

**RFP No. DSDE/PROJ/e-Tender/2021-22/002**

**Issued on: 26/10/2021**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF AGENCY TO CONDUCT**

**“SKILL GAP ANALYSIS”**

**IN GOA**

**Directorate of Skill Development & Entrepreneurship**

**(DSD & E)**

**Government of Goa**

**Shramashakti Bhavan, 3<sup>rd</sup> Floor,**

**Patto, Panaji, Goa - 403001**

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## **1. Introduction**

Goa Skill Development Mission (GSDM) ([www.dsde.goa.gov.in](http://www.dsde.goa.gov.in)) is the nodal agency in the State of Goa to ensure organization of skill training programs for the rural and urban poor/ unemployed youth through nationally accredited training partners. It integrates the efforts of various Departments and public and private stakeholders engaged in skilling the youth of the State, through numerous skill development schemes such as PMKVY, STRIVE, SANKALP etc. and brings necessary scale, synergy, oversight and effective coordination in their implementation.

### **Rationale for the study**

To guide the implementation activities under Goa Skill Development Mission (GSDM), there is need to ascertain the demand and supply gap in skilling space across both the Districts of Goa. There is a need to foresee the projected Job requirements/ sectorial demand both in manufacturing and service sector in the next five years, in the State of Goa.

In view of this, Goa Skill Development Mission invites detailed proposal from eligible entities to undertake the study titled “**SKILL GAP ANALYSIS.**” It is recognized that the skill gap is the interplay of industry demand, supply through public, private & non-formal/informal channels, labor force participation, aspiration and employability of both new entrant and existing but unskilled/semiskilled workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas. The study would also come out with recommendations which must be specific and actionable.

Goa Skill Development Mission is considering conducting of skill gap analysis in both Districts of Goa namely, North Goa District and South Goa District.

Bidders who are interested in undertaking the assignments may submit their proposal for both the Districts for skill gap analysis through online mode on <https://eprocure.goa.gov.in>

## **2. General Eligibility/Prequalification Criteria**

- 1)** The agency should be a legal Indian Entity (Individual Proprietorship, Partnership, Company, Society, and Trust) incorporated/ registered/ recognized, under the respective applicable laws eligible to enter an agreement/contract with the Goa Skill Development Mission to undertake the work. Relevant documents of registration to be attached along-with the proposal.
- 2)** The agency must be having previous experience of providing services for at least 5 years in Academic/Social/Statistical Research/Study/Analysis Work. (Work orders along with financial receipts/Completion Certificates to be enclosed).
- 3)** The Bidder should be familiar with Goan Industries and Academic activities and should have a registered office in Goa. (Necessary document to be provided)
- 4)** The agency must have previous experience in similar field for a Skill Development Mission/Center of Excellence Setup/Training Lab Setup etc.
- 5)** Should have advisory assignments in Skill Development Projects/MoU with colleges for manpower development with any State/Central/Agencies/International Social Clubs in Goa.
- 6)** Experience of working on the projects in India that have central planning/funding with State level implementation with a project value of more than 3 crores. Completion certificate of at least one such project should be provided.
- 7)** The agency should not be blacklisted by any of the Central/State Government Departments/PSUs as per 10.2 (FORMAT-2).
- 8)** The agency should have adequate professional employees and preferably an experience of working with Government/social sector projects to execute the study. (Certificate from HR head of the Bidder/Organization to be enclosed)
- 9)** An EMD of Rs. 50,000/- (Rupees Fifty Thousand only) shall be paid through e-payment mode on E-Procurement Portal <https://eprocure.goa.gov.in>
- 10)** Hand delivered application forms will not be accepted in any case. Last date for submission of online proposal :- 15/11/2021 up to 15:00 hrs
- 11)** Application and the supporting documents should be a complete document and must duly be signed by authorized signatory.
- 12)** An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
- 13)** A covering letter must be attached with the proposal.
- 14)** The offers found suitable in prequalification, technically and shortlisted based on the conditions will be considered for opening of Financial Bid and same will be uploaded on <https://eprocure.goa.gov.in>. The decision of short listing of Technical Bid by GSDM, Panaji - Goa will be final and binding on all. (Financial Bids detail).

