted in Hard copy to the HPSRLM before the due date and a scanned copy of the same has to be Uploaded on the website hptenders.gov.in.

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## Request for Proposal (RFP)

**Assignment Title: Implementing District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh**

**Date of issue: 29/07 / 2021**

**Due Date of Submission: 18/08 / 2021**

Dear Sir/ Madam,

HPSRLM intends to enter into an arrangement for the provision of services outlined in the Terms of Reference (ToR) through a competitive bidding process. In this respect, HPSRLM would like to invite organizations/Agencies to submit details with respect to Pre-qualification criteria, Technical and Financial proposals as outlined in this RFP.

Any questions regarding the RFP must be received in writing (e-mail) to the undersigned as per the date and time mentioned in Schedule for Invitation of RFP. Thereafter, no request for information will be considered.

1. An Agency will be selected under Quality and Cost Based Selection (QCBS) method and procedures as described in this RFP.
2. The Notice for RFP includes the following documents:
  - Section-1- Pre-Qualification Criteria
  - Section 2 - Instructions to agencies and Data Sheet
  - Section 3 - Technical Proposal FTP - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference

The proposal (Pre-Qualification Criteria, Technical and Financial) should be submitted online latest by the date and time mentioned in Schedule for Invitation of RFP. Any proposals received after the stipulated date and time shall not be considered.

Chief Executive Officer,  
Himachal Pradesh SRLM  
E:mail- ddugkyhp@gmail.com



## Section 1 – Pre-Qualification Criteria

1. Response to the Request for Proposal (RFP) are invited from qualified and experienced agencies for Implementing District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh.
2. The objectives and expected deliverables of the Services which will be carried out by the selected firms has been provided in Section 5 - Terms of Reference
3. The agencies which are interested in being considered for this assignment should mandatorily fulfill the following criteria:

A. The Bidder shall be a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, a society registered under the Societies Act or a Trust, operating for the last 5 years.

B. The bidder should have a minimal annual turnover of INR One Crore in each of the three financial years (i.e., FY 2018-19, FY 2019-20, FY 2020-2021).

C. The bidder should have positive net worth in the three (3) financial Years (i.e., FY 2018-19, FY 2019-20, FY 2020-2021) as revealed by audited balance sheet & CA Certificate.

D. Experience of working as a Agency with Central Govt./ MSDE / NSDC/ Multilateral Funding Agency for implementing any Research projects / field studies > INR 30 lakhs/per annum in the past 3 years

E. The Bidder (including parent and subsidiary) should not have been banned / blacklisted by any Central / State Government / National Regulator/ Departments / PSUs in India as on bid submission date under a declaration of ineligibility for corrupt or fraudulent practices

F. The bidder under no conditions will be allowed to sublet any part of the work to any other agency. If at any stage of the entire project, it comes to the notice of the HPSRLM that part of the work /assignment has been outsourced to any other agency the entire assignment will be subject to cancellation.

- **The Total duration of the Services will be maximum 2 months.**
- **Maximum limit for financial bid shall be up to INR 50 lakhs (INR fifty lakhs rupees only)**

G. Agencies which are interested in being considered for the assignment, should submit information in the format indicated in the **Attachment 1** to this letter for expression of interest / pre-qualification criteria.

H. The response to RFP should be separately packed in three parts (**Part A** - for Pre- Qualification Criteria, **Part B** - for Technical Proposal & **Part C** - for Financial Proposal)

1. In case any false information is provided or information is concealed then the bids of such bidders shall be cancelled, and HPSRLM will have the rights to initiate appropriate action against the Bidder.

**Chief Executive Officer  
Himachal Pradesh State Rural Livelihood Mission**

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**Format for submission of information – Pre-Qualification Criteria****A- Agency's Profile (Should not exceed 15 Pages):**

Provide a brief background and description of the Agency. The brief description should include registered office address, date of incorporation of the Agency, core business of the agency, global presence, brief on operations in India etc.

**B- Eligibility Information / Pre-Qualification criteria (Mandatory Clause):**

S.No.	Parameter	Supporting documents to be provided	Compliance (Y/N)	Documentary evidence provided on Page Nos.
a.	The Bidder shall be a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, a society registered under the Societies Act or a Trust, operating for the last 5 years.	Certificate of incorporation and GSTIN		
b.	The bidder should have a minimal annual turnover of INR one Crore in each of the three financial years (i.e., FY 2018-19, FY 2019-20, FY 2020-2021).	Copy of the audited Profit and Loss Account / Balance Sheet / CA Certificate providing the turnover in each of (i.e., FY 2018-19, FY 2019-20, FY 2020-2021).		
c.	The bidder should have positive net worth in the three (3) financial Years (i.e., FY 2018-19, FY 2019-20, FY 2020-2021).as Revealed by audited balance sheet & CA Certificate.	Copy of the audited Profit and Loss Account / Balance Sheet / CA Certificate of the three years		

S.No.	Parameter	Supporting documents to be provided	Compliance (Y/N)	Documentary evidence provided on Page Nos.
d.	Experience of working as a agency with Central Govt./ MSDE / NSDC/ National Level Corporate house/ Multilateral Funding Agency for implementing any Research projects / field studies > INR 30 lakhs per annum in the past 3 years i.e 18-19,19-20,20-21	Copy of Signed Contract / LOA / MoU as issued by the client		
e.	The Bidder (including parent and subsidiary) should not have been banned /blacklisted by any Central /State Government /National Regulator/ Departments /PSUs in India as on bid submission date under a declaration of ineligibility for corrupt or fraudulent practices	Self-certification from the Authorized Signatory		

**Note:**

a. The above information shall be enclosed in "Part A"

b. If the applicant is found ineligible, then the Technical (in Part B) and financial (in Part C) Proposals shall not be opened



Documentary  
reference provided  
Page Nos.

**Section 2 - Instructions to Agencies**

**A. General Definitions & Instructions**

**Definitions**

- (a) "Governing Law" means the laws and any other instruments having the force of law in the country.
- (b) "Client" means the implementing agency [Himachal Pradesh State Rural Livelihood Mission (HPSRLM)] that signs the Contract for the Services with the selected Agency
- (c) "Agency" means a legally-established professional Agency/ firm or an entity that may provide the Services to the Client under the Contract.
- (d) "Contract" means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents
- (e) "Day" means a calendar day.
- (f) "Experts" means, personnel allocated to the project.
- (g) "Government" means the government of the Client's state.
- (h) "ITA" (Section 2 of the RFP) mean the Instructions to Agencies that provides the shortlisted Agencies with all information needed to prepare their Proposals.
- (i) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Agencies
- (j) "Services" means the work to be performed by the Agency pursuant to the Contract.
- (k) "TORs" (Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the agency, and expected results and deliverables of the Assignment.

**2. Conflict of Interest**

2.1 The Agency is required to provide professional, objective, and impartial advice, at all times holding the Client's interests

paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.

