



Skill Development Mission of Government of Kerala

No: KASE/960/2020/EXE3

Dated 02/12/2021

### CORRIGENDUM I

The following changes are effected to the e tender on the 'Selection of Suitable Agency for Conducting Skill Gap Study and Impact Evaluation of Existing Short Term Skill training programmes in Kerala State, with Tender ID: 2021\_KASE\_454853\_1

Sl. No	RFP Clause	Corrigendum																		
1	5.3	<p><b>NOTE:</b> The Field Level survey conducted by the Agency shall be documented with necessary geo tagged photos and tabulations and the same has to be submitted to KASE for release of payment. (Videography is not required)</p>																		
2	5.3	<table border="1"><thead><tr><th colspan="3">Penalty Grid for delayed submission</th></tr><tr><th>Sl.No.</th><th>Delay in submission</th><th>Quantum of Penalty</th></tr></thead><tbody><tr><td>1</td><td>5 or more than 5 but less than 10 days of delay</td><td>01 % of the corresponding installment</td></tr><tr><td>2</td><td>10 or more than 10 but less than 20 days of delay</td><td>05 % of the corresponding installment</td></tr><tr><td>3</td><td>20 or more than 20 but Less than 30 days of delay</td><td>10 % of the corresponding installment</td></tr><tr><td>4</td><td>30 or more than 30 days of delay</td><td>20 % of the corresponding installment</td></tr></tbody></table>	Penalty Grid for delayed submission			Sl.No.	Delay in submission	Quantum of Penalty	1	5 or more than 5 but less than 10 days of delay	01 % of the corresponding installment	2	10 or more than 10 but less than 20 days of delay	05 % of the corresponding installment	3	20 or more than 20 but Less than 30 days of delay	10 % of the corresponding installment	4	30 or more than 30 days of delay	20 % of the corresponding installment
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3	5.7	<p>Key Experts for implementing Skill Gap Study:</p> <table border="1"><thead><tr><th>Sl. No</th><th>Position</th><th>Number of resource</th><th>Qualification Requirement</th></tr></thead><tbody><tr><td>1</td><td>Team leader</td><td>1</td><td>Proven track record of leading studies on national / international labour market, skill gap analysis, demand aggregation, impact evaluation . Minimum experience: 10 years. Educational Qualification: Advanced degree (Minimum Post Graduation) in social sciences/economics/statistics/public policy/Management or a related discipline.</td></tr><tr><td>1.1</td><td>Subject matter specialist(s) (with expertise in labour markets and</td><td>3</td><td>Proven track record of managing / conducting rigorous research / studies on Labour markets analysis, skill gap analysis, demand aggregation, impact evaluation etc.</td></tr></tbody></table>	Sl. No	Position	Number of resource	Qualification Requirement	1	Team leader	1	Proven track record of leading studies on national / international labour market, skill gap analysis, demand aggregation, impact evaluation . Minimum experience: 10 years. Educational Qualification: Advanced degree (Minimum Post Graduation) in social sciences/economics/statistics/public policy/Management or a related discipline.	1.1	Subject matter specialist(s) (with expertise in labour markets and	3	Proven track record of managing / conducting rigorous research / studies on Labour markets analysis, skill gap analysis, demand aggregation, impact evaluation etc.						
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			international movement of labour)		She/he should have at least 05 years of relevant research and evaluation experience, preferably also including in the area of skill training and Government projects. S/he should have an advanced degree