**Note- *Only those bidders who have passed the Prequalification Eligibility Criteria will be eligible for Technical Evaluation.***

### 3. SCOPE OF WORK

#### Overview

Following are the specific areas of study.

- 1) **Socio-economic Profile:** Detailed analysis of demographic and socio economic factors such as population, population growth trends, population density, urbanization, overall literacy, female literacy, healthcare indices, school education, higher/vocational education, dropout rates, domestic product, per capita income, labor force participation, worker participation rate, migration, primary (Tourism and allied), secondary (Pharmaceutical) & tertiary sector (Services) profiles of the concerned district.
- 2) **Sectoral Focus:** The study should focus on analyzing manpower skilling requirements both for manufacturing and Service sectors from the perspective of District level high growth sectors along with localized sectors that have potential at the district level.

Since tourism, agriculture, fisheries and pharmaceuticals are the main activities in Goa, the study may also focus on manpower skilling requirements in these areas. Study will also document about the sectors wise deficiency and demand in various skills in the next five years. Government policies of related sectors may also be studied, to understand thrust and growth targets for different sectors in the state, which would translate to priority sectors from the perspective of investment in manpower skilling as well. The agency will also suggest about the native/traditional job roles which are not present in the list of any Sector Skill Council (SSC) but is in high demand in the respective district. Indicative sectors to be covered are listed in the Format-9 however study should not be limited to the said sectors.

- 3) **Voice of Stakeholders :** Detailed interaction should be conducted with various stakeholders, such as youth, CII, Industry partners and private skill training providers, Government Departments with skill training mandate and industry players/industry associations, Department of School education and higher education, Department of Industries, Department of employment generation and training, to understand their perspectives on manpower training and

placement.

- 4) **Manpower Supply-Demand Gap:** Manpower supply-demand gap would be the difference between projected workforce participation and industrial manpower requirements, estimated for next five years.
- 5) **Estimation of Manpower Supply :** Based on estimations of population growth rate, working age group population and labor force participation, manpower supply from 2021 to 2026 has to be estimated at district level.
- 6) **Migration issues:** Migration, internal within the state, outside the state and outside the country, is one of the characteristics of new age labor mobile economy. Within this context, it is important to identify and understand various migration patterns. The knowledge of this would be important to design suitable skill development opportunities and post-employment support to the migrant workers.
- 7) **Candidate aspiration mapping :** In order to understand the aspiration of the candidates belonging to both rural and Urban areas in terms of expected remuneration, Job location, post placement facilities and other suitable payments and perks; the agency/s should conduct aspiration mapping for the prospective candidates who may be enrolled under the skill development programs implemented by GSDM.
- 8) **Skill set mapping :** The study should define the status of current skills available in the respective district under different job areas and current Industries demand and will also focus on how to fill the gap between demand and supply of the Skill under different job roles in different sectors. Study should also identify traditional Skill Sets not listed in the SSC job roles. The study should also recommend the job roles in which training can be imparted to the special categories such as PwD, Transgenders, and other vulnerable groups. The study should also list out the sector- wise requirement for conducting RPL-(Recognition of Prior Learning) which will be generally short duration certification courses. Recognition of Prior Learning (RPL) is a platform to provide recognition to the informal learning or learning through work to get equal acceptance as the formal levels of education. In short, RPL

is a process of assessment of an individual's prior learning to give due importance to learning as an outcome rather than learning as process so that they can become part of the organized sector after certification.

The study should list out the recommendations for filling the skill gap found in the districts.

### **Analysis & Recommendations:**

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

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



### **3.1 District Skill Committee**

A District Skill Committee constituted by the Government under the chairmanship of the District Collector and having representatives from Industry and Government and will monitor the progress fortnightly.