2.2 The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the agency or the termination of its Contract.

2.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise, the Agency shall not be hired under the circumstances set forth below:

<b>a. Conflicting activities</b>	(i) <u>Conflict between consulting activities and non-consulting services:</u> an agency that has been engaged by the Client to provide non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those works, or non-consulting services. Conversely, a firm/agency hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
<b>b. Conflicting assignments</b>	(ii) <u>Conflict among consulting assignments:</u> Agency (including its Experts) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the agency for the same or for another Client.
<b>c. Conflicting relationships</b>	(i) <u>Relationship with the Client's staff:</u> Agency (including its Experts) that has a close business or family relationship with a professional staff of the Client, or of implementing agency who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

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<b>3. Unfair Competitive Advantage</b>	<b>3.1</b> Fairness and transparency in the selection process require that the Agencies or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question.
<b>4. Corrupt and Fraudulent Practices</b>	<b>4.1</b> HPSRLM requires compliance with its policy regarding corrupt and fraudulent/ prohibited practices as set forth by the Govt. of Himachal Pradesh (GoHP)  <b>4.2</b> In further pursuance of this policy, Agency shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, services providers, or suppliers to permit the client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the client.
<b>5. Eligibility</b>	<b>5.1</b> The client permits Agencies from the country (INDIA) to offer services for its financed projects.  <b>5.2</b> Furthermore, it is the Agency responsibility to ensure that its Experts, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established in the document
<b>a. Restrictions for Government-owned Enterprises</b>	<b>5.3.1</b> Government-owned enterprises or institutions in the Client's country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client  To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budget support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow funds, and can be liable for repayment of debts and be declared bankrupt; and It is not competing for a contract to be awarded by the government department or agency which, under the applicable laws or regulations, is its

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	Reporting or supervisory authority or has the ability to exercise influence or control over it.
<b>b. Restrictions for public employees</b>	<p>5.3.2 Government officials and civil servants of the GoHP are not eligible to be included as Experts in the Agency's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the GoHP, and they</p> <p>(i) are on leave of absence without pay, or have resigned or retired;</p> <p>(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring (in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in GoHP, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Agency's Proposal.; and</p> <p>(iii) Their hiring would not create a conflict of interest.</p>
<b>6. Qualification to the bid</b>	<p>6.1 Bids may be submitted in the following category of bidders only:</p> <p><b>6.1.1 Sole Bidder:</b> The Sole Bidder will be responsible for end to end scope of work given in this RFP</p> <p><b>6.1.2 Consortium:</b> Consortium shall not be allowed to participate in the bid.</p>
<b>7. Governing Law</b>	<p>The Contract shall be governed by and interpreted in accordance with the laws of the State (Himachal Pradesh) / the Country (India) and under the jurisdiction of Himachal Pradesh High Court.</p> <p>Dispute Resolution: Any unresolved disputes under this Agreement shall be subject to the exclusive jurisdiction of Himachal Pradesh High Court</p>

8. Force Majeure

- For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder
- Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder
- The Himachal Pradesh State Rural Livelihood Mission (HPSRLM) will decide the eventuality of Force Majeure which will be binding on both the parties

B. Preparation of Proposals

1. General Considerations	1.1 In preparing the Proposal, the Agency is expected to examine the RFP in detail. Any sort of deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
2. Cost of Preparation of Proposal	2.1 The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the HPSRLM (Client) shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.
3. Language	3.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency and the client, shall be written in the language(s) specified in the Data Sheet.
4. Documents Comprising the Proposal	4.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.

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5. Only One Proposal	5.1 The Agency shall submit only one proposal in its own name. Any proposal submitted as part of a consortium or joint venture shall be disqualified and rejected.
6. Proposal Validity	6.1 The Data Sheet indicates the period during which the Agency's Proposal must remain valid after the Proposal submission deadline. 6.2 During this period, the Agency shall maintain its original Proposal without any change, including the availability of the Experts, the proposed rates and the total price.
a. Extension of Validity Period	6.3 The HPSRLM will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all agencies who submitted Proposals prior to the submission deadline to extend the Proposals' validity. 6.4 If the Agency agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Experts. 6.5 The Agency can withdraw its proposal before evaluation in which case the same will not be further evaluated.
b. Substitution of Experts at Validity Extension	6.6 If any of the Experts become unavailable for the extended validity period, the Agency shall provide a written adequate justification and evidence satisfactory to the HPSRLM together with the substitution request. In such case, a replacement Expert shall have equal or better qualifications and experience than those of the originally proposed Experts. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Experts.
c. Sub-Contracting	6.7 The Agency shall not be entitled to subcontract the Services without prior written consent of the HPSRLM
7. Clarification and Amendment of RFP	7.1 The Agency may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Data Sheet. The Client may respond in writing, or by standard electronic means, and will send written copies of the

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Response (including an explanation of the query but without identifying its source) to all shortlisted agencies. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

**8. Technical Proposal Format and Content**

8.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

8.2 Depending on the nature of the assignment, the Agency is required to submit a Full Technical Proposal (FTP), as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.

**9. Financial Proposal**

9.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP.

**a. Price Adjustment**

9.2 . The Assignment is time bound and for a duration exceeding the stipulated time no price adjustment provision would apply.

**b. Taxes**

9.3 The Financial quote should be inclusive of all taxes for the purpose of evaluation.

**c. Currency of Proposal**

9.4 The Agency may express the price for its Services in Indian National Currency as stated in the Data Sheet.

**d. Currency of Payment**

9.5 Payment under the Contract shall be made in Indian National Currency.

**C. Submission, Opening and Evaluation**

**10. Submission, Sealing, and Marking of Proposals**

10.1 The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission has to be done online by uploading the bid documents on [hptenders.gov.in](http://hptenders.gov.in)

10.2 An authorized representative of the Agency shall sign the original submission letters in the required format for Pre-qualification criteria and both the Technical and Financial Proposals

10.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

10.4 Similarly, the original Financial Proposal shall be followed by the name of the assignment, name and address of the Agency, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."

10.5 An authorized representative of the Agency shall sign the original submission letters in the required format for Pre-qualification criteria and both the Technical and Financial Proposals.

**11. Confidentiality**

111 From the time the Proposals are opened to the time the Contract is awarded, the Agency should not contact the HPSRLM on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

112 Any attempt by shortlisted Agencies or anyone on behalf of the Agency to influence improperly the HPSRLM in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal

113 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if agency wishes to contact the HPSRLM on any matter related to the selection process, it should do so only in writing.