The State Mission Director and the DSC will regularly review the progress monthly under the study and provide feedback to improve the quality of the Skill- Gap Analysis Report.

### **3.2 Implementation Schedule:**

The proposed Scope of Work is expected to be completed within four months period, adhering to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract.

<b>SL No</b>	<b>Deliverables</b>	<b>Copies</b>	<b>Period/Duration of completion</b>
1	Signing of Agreement/Issue of work order	-	Issue date
2	Submission of inception report (including detailed Survey strategy, approach, methodology, tools and initial site Observations). Questionnaire/Interview questionnaire should be vetted by GSDM.	2 set of hard copies & 2 set of editable soft copies	15 days from the issue of work order
3	Results of 10% of the survey done with Both industries and unemployed youth block wise and sector wise for each District.	2 set of hard copies & 2 set of editable soft copies	35 days from the issue of work order
4	Interim Report on Demand as per the scope of study mentioned in the RFP.	2 set of hard copies & 2 set of editable soft copies	50 days from the issue of work order

<b>SL No</b>	<b>Deliverables</b>	<b>Copies</b>	<b>Period/Duration of completion</b>
5	Draft report on Skill Gap Analysis, training need and aspiration analysis as per scope of study mentioned in RFP.	2 set of hard copies & 2 set of editable soft copies	100 days from the issue of work order
6	Final reports on Skill Gap Analysis, training need and aspiration analysis along with recommendations to address the Skill Gap	2 set of hard copies & 2 set of editable soft copies	110 days from the issue of work order
7	Acceptance of Final Report	2 set of hard copies & 2 set of editable soft Copies	120 days from the issue of work order

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

#### **4. Evaluation Methodology**

- 1) The evaluation for the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial Evaluation.
- 2) Technical and Financial bid will get weightages as under for final evaluation:

<b>S. N.</b>	<b>Proposal</b>	<b>Technical bid score weightage</b>	<b>Financial bid score weightage</b>
1.	Selection of Agency for Conducting Skill Gap Study in the State of Goa.	60	40

#### **Evaluation Process:**

The evaluation process shall comprise of the following stages:

#### **4.1 Technical Evaluation comprising of Paper Based Evaluation and Presentation Evaluation.**

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

### **Technical Evaluation (Technical Score-TS)**

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

<b>Sl. No.</b>	<b>Technical Evaluation Criteria</b>	<b>Max. Marks</b>
1	Average annual turnover in the last three FY. 1) Up to 1 Cr -5 Marks 2) Up to 5 Cr – 10 Marks 3) above 5 Cr – 15 Marks	15
2	Project under Skill Development Mission/Center of Excellence Setup/Training Lab Setup 1) Up to 2 Nos – 10 Marks 2) Above 2 Nos – 15 Marks	15
3	Advisory assignments in Skill Development Projects/MoU with colleges for manpower development with any State/Central/Agencies/ International Social Clubs in Goa. 1) Up to 2 Nos – 5 Marks 2) Above 2 Nos – 10 Marks	10
4	Resource Assessment - Quality of Key Personnel proposed to conduct the Study. Attach at least 2 CV's of dedicated staff to be deployed in the study (Prescribed – Format 3)	5
5	Experience of working on the projects in India that have central planning/funding with State level implementation with a project value of more than 3 crores in Goa. (Order copy with completion certificate )	5
6	Presentation-critically evaluating the Skill Gap study conducted by NSDC in the proposed District, How the Agency would add value to the existing study by its Approach & Methodology, Project Understanding and Approach & Methodology proposed for carrying out the said assignment should be presented.	50
	<b>Total Technical Score (TS)</b>	<b>100 marks</b>

Bidders must score a minimum of 60 marks out of total 100 marks to qualify for financial bid opening stage. For this RFP, the Marks under Technical Proposal (Technical Score) has a total weightage of 60.

The presentation will cover all the four important key parameters mentioned above so that scoring may be done. Only the financial Bids of those bidders will be opened who have scored 60 or more marks in the Technical Evaluation.

#### **4.2 Financial Evaluation**

Only those bids with a technical score of  $\geq 60$  shall be considered for financial evaluation.

The Interested Bidders will have to submit their financial Bids as per the Performa provided in Format-8, Based on the scope of work, requirement of resources, field work to be conducted in the State of Goa. The detail of different districts is below: -

- 1) North Goa District
- 2) South Goa District

#### **4.3 Combined evaluation criteria**

Quality and Cost Based Selection (QCBS) method shall be adopted for selection. The weightage given to the Technical proposal score shall be '60' and the weightage given to the financial proposal shall be '40'.

The combined evaluation shall be determined as below:

$$S_{\text{Tech}} = (\text{Technical Score of the applicant} / \text{Highest technical score amongst the applicants}) * 60$$

$$S_{\text{Financial}} = (\text{Lowest financial quote amongst the applicants} / \text{Financial quote of the applicant}) * 40$$

$$S_{\text{FINAL}} = S_{\text{Tech}} + S_{\text{Financial}}$$

The composite score ( $S_{\text{FINAL}}$ ) would be used to determine the successful bidder. The bidder with the highest composite score would be awarded the contract.

No pre-tender or post-tender tender negotiation with any bidder including successful bidder shall be allowed.

In case of a tie in the final score, the bidder having highest technical score will be considered eligible for award of contract.

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

## **5. Instructions to Bidders**

### **5.1 About the RFP document**

- 1)** This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the bidder(s).
- 2)** 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.
- 3)** In case of a successful bidder, he shall be required to sign a contract with GSDM, as prescribed by GSDM, within a period of 2 days from the acceptance of his bid. If the bidder fails to sign the contract in accordance with this RFP next bidder with highest score will be considered.

## 5.2 Key dates and events

Sr. No.	Particular	Details
1.	Document Reference Number	<b>DSDE/PROJ/e-Tender/2021-22/002</b>
2.	Online submission of Tender Document	09/11/2021 to 15/11/2021 up to 15:00 hrs
3.	Pre-bid meeting	08/11/2021 at 12:00 hrs
4.	Online opening of Technical bid	18/11/2021 at 12:00 hrs
5.	Online opening of Financial bid	Will be communicated
6.	Earnest Money Deposit – (EMD)	Earnest Money deposit amounting to Rs. 50000/- (Fifty Thousand only) which is to be paid through online mode (NEFT/RTGS, NET-BANKING). Other mode of payment will not be considered.
7.	Office Address (Technical Bid submission, and other relevant purposes)	Goa Skill Development Mission, C/o Directorate of Skill Development and Entrepreneurship, Shramashakti Bhavan, 3 <sup>rd</sup> Floor, Patto, Panaji, Goa - 403001
8.	Single point of contact from GSDM society regarding all queries related to this Tender Document	Asst. Director (Projects) Ph. : 0832-2437059
9.	Website of department	<a href="https://dsde.goa.gov.in">https://dsde.goa.gov.in</a>

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

- 1) The agency / bidder shall submit an EMD of Rs. 50,000/- (Rupees Fifty Thousand only) shall be paid through e-payment mode on E-Procurement Portal (<https://eprocure.goa.gov.in>).
- 2) The Earnest Money Deposit (EMD) will be refunded as follows.
  - I. In the case of those bidders who fail to pre-qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued immediately thereafter.
  - II. In the case of those bidders whose technical bids do not qualify, the EMD will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)'s recommendations.
  - III. For the agencies selected for empanelment, the EMD will be refunded subsequent to submission of Performance BG and subject to acceptance of the terms and conditions mentioned in the RFP, without any interest accrued within one month of the acceptance of recommendations.
  - IV. The bidders selected for empanelment shall be required to submit a Performance Bank Guarantee for 3% of the work order value for the empanelment period.