**12. Opening of Technical Proposals**

12.1 Opening of Bids: All the bids received till the due date and time shall be opened by the Himachal Pradesh State rural Livelihood Mission (HPSRLM)

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<b>13. Proposals Evaluation</b>	<p><b>131</b> The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p><b>132</b> The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the HPSRLM will conduct the evaluation solely based on the submitted Technical and Financial Proposals.</p>
<b>14. Evaluation of Technical Proposals</b>	<p><b>14.1</b> The HPSRLM evaluation committee shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>
<b>15. Public Opening of Financial Proposals (for QCBS)</b>	<p><b>15.1</b> After the Technical evaluations have concluded the financial proposals of all the shortlisted Bidders will be opened.</p>
<b>16. Correction of Errors</b>	<p><b>16.1</b> Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
<b>a. Time-Based Contracts</b>	<p>The HPSRLM evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails, and the HPSRLM evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>

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<b>17. Taxes</b>	17.1 The HPSRLM evaluation of the Agencies Financial Proposal shall include taxes and duties in accordance with the instructions in the <b>Data Sheet</b> .
<b>18. Combined Quality and Cost Evaluation</b>	In the case of QCBS, the total score is calculated by weighing the technical and financial scores and adding them as per the formula and instructions in the <b>Data Sheet</b> . The Agency achieving the highest combined technical and financial score will be invited for negotiations.
<b>D. Negotiations and Award</b>	
<b>19. Negotiations</b>	The negotiations will be held at the date and address indicated in the Data Sheet with the Agency representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Agency as per the prevalent policy of State Government of Himachal Pradesh
<b>a. Availability of Experts</b>	<p>The invited Agency shall confirm the availability of Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement.</p> <p>Notwithstanding the above, the substitution of Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Agency, including but not limited to death or medical incapacity. In such case, the Agency shall offer a substitute Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
<b>b. Technical clarification</b>	The clarification include discussions of the Terms of Reference (TORs), the proposed methodology, HPSRLM inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.
<b>c. Financial negotiations</b>	The negotiations will be as per the prevalent rules of the Government of Himachal Pradesh

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<p><b>d. Release of funds</b></p>	<p><b>Conditions for Release of Payment to Agency:</b></p> <p>Please refer to Section 5 of the document for the milestones &amp; payment schedules. All payments will be strictly done as per the conditions put in the Section 5.</p> <p>The invoice will be generated and submitted on achieving defined milestones. If there is no objection in terms of performance, deliverable or invoice value then the invoice and the deliverables will be deemed accepted by HPSRLM.</p>
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Award of Contract	After completing the negotiations and decision by the competent authority HPSRLM shall award the contract to the selected agency.
<b>E. Termination Clauses</b>	
Termination for Default	<ul style="list-style-type: none"> <li>• HPSRLM may, without prejudice to any other remedy for breach of contract, by a written notice of default, terminate the contract in whole or in part.</li> <li>• If the selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by HPSRLM or</li> <li>• If the selected bidder/agency fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or</li> <li>• If the selected bidder/agency, in the judgment of HPSRLM, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.</li> <li>• If the selected bidder/agency commits breach of any condition of the contract</li> <li>• If HPSRLM terminates the contract in whole or in part, amount of Performance guarantee shall be forfeited.</li> </ul>
Termination for Insolvency	HPSRLM may at any time terminate the Contract by giving a written notice if the selected bidder/agency becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected bidder/agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the HPSRLM
Termination for Convenience	<ul style="list-style-type: none"> <li>• HPSRLM by a written notice of at least 15 days sent to the selected bidder may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the HPSRLM convenience, the extent to which performance of the selected bidder under the Contract, is terminated, and the date upon which such termination becomes effective.</li> </ul>

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Agency

<p><b>Termination by the Himachal Pradesh State Rural Livelihood Mission (HPSRLM)</b></p>	<p>HPSRLM may, by not less than 15 (fifteen) days' written notice of termination to the Agency, such notice to be given after the occurrence of any of the events, terminate this Agreement if:</p> <ul style="list-style-type: none"><li>- The Agency fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within fifteen (15) days of receipt of such notice of suspension or within such further period as HPSRLM may have subsequently granted in writing;</li><li>- The Agency becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership, whether compulsory or voluntary;</li><li>- The Agency fails to comply with any final decision reached because of arbitration proceedings.</li><li>- The Agency submits to HPSRLM a statement which has a material effect on the rights, obligations or interests of HPSRLM and which the Agency knows to be false;</li><li>- Any document, information, data or statement submitted by the Agency in its Proposals, based on which the Agency was considered eligible or successful, is found to be false, incorrect or misleading; or</li><li>- As the result of Force Majeure, the Agency is unable to perform a material portion of the Services for a period of not less than fifteen (15) days</li></ul>
---	---

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## F. Performance Guarantee and Liquidity Damages

<b>Performance Guarantee</b>	<ul style="list-style-type: none"><li>• Within 30 days from the date of Letter of Invitation (LOI) from the Himachal Pradesh State Rural livelihood Mission, the successful agency/ company/firm shall furnish the Performance Guarantee (PG) of an amount equal to 10% 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 in the format at Appendix-A. The Performance Guarantee shall be for a period of Twelve (12) months.</li><li>• Refund of PG: The PG shall be refunded within six months from the date of successful completion of the assignment.</li><li>• Forfeiture of PG: PG shall be forfeited in the following cases:<ul style="list-style-type: none"><li>- When any terms and condition of the contract is breached.</li><li>- When the selected Bidder fails to commence the services or fails to provide deliverables after partially executing the purchase/work order</li></ul></li></ul>
------------------------------	--

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**Liquidity Damages**

1. Except as provided under clause "Force Majeure", if the selected bidder fails to deliver Services within the period specified in the Contract, the Himachal Pradesh State Rural livelihood Mission may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum as specified in penalty clause for delay until actual delivery, up to a maximum deduction of the percentage specified in the bidding document and/ or contract. Once the maximum is reached, HPSRLM may terminate the Contract pursuant to clause "Termination".
2. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the selected bidder shall arrange services within the specified period.
3. Delivery period may be extended with or without liquidated damages, if the delay in the supply of service is on account of hindrances beyond the control of the selected bidder.
4. The selected bidder shall request in writing to tendering HPSRLM giving reasons for extending the delivery period of service, if he finds himself unable to complete the supply of service within the stipulated delivery period. This request shall be submitted as soon as a hindrance in delivery of service occurs or within 15 days from such occurrence but before expiry of stipulated period of delivery of service after which such request shall not be entertained
5. HPSRLM shall examine the justification of causes of hindrance in the delivery of service and the period of delay occurred due to that and grants extension with or without liquidated damages.
6. If HPSRLM agrees to extend the delivery period/ schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, whatsoever beyond the contracted cost shall be paid for the delayed supply of service and penalty as stated clearly in a separate section of this document would be levied.
7. It shall be at the discretion of HPSRLM to accept or not to accept the supply of services rendered by the agency after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. HPSRLM shall have right to cancel the contract with respect to undelivered service.
8. If HPSRLM is in need of the service rendered after expiry of the stipulated delivery period, it may accept the services and issue a letter of extension in delivery period

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<b>Arbitration , Governing Laws and Jurisdiction</b>	<p>The provisions of this RFP shall be governed by and construed accordance with Indian law. The Parties undertake to resolve any unforeseen events and all disputes arising out of or in connection with this RFP, including any question regarding its existence, validity , penalties, termination, through amicable discussions between the Parties.</p> <p>In case any such disputes are not settled amicably then all such disputes shall be finally settled by the Secretary, Department of Rural Development, Govt. of HP</p> <p>In case any disputes are not settled amicably then all such disputes shall be finally settled by a sole arbitrator appointed in accordance with the Arbitration and reconciliation act in force. The award of the sole arbitrator shall be a reasoned award and shall be final and binding on both the parties. The arbitration proceedings shall be held in Himachal Pradesh High Court.</p>
<b>Price Fall</b>	<p>The price charged by the Agency for the services in the event of it being selected under the RFP shall in no event exceed the lowest price at which the Agency is providing similar services in any other State of India. If at any stage on or during the execution of the assignment it comes to the notice of the HPSRLM that the agency has quoted a price higher than that mentioned above the Agency will be bound to execute on the assignment at the lowest price quoted.</p>

*H. Sharma*



## Instructions to Agencies (ITA)

### G. Data Sheet

A. General	
ITC Clause	Reference
1.	<b>State:</b> Himachal Pradesh, India
2.	<b>Name of the Client:</b> Himachal Pradesh State Rural Livelihood Mission (HPSRLM) <b>Method of selection:</b> Quality and Cost Based Selection
3.	<b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes  <b>The name of the assignment is:</b> "Services for Implementing District-Wise, Sector-Wise Skill Gap Study in All Districts of Himachal Pradesh"
4.	<b>Pre – Bid Queries:</b> Any questions regarding the RFP must be received in writing (e-mail) to the undersigned as per the date mentioned in Schedule of Activities. Thereafter, no request for information will be considered.  <u>Email-ddugkyhp@gmail.com</u>
5.	<b>The HPSRLM will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b>  All relevant information and guidelines related to Himachal Pradesh State Rural livelihood Mission(HPSRLM)
6.	<b>This RFP has been issued in the English language.</b>  <b>Proposals shall be submitted in English language.</b>  <b>All correspondence exchange shall be in English language.</b>
7.	<b>The Proposal shall comprise the following:</b> Part -A <b>with Pre-Qualification Criteria – ) for Tender Cost, EMD, , Power of Attorney of Authorized Signatory, Notarized Self-Declaration, Proof of submission of e- service fee, etc</b>

**FULL TECHNICAL PROPOSAL (FTP):**

**Technical Proposal (PART-B)**

- (1) TECH-1
- (2) TECH-2
- (3) TECH-3
- (4) TECH-4
- (5) TECH-5
- (6) TECH-6

AND

**PART- C with the Financial Proposal (PART-C)**

- (1) FIN-1
- (2) FIN-2

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8.	Statement of Undertaking is required: No
9.	Participation of Key Experts and Non-Key Experts in more than one Proposal is permissible: No
10.	All Key Experts proposed for the engagement must be on the payroll of the bidder. Contractual resources are not permissible.
11.	Proposals must remain valid for <u>180</u> calendar days after the proposal submission deadline
12.	Clarifications may be requested no later than <u>date &amp; time mentioned in schedule of activities</u> .  The contact information for requesting clarifications is: <b>Name:</b> Chief Executive Officer <b>Address:-</b> Himachal Pradesh State Rural livelihood Mission, Deptt. Of Rural Development, Barowalias House, ground floor, Khalini , Shimla-171002 <b>Email</b> <u>ddugkyhp@gmail.com</u>
13.	Shortlisted Agencies may in no way engage with the Key experts as proposed by the other Non- shortlisted Bidder.
14.	Costs & per diem to be provided:  Out of Pocket Expenses (which needs to be covered in the bid amount) shall include the following:

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- (1) Per diem allowance, including hotel, for resources of the agency for travel for purposes of the Services
- (2) Cost of travel by the most appropriate means of transport and the most direct practicable route
- (3) Communications costs;
- (4) Cost of purchase or rent or freight of any equipment required to be provided by the Agency;
- (5) Cost of reports production (including printing) and delivering to the HPSRLM;
- (6) Other allowances where applicable and provisional or fixed sums (if any)

15. A price adjustment provision applies to remuneration rates: No

16. The Financial Proposal shall be stated in the following currencies: INR only

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17. The Agency must submit:

- (a) Pre-Qualification Criteria: one (1) original, , EMD, Power of Attorney of Authorized Signatory, Notarized Self-Declaration, etc
- (b) Technical Proposal: one (1) original
- (c) Financial Proposal: one (1) original

18. The Proposals must be submitted no later than:

**Date: 18-08-2021**

**Time: 05:00 pm  
of 18-08-2021**

**The Proposal submission address is:  
HPTENDERS.GOV.IN**

20. Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:

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A. HPSRLM will evaluate only the pre-qualified proposals as per the criteria

Section 1

B. Technical Proposal Evaluation Criteria

S.No.	Evaluation criteria	Max. Marks
1	Experience of Bidder (furnish certification or work order or contract document which is conclusive evidence to indicate the completion of task)	35 marks
1.1	Experience of working as a Agency with Central Govt./ MSDE / NSDC/ Multilateral Funding Agency for implementing any Research projects / field studies > INR 30 lakhs/per annum in the past 3 years  <ul style="list-style-type: none"> <li>• 2-3 Assignments- 15 marks</li> <li>• 4-5 Assignment-20 marks</li> <li>• 6-7 Assignment- 25 marks</li> <li>• 8-9 Assignment- 30 marks</li> <li>• 10 or more than 10 Assignments- 35 mark</li> </ul>	
2	<b>Key Experts</b> (as per the technical proposal Form Tech 6) – all key personnel shall be deployed for Himachal Pradesh State Rural livelihood Mission, on full time basis – Team Leader and other key experts. <b>Note:</b> <ul style="list-style-type: none"> <li>• <b>Key Experts Profile to be provided.</b></li> <li>• <b>Please refer to Section 5: Terms of Reference (ToR) for Qualification and experience specifications of key experts</b></li> </ul>	25 marks
2.1	Project Lead -----1 position-3 marks	
2.1	Team Leader -----2 position*2 mark each—4 mark	
2.1	Subject Matter Experts (3 position-3 mark each=9 marks	
2.3	Analysts / Team Members (9 positions-1 mark each= 9 marks	
3	<b>Skill Gap Approach &amp; Methodology</b>  <ul style="list-style-type: none"> <li>• SOP for Conducting Survey – 10 Marks</li> <li>• Approach and Methodology adopted to conduct survey – 10Marks</li> </ul>	40 marks