### **Tender Cost and Proposal processing Fees**

All applicants are requested to submit a non-refundable Tender Cost of Rs. 3,000/- (Rupees Three Thousand only) and Proposal Processing Fee of Rs. 2,000/- (Rupees Two Thousand only) which is to be paid through online mode (NEFT/RTGS, NET-BANKING). Other mode of payment will not be considered.

**Mode of Payment towards Tender Document Fee(TDF), e-Tender Processing Fee(TPF) & Earnest Money Deposit(EMD) to be paid online through e-Payment mode via : (i) National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS) . Tenderer requires download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank (ii). Net Banking: Payment can be made through the Internet Banking of Any Bank. Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should**

**be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.**

#### **5.4 Pre- Bid Queries**

GSDM shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in key events table in this RFP. The bidders are requested to send their queries to this e-mail [procurement-sdct.goa@nic.in](mailto:procurement-sdct.goa@nic.in)

#### **5.5 Procedure for submission of bids**

Bids along with necessary online payments must be submitted through e-Procurement portal (<https://eprocure.goa.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc. in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement website (<https://eprocure.goa.gov.in>).

This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.

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



## **5.6 Key Submissions to be done online by the Agency**

- 1) Cover Letter indicating clearly the name, Address, Telephone No, email Id of the Bidder along with the name of the Districts in which it intends to undertake the study. As per format-1
- 2) Self-Declaration for not being blacklisted by any State/ Central Govt Dept./ PSU as per format-2.
- 3) Self-Certificate for having details of qualified manpower for conducting study- Format 3
- 4) Affidavit- Cum Declaration (On a stamp paper of Value 100)- Format 4
- 5) Organization Profile – Format 5
- 6) Details of the Relevant / Similar assignments undertaken by the Bidder- Format 6
- 7) Vision Document - Format 7
- 8) Financial Bid- Format 8
- 9) CV of two key personnel to be involved in the Study.

## **6. Schedule of Payment**

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

<b>Sl No</b>	<b>Project Activity</b>	<b>Payment (Exclusive of Taxes for the Contract value mentioned at pg 1 of the Document )</b>
1.	On Issuance of Work Order/Signing of Agreement	20%
2.	On submission of Inception Report	30%
3.	On Submission of Preliminary Report	30%
4.	On submission and acceptance of Final Report	20%

The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Preliminary Report and Final Report. Payment shall be released within 45 working days of invoice raised by the agency.

## **7. Other Terms and Conditions**

- 1) GSDM reserves the right to accept or reject the bid without assigning any reasons. Goods and Service Tax or any other tax as applicable shall be extra.
- 2) GSDM shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
- 3) The Agency shall have to execute project on time after getting confirmation/ Work Order from GSDM as per the given time limits.
- 4) GSDM 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.
- 5) 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 GSDM will be borne entirely and exclusively by the Bidders.
- 6) GSDM reserves the right to suitably amend/ modify/ change any clause of this
- 7) document and issue a corrigendum to this effect. Interested Bidders may keep a track of the Corrigendum issued after the conduct of Pre- Bid Meeting.

### **7.1 Confidentiality of Information**

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

### **7.2 Security for Amount received:**

The agency shall be liable to give a mandatory surety for an amount of 3% of total value of work in Rupees allocated at the time of signing of the contract.

## **8. Termination of the Agreement**

- 8.1 The contract between GSDM and successful bidder can be terminated by either side after giving a notice of one month to the other side.
- 8.2 In the event of termination of the contract as stated above at 8.1, the agency

shall be liable to refund all excess amounts received by it and damages with interest as assessed by GSDM, within a period of 1 month from the date of termination of the agreement for this purpose the amount as assessed by GSDM shall be considered to be final.