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Criteria stated

	<ul style="list-style-type: none"> <li>• Scope of Questionnaire with regard to survey – 10Marks</li> <li>• Reliability &amp; Precision of the survey method – 10 Marks.</li> </ul>	
	<b>Total</b>	<b>100</b>
<b>21.</b>	<b>The minimum score for Technical Qualification is 60</b>	
<b>22.</b>	<b>For the purpose of the evaluation, the Client will include all taxes</b>	
<b>23. (QCBS only)</b>	<p>Only those bids with a technical score of &gt;60 shall be considered for financial evaluation. QCBS method shall be adopted for selection. The weight given to the Technical proposal score shall be '70' and the weight given to the Financial proposal shall be '30'.</p> <p>The combined evaluation shall be determined as below:</p> $S_{TECH} = \frac{\text{Technical Score of the Applicant}}{\text{Highest Technical Score amongst the Applicants}} * 70$ $S_{FINANCIAL} = \frac{\text{Lowest financial quote amongst the applicant} * 30}{\text{Financial Quote of the Applicant}}$ $S_{FINAL} = S_{TECH} + S_{FINANCIAL}$ <p>The composite score (<math>S_{FINAL}</math>) would be used to determine the successful bidder. The bidder with the highest composite score would be awarded the contract.</p>	
	<b>D. Negotiations and Award</b>	
<b>24.</b>	<b>Expected date and address for contract negotiations:</b> Date: Shall be communicated	

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**25. Earnest Money Deposit (EMD):**

INR 2, 50,000 (Indian Rupees Two lakh fifty thousand only) in the form of a Demand Draft in favour.

of the "CEO, Himachal Pradesh State Rural livelihood Mission",

The EMD of unsuccessful Bidder shall be refunded within 30 days of completion of agreement signing process. The Selected Bidder's EMD shall be refunded upon the Bidder submitting the performance guarantee. In case the selected agency fails to deposit the Bank Guarantee towards Performance Guarantee in scheduled time, the EMD submitted by it shall be forfeited and other penal action may be taken as considered by competent authority. Kindly note:

Proof of submission of EMD and RFP fee must be placed by the bidder in the Part A with Pre - Qualification criteria (Cover A). If the Bidder fails to furnish the proof for the same, the response document will not be evaluated further. The Bidder also needs to submit Physical copy of the Demand Draft prepared in support of the submission of the RFP Cost and the EMD to Himachal Pradesh State Rural livelihood Mission in an envelope clearly subscribed as Demand Draft for Tender cost and EMD for selection of agency for conducting skill gap analysis in the Districts of Himachal Pradesh.

**26. Performance Guarantee (PG)**

Within 30 days from the date of Letter of Intent (LOI) from HPSRLM, the successful Agency company / firm shall furnish the Performance Guarantee (PG) of an amount equal to 10% 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 in the format at Appendix-A. The Performance Guarantee shall be for a period of twelve (12) months.

Refund of PG: The PG shall be refunded within six months from the date of successful completion of the assignment.

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

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**27. Penalty Clause**

The Agency is expected to deliver all the key deliverables on time . In case of delayed submission of the documents at every stage of payment penalties will be imposed on the Agency. The quanta of penalty have been clearly mentioned in the Penalty Grid mentioned in a separate Section of the RFP.

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**Section 3 - Technical Proposal – Standard Forms**

{Notes to Agency shown in brackets { } throughout Section 3 provide guidance to the Agency to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

**Checklist of Required Forms**

Required for Proposal (v)	Form	Description	Page limit
v	TECH-1	Technical Proposal Submission Form.	--
v	TECH-2	Agency Organization and Experience.	--
v	TECH-2A	A. Agency Organization	10
v	TECH-2B	B. Agency Experience	-- 10
v	TECH-3	Comments or Suggestions on the Terms of Reference	2
v	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	50
v	TECH-5	Work Schedule and Planning for Deliverables	5
v	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	50

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Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Chief Executive Officer

Himachal Pradesh State Rural livelihood Mission,  
Barowalias House, ground floor, Khalini, Shimla-171002

Dear Sir,

We, the undersigned, offer to act as **Implementing Agency for conducting skill gap analysis in all the districts of Himachal Pradesh** in accordance with your Request for Proposals dated \_\_\_\_\_/\_\_\_\_\_/2021. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal separately.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- (c) We have no conflict of interest as stated in the RFP
- (d) We meet the eligibility requirements as stated in RFP
- (e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date if indicated in the Data Sheet.

We understand that HPSRLM is not bound to accept any Proposal that the HPSRLM receives. We remain,

Yours sincerely,





Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency : \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

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ORGANIZATION AND EXPERIENCE

**A - Organization**

1. Provide here a brief description of the background and organization of your company
2. Include organizational chart, a list of Board of Directors etc.

**B - Experience / Credentials**

FORMAT FOR FURNISHING AGENCY EXPERIENCE / CREDENTIALS

<b>Assignment Name:</b>	<b>Country:</b>
<b>Location within country:</b>	
<b>Name of Client:</b>	
<b>Address:</b>	
<b>Start Date (Month/Year):</b>	<b>Approx. Value of Services (in Rs):</b>
<b>Completion Date (Month/Year):</b>	
<b>Current Status of the Project:</b>	
<b>Name of associated Consultants, if any:</b>	
<b>Name of senior professional staff involved, and functions performed:</b>	
<b>Narrative Description of the Project:</b>	
<b>Description of the actual services provided by your staff:</b>	

*Handwritten signature*

Agency

**COMPLIANCE SHEET FORMAT FOR EVALUATION ---( Re positioning)**  
**(ALL SUPPORTING REQUIRED AS PER DATA SHEET)**

S.No.	Evaluation criteria	Max. Marks	Compliance (Yes/No)	Evidence provided on Page Nos.

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**Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)**

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE HPSRLM**

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment.

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**Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)**

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE**

---

- Form TECH-4: a description of the approach, methodology and work plan for performing the assignment.

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**Form TECH-5**  
**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

N°	Deliverables <sup>1</sup> (D-..)	Months											TOTAL		
		1	2	3	4	5	6	7	8	9	.....	n			
D-1	Setting up of Team														
D-2	Setting up of Digital Platform														
D-3	Submission of Inception Report														
D-4	Finalization of Sampling Plan														
D-5	Finalization of Tools for Data Collection														
D-6	Field and Survey Work														
D-7	Submission of Preliminary Report														
D-8	Submission of Final Report														

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Form TECH-6

**CURRICULUM VITAE (CVs)**

CVs to be furnished for technical proposal evaluation

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title / position.	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2020 present]	[e.g., Ministry of ....., advisor/consultant to...]		

**Membership in Professional Associations and Publications:**

**Language Skills (Indicate only languages in which you can work):** \_\_\_\_\_

**Adequacy for the Assignment:**

a. Name of assignment or project:	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	

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Activities performed:	
b. Name of assignment or project:	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	
Activities performed:	

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Add more rows for additional projects / assignments

Expert's contact information: (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

		{day/month/year}
Name of Expert	Signature	Date

		{day/month/year}
Name of authorized Representative of the Agency (Same who signs the Proposal)	Signature	Date

*Hochman*



#### **Section 4 - Financial Proposal - Standard Forms**

{Notes to Agencies shown in brackets { } provide guidance to the Agency to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal 2.

- FIN-1      Financial Proposal Submission Form
- FIN-2      Summary of Costs

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FORM FIN-1  
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:  
CEO,  
Himachal Pradesh State Rural livelihood Mission

Dear Sir,

We, the undersigned, offer to provide Services for Conducting District-wise, Sector-Wise Skill Gap Study in Himachal Pradesh in accordance with your Request for Proposal dated \_\_\_ /\_\_\_/ 2021.

Our attached Financial Proposal is for the amount of {Indicate corresponding to the amount(s) {Insert amount(s) in words and figures}, including of all taxes in accordance with the ITA & Data Sheet.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (In full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_



**FORM FIN-2 SUMMARY OF COSTS (IN INR ONLY)**

<b>Particulars</b>	<b>INR (Figures)</b>	<b>INR (Words)</b>
<b>Fee Component for a period of 2 Months (I)</b>		
<b>Overheads and Operational Cost (II)</b>		
<b>Taxes and Duties (III)</b>		
<b>Any other Costs (IV)</b>		
<b>Financial Proposal (Grand Total = I+II+III+IV)</b>		

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Authorized Signature (In full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

*H. Kumar*

## Section 5. Terms of Reference (TOR)

### Agency for Implementing District-Wise & Sector-Wise Skill Gap Study in All the Districts of Himachal Pradesh

The Himachal Pradesh State Rural livelihood Mission (HPSRLM) invites RFP from reputed Agencies/ firms with proven track record of having a thorough understanding and good experience for Implementing District-Wise & Sector-Wise Skill Gap Study.

#### 1. Introduction

Himachal Pradesh State Rural livelihood Mission established in April 2013 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"

#### 2. Objective

The overall objective of the Skill Gap study is to present the Government of Himachal Pradesh with a comprehensive study that will enable the Government in formulating policy and enable decision-making for providing the necessary thrust and support to both the skill and demand side by putting in place mechanisms to meet the dynamically changing demands of the industry; while nurturing the youth for futuristic career pathways and sustainable livelihoods respectively. This skill gap study will assess the district wise skill gap both in terms of quantifiable number of youth required to be skilled to meet the demand for skilled labor and the skills & competency levels as per the industry demand basis future of jobs, Impact of Industry technology and associated new jobs that will be created / Gaps that will emerge in current job roles/ etc. The study will be leveraged by the state of Himachal Pradesh to develop suitable skilling interventions for the different districts.



### 3. Scope of Activities

The agency will conduct district wise skill gap analysis of all the 12 districts in the State of Himachal Pradesh and will come out with an individual report for each district.

The general scope of this study shall include but not necessarily be limited to the following;

- Assess the demand of various types of skills at different levels across the primary, secondary and tertiary sectors by understanding industry/ sector requirement, State policies for the sectors, upcoming sectors and aspirations of the youth/potential employees.
- Assess current skills that will become redundant in the near future, skills that will emerge in future owing to Industry, technologies, existing skills that can be developed to meet futuristic demand, etc.
- Assess skill supply in terms of Labor force participation Labour force participation rate; Unemployment rate, Employment by sector, Employment by occupation, Employment by education, Labour shortage (skilled workforce requirement), informal employment, current employment trends and Government mandate for employment generation in the State, Existing wage / salary levels for identified sectors and job roles, etc
- Review the district-wise socio economic profile, focusing on demography, economic profile and the state of education.
- Identify the sector wise and job role wise current and future (next 5 years) skill and manpower requirements by industry, and the existing and projected skill gaps and job roles and demand of skilled youth outside the state.
- Agriculture and allied sector specific focus in which gaps are being observed from current/ future stake of what state can strengthen in agriculture sector for self-employment, start-ups and entrepreneurship.
- Find the scope of employment opportunities in unorganized sectors and scope for the start-ups to establish new enterprise based on the Industry
- Find the scope of international employment opportunities available specifically to the short-term skilling in Himachal Pradesh
- Migration issues need to highlight by understanding the pattern of migration within inter Districts, inter States and inter Countries.
- In order to understand the aspiration of the youth belongs to both rural and urban area in terms of expected remuneration, job location, post placement facilities and other suitable payments /perks.
- Assess skill infrastructure - existing Schools, Colleges, Universities, Vocational Training infrastructure – government and private skill providers

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- Scope the cluster-based approach studies where sectoral shift/ demand shift/ supply shift of the current emerging skills/ future job roles, industry regulation & technology change.
- The Study should have a cluster-based approach, identify industrial/ economic activity clusters and examine them from a view of Skill Development and economic activities.
- The focus/ axis of the study should be on earning opportunities that exist rather than just Employment opportunities when evaluating demand in the State's economy.
- Identify the source of trainers/ technical teachers today and how they are skilled / certified. The report may suggest a model around catering to this aspect of the skill ecosystem.
- Identification of Industry engagement with skill development training.
- Identify start up potential in each district and suggest avenues/ activities in which start ups can be promoted.
- Identify models of paying institutions and incentives for various stakeholders and therefore the behaviors that are being driven by these models.
- The study should look at gauging parental paradigm and their view of vocational education. A separate questionnaire may be designed for this purpose.
- Identify traditional source of livelihood that are dying but may be rejuvenated .
- Identification of unique skill set that is being produced/ developed only in Himachal Pradesh and thus may make Himachal a source of skilled manpower.
- The study should ascertain not only technical but soft skills also.
- Identification and analysis of various government schemes which are supplementary to the skill development initiative. The report may also contain a section on the bottlenecks for the roadblocks which these schemes are facing in implementation.
- The Study should look at the mechanism / process through which students are enrolled in skill development initiatives with a view to understand if there are any means in play to gauge interest, inclination or natural ability of the youth when enrolling them for a specific job oriented course.
- Identify and suggest if career counseling should be introduced at school levels. Suggest the most effective model for establishing such career counseling centres.
- Check effectiveness of Industry engagement with academic institutions and suggest alternate / effective ways of Industry interaction with academic institutions.
- Identification of gaps and recommendations for all stakeholders to address these gaps.
- Identify developmental opportunities based on Skill Gap availability and Sectors specific demand with respect to each block at the District level.
- Identify specific developmental initiatives that have impact on employment generation considering the aspirations of the youth and emerging technology and market trends.
- The study should cover the details about the available skill, the exact skill requirement, futuristic skill requirements and action to address the skill gap.
- Suggest suitable, specific and actionable interventions or recommendations to address the skill gap.
- The available data should be mapped to provide impact to school education/ Technical Education and Higher education in formulating necessary changes.