**9. Resolution of Disputes:**

All disputes arising out of the agreement between Agency and GSDM shall be subject to the Jurisdiction of Courts at Goa.

## **10. Annexure and Formats**

### **10.1 Format for Covering Letter**

To,  
Mission Director,  
Goa Skill Development Mission,  
C/o Directorate of Skill Development and Entrepreneurship,  
Shramashakti Bhavan, 3<sup>rd</sup> Floor,  
Patto, Panaji, Goa - 403001

Sir,

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

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

1. Each page of the Technical and Financial Bid has been digitally by the Authorized Signatory.
2. We agree to abide by our offer for a period of -120 days from the date of issue of work order.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) submitted to GSDM, is true, accurate, and complete.

5. We acknowledge the right of GSDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the Request for Proposal.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the Request for Proposal.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

For and on behalf of:

Signature: Seal/Stamp of bidder

Name:

Designation:

(Authorized Representative and Signature)

Date:

---

Place:

**10.2 FORMAT- 2**

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

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

[Date]

To,  
Mission Director,  
Goa Skill Development Mission,  
C/o Directorate of Skill Development and Entrepreneurship,  
Shramashakti Bhavan, 3<sup>rd</sup> Floor,  
Patto, Panaji, Goa - 403001

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

Yours faithfully,

Authorized Signatory

\_\_\_\_\_

### **10.3 FORMAT- 3**

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

[On the letterhead of the organization]

To,  
Mission Director,  
Goa Skill Development Mission,  
C/o Directorate of Skill Development and Entrepreneurship,  
Shramashakti Bhavan, 3<sup>rd</sup> Floor,  
Patto, Panaji, Goa - 403001

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

#### **A. Details of Staff engaged for the Skill Gap Analysis**

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

Signature:

Name of the Authorized Signatory:

Designation:

(CV of three Resource Person to be provided)

**10.4 FORMAT- 4**

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

I, ----- son/Daughter of Shri -----aged about -----years, resident of

-----, do hereby solemnly declare and affirm as under:

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



**10.5 FORMAT-5**

**ORGANIZATION PROFILE**

1	Name of Agency& Address	
2.	District/ s for which the Agency is interested to Bid	
2	Type of Agency - Individual Proprietorship, Partnership, Company, Society, and Trust	
3	Name of Contact Person Mobile Tel. No. Email PAN No.	
4	GST No. (If applicable) If any other tax no (If applicable)	
5	Date	
6	Signature and Seal	

Signature\_\_\_\_\_ Name of Authorized signatory \_\_\_\_\_

Seal of the agency\_\_\_\_\_

**10.6 FORMAT-6**

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

Assignment Name:	
Name of the Client:	
Approx. Value of the Contract:	
Total number of staff-months of the Assignment:	Location & Address:
Start Date (Month/Year):	Duration of Assignment (months):
Completion Date (Month/Year):	
Narrative description of Project:	
1. Enclose Order copy and completion certificate	
2. Enclose documentary proof	

Signature:

Name of the Authorized Signatory:

Designation:

## 10.7 FORMAT-7

### FORMAT FOR VISION DOCUMENT

Rationale for conducting Skill Gap Analysis: \_\_\_\_\_

Description of the approach and methodology for the project

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

Detailed Work plan for performing the assignment

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

\*\*\*\* Use Extra sheets if required

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

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**10.8 FORMAT NO: 8**

**FORMAT FOR FINANCIAL BID**

<b>Serial No</b>	<b>Name of the Proposal</b>	<b>Quoted Price (Inclusive of Taxes)</b>
1.	Selection of Agency for Conducting Skill Gap Study in the State of Goa.	

Signature:

Name of the Authorized Signatory:

Designation:

\_\_\_\_\_

## **10.9 FORMAT - 9**

### **INDICATIVE LIST OF SECTORS TO BE COVERED**

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

\*\* It is not the exhaustive list, it can be used only for reference. Agency should cover at least all the points which are mentioned in the scope of study.