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- The Field Level survey conducted by the Agency should be video graphed and documented with necessary photos and tabulations. The training of field enumerators to be conducted in the presence of HPSRLM representatives.
- Identify the role that the SSCs are playing in the skill eco- system. Also identify the frequency with which QPs are being updated/ upgraded to match industry requirements. A separate questionnaire may be prepared for this.
- The Survey should capture understanding and analysis of school level syllabus and identify and suggest whether it needs an overhaul in terms of skills as well as personality development of Himachal Pradesh Youth.
- The agency must have a team of statisticians and staff with actuarial science qualification. There also must be industry experts with higher qualifications like PHD. The team must be at both HQ Level and at the District Level .The Backend team should ideally have data validation experts , item developers in addition to statisticians
- All the survey tools such as questionnaire, method of survey and sampling procedures is subject to prior approval of HPSRLM and each question needs to be necessarily aligned with the Scope of Activities.
- Identify the skill gap in the following 38 sectors in each District and State Level by collecting and analyzing data regarding the available skill force and the required skill force. The study should cover the details about the available skill, the exact skill requirement and action to address the skill gap.

Agriculture	Automotive	Green Jobs	Management	Rubber
Entertainment	Workers	Wellness	Fittings	Petrochemicals
Electronics & Hardware	Tourism and Hospitality	Textiles and Handlooms	Aviation & Aerospace	Infrastructure Equipment
Hydrocarbon	Food Processing	Gems and Jewelry	Iron & Steel	Management & Entrepreneurship & professional
Light Engineering	Telecom	Health Care	Power	Sports
Painting	Construction	Life science (ANY OTHER State Specific Trade)		

**Deployment of Digital Platform for Study:**

- All data collection would be done using a digital platform. All questionnaires and tools designed to be used by field enumerators must possess geo tagging and date-time stamp feature.
- All filled questionnaires must necessarily be verified telephonically. Agency will be asked

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to provide evidence of the same. HPSRLM may at its own discretion initiate a random check of the questionnaires filled for authentication.

**Stakeholder Interaction**

The study requires interactions with the following stakeholder groups at the state, district and block level:

- Representatives from State Government from key departments such as Labour and employment, education, industries, MSME, statistical and planning, etc.
- Representatives from Agriculture, industry and service sectors, agriculture from both organized and unorganized sectors.
- Representatives from Vocational and higher education institutions including faculty/ placement officers, academic leaders and administrators.
- Employers/ Industry Associations covering both Rural and Urban Areas.
- Representatives from Labour unions
- Employed, self-employed and unemployed youth from both Rural and Urban Areas.
- Under training youth in skill development and vocational training institutes

The questionnaire and agenda for interviews will be designed for each stakeholder separately keeping the following outputs of the interactions in mind:

S. No.	Stakeholder	Major Outputs
1.	Representatives from State Government	<ul style="list-style-type: none"> <li>• Key development projects in next 5 yrs.</li> <li>• Government plans for skill development in state</li> <li>• Existing schemes and policies for skill development</li> <li>• Key challenges</li> </ul>
2.	Representatives from industry service sectors /Agriculture Sector/ Employers/ Industry Associations/ Industry Experts	<ul style="list-style-type: none"> <li>• Sector wise, Skill level wise gap and manpower requirement in next 5 years (short term and long term) in the selected growth sectors of the state - Block wise, District wise and at the State Level.</li> <li>• Current employability levels</li> <li>• Man-power recruitment channels (organized/unorganized)</li> <li>• Policies/plans to promote local employment avenues</li> <li>• Attrition levels and underlying reasons for attrition</li> <li>• Industrial Growth plans for next 5 years</li> </ul>

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S. No.	Stakeholder	Major Outputs
		<ul style="list-style-type: none"> <li>• Future of jobs, Impact of Industry technology and associated new jobs that will be created / Gaps that will emerge in current job roles/ etc</li> </ul>
3.	Representatives from Schools, Vocational and Higher Education institutions	<ul style="list-style-type: none"> <li>• Current youth enrolment and passing out rates</li> <li>• Existing training capacity assessment</li> <li>• High in demand sectors and courses</li> <li>• Frequency of curriculum updation as per market needs</li> <li>• Quality of training delivery</li> <li>• Placement rates</li> </ul>
4.	Representatives from Labour unions	<ul style="list-style-type: none"> <li>• Sector wise and skill level wise attrition rates</li> </ul>
5.	Employed, self-employed and unemployed youth	<ul style="list-style-type: none"> <li>• Youth aspirations</li> <li>• Migratory Pattern- Preferred states and sectors</li> <li>• Quality of skill education/training of VTIs</li> <li>• Self-employment opportunities and preference</li> <li>• High in demand sectors and trades</li> </ul>
6.	Under-Training Youth	<ul style="list-style-type: none"> <li>• Quality of skill education/training of VTIs</li> <li>• Preference for vocational education over formal education</li> </ul>

Other than the major Outputs as indicated in the table mentioned above the outputs aligned to the scope of work may be clearly depicted in the report.

**Minimum Sample Size**

The minimum sample size required has been indicated here, bidders are expected to submit the sample size they propose to cover.

Quantitative Research Method	Sample Size
Questionnaire for Employer / Industry of both Organized and Unorganized Sector	Total 10 Employer / Industry per cluster or 6 to 8 industry / employers per industry sector (as per prominence in each district ) that don't have clusters interviews (by manpower absorption and production) per district

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Quantitative Research Method	Sample Size
Questionnaire for Vocational Training Institutions	Total 10 functional VT Institutes per district • 5 Government + 5 Private (as per availability)
Questionnaire for Labour Unions	Total 2 Labour Union per district
Questionnaire for Youth Survey	Total 1000 per District (15-45 age group) • 200 Youths (employed) – 150 Rural + 50 Urban • 200 Youths (Self Employed) - 150 Rural + 50 Urban • 200 Youths (Unemployed) – 150 Rural + 50 Urban • 400 Youths (Trainees) – 150 Rural + 50 Urban
Interviews with State Government Departments	Representatives from key departments
Questionnaire for Sector skill council(SSC)	For each SSC
Interviews with College / University functionaries	4 major institutions (colleges / Universities) & 4 School per district (as per availability) Separate coverage of Faculty, academic leaders, placement officers and administrative leaders
Workshop with Industry Associations	One workshop per district (min 4 industry associations)

**Indicative Duration of Study:**

The duration of the District-Wise Skill Gap Study shall be for a period of up to 2 months. Bidder has to complete the task within 2 months.

**Key Experts for Implementing Skill Gap 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 national / international Labour markets (with a focus on skill gaps), movement of skilled manpower and skill development initiatives should be included in the credentials.

The Agency should have an adequate number of professionals and support staff for carrying out the assignment. The Agency should allocate a project lead, subject matter experts, and a team of researchers to the assignment with expertise in designing, planning, and executing

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rigorous studies. The CVs of following key professionals will be evaluated:

Key Expert	No of Positions	Qualifications & Experience
Project Lead	1	Proven track record of leading studies on national / international labour market & research Minimum experience: 10 years. Educational Qualification: advanced degree in social sciences/economics/statistics/public policy or a related discipline.
Team leader	2	Proven track record of leading such surveys/research Minimum experience: 6 years. Educational Qualification: degree in social sciences/economics/statistics/public policy or a related discipline.
Subject matter specialist(s) (with expertise in labour markets and international movement of labour)	3	Proven track record of managing / conducting rigorous research / studies on drivers of Labour markets. S/he should have at least 8-12 years of relevant research and evaluation experience, preferably also including in the area of skill training and government projects. S/he should have Degree in social sciences/economics/statistics/public policy or a related Discipline.
Analysts / team members	9	Minimum 5 years of relevant research experience in labour markets. S/he should have an degree in social sciences/economics/statistics/public policy or a related Discipline.

**Note:** CVs of the personnel proposed to be deployed for implementing the Skill Gap Study should be submitted along with the proposal.

It is also expected that the above-mentioned specialists shall be supported by pool of support staff who shall largely be responsible for stakeholder interactions and interviews, questionnaire design, demand assessment, skill gap analysis etc.

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In addition to the above the indicative team for the selected Agency should be as follows:

a. Backend Team

- I) Statisticians and people proficient in data analysis.
- II) The Backend team may also contain an actuarial professional.
- III) Item developers who would design the individual tools/ questionnaires etc. to be used during data collection.
- IV) Industry Experts/ Recruiters and people who have experience in having worked in both the skill domain as well as on employer side in any industry sector.
- V) Report writers.
- VI) Executives for data validation/ back check of each data entry

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4. **Key Deliverables and indicative timelines:**

S#	Key Activity/ Deliverable	Details	Time limit
1.	Details of core team, research and field teams	<ul style="list-style-type: none"> <li>Set up of Study Team - core team, survey/field team members, data entry / management persons etc</li> </ul>	15 days period
(i)	Digital Platform	<ul style="list-style-type: none"> <li>To enable the study – data collection, demand aggregation, reporting, data analysis etc</li> </ul>	
(ii)	Inception Report / Work plan	<ul style="list-style-type: none"> <li>Detailed work plan using a Chart for all key activities, clearly indicating responsibility and timeline, details of the core team and field teams being deployed, training and logistic arrangements made etc.</li> </ul>	
(iii)	Sampling Plan	<ul style="list-style-type: none"> <li>Detailed document on the methodology adopted for sampling, methodology and other details</li> </ul>	
(iv)	Survey and Research Instruments & Plan	<ul style="list-style-type: none"> <li>All questionnaires and data collection instruments using digital platform</li> <li>Guidance note on survey implementation, implementation plan</li> <li>Training modules for enumerators and supervisors</li> <li>Detailed survey implementation plan including movement and field procedure plan for the survey teams</li> </ul>	
(v)	Field Manuals / Research Guides	<ul style="list-style-type: none"> <li>Creation of field guide / manuals</li> </ul>	

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2.	Report on Primary Field Pilot and Research Testing	<ul style="list-style-type: none"> <li>Report on process and results of pilot testing of all instruments and tools and the revisions made to them</li> </ul>	1 Months
(i).	Field Work and Research Completion Updates	<ul style="list-style-type: none"> <li>Update on completion of Research and field work as per the sample plan approved</li> </ul>	
(ii).	Completion of Field and Survey Works	<ul style="list-style-type: none"> <li>Completion of Field Work and Research activities</li> </ul>	
(iii).	Preliminary Report	<ul style="list-style-type: none"> <li>Preliminary report on study along with complete set of data</li> <li>Presentation on key findings</li> </ul>	
3.	Draft Report	<ul style="list-style-type: none"> <li>Draft report on Skill Gap Analysis, training need and aspiration analysis</li> </ul>	7 days
4.	Final Report (Final reports on Skill Gap analysis, training need and aspiration analysis along with recommendations to address the Skill Gap)	<ul style="list-style-type: none"> <li>Revised report incorporating feedback with final data set in electronic and physical form</li> <li>Final presentation on key findings</li> </ul>	8 days

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#### IV. Payment Terms

Himachal Pradesh State Rural livelihood Mission will make milestone-based payment to the Agency, the details are as follows:

S. No	Milestone	Payment Tranche
1	Team Set up & Submission of: <ul style="list-style-type: none"><li>• Inception Report / Work plan</li><li>• Sampling Plan</li><li>• Survey and Research Instruments &amp; Plan</li><li>• Field Manuals / Research Guides</li></ul>	20% of contract value
2	Preliminary Report Submission of each of the Districts	20% of contract value
3	Draft Report Submission of each of the District.	20% of contract value
4	Final Skill Gap Report Submission of each of the District.	20% of contract value
5	On acceptance of final skill gap report by HPSRLM submitted by an Agency.	20% of contract value

Penalty GRID For delayed submission		
Serial No	Delay in submission	Quantum of Penalty
1	1 or more than one but less than 4 days of delay	2% of the corresponding instalment
2	4 or more than four but less than 7 days of delay	3% of the corresponding instalment
3	7 or more than seven but less than 10 days of delay	5% of the corresponding instalment
4	10 or more than 10 days of delay	10% of the corresponding instalment

**Note:** If there would be more than 15 days delay, then the contract shall be terminated immediately without giving any chance of hearing and Performance guarantee/bank guarantee shall be forfeited and no due payment shall be made to the Agency.

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Appendix A – Format for Performance Bank Guarantee

PERFORMANCE BANK GUARANTEE

To  
Chief Executive Officer,  
Himachal Pradesh State Rural livelihood Mission(HPSRLM)  
Barowalis House, ground floor, khalini, Shimla-171002

WHEREAS (name of the organization, registered / incorporated as, registered office address, corporate office address) has submitted the proposal in response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for providing skill gap services for Implementing District-wise, Sector-wise Skill Gap Study in Himachal Pradesh.;

AND WHEREAS it has been stipulated by HPSRLM in the RFP that the Bidder shall furnish a Bank Guarantee by a Scheduled Commercial Bank in India, for the sum of Rs...../- [Rupees .....] specified therein as Performance Bank Guarantee;

AND WHEREAS we have agreed to give the Bidder such a Bank Guarantee;  
NOW THEREOF we, \_\_\_\_\_ Bank, with registered office at \_\_\_\_\_, (hereinafter referred to as Bank) at the request of the bidder, do hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder up to a total of Rs. ....-/- [Rupees.....], and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs..... /- [Rupees ..... ], as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the RFP or the bid submitted by the bidder, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Bidder or of the Bank nor shall it be affected by any change in constitution of HPSRLM

This Bank Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without HPSRLM's previous consent in writing.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. ....-/- [Rupees ..... ] and the guarantee shall remain valid till \_\_\_/\_\_\_/20\_\_

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Unless a claim or a demand or a request for extension in writing is made upon us on or before \_\_\_/\_\_\_/\_\_\_ all our liability under this guarantee shall cease. This guarantee shall be extendable, if required.

Signature and Seal of the Guarantor	In presence of
Name: Designation:	1.  Name: Occupation:
Name of the Bank:	
Address:	2.  Name: Occupation:
Date:	
Place	
Common Seal of the Bank	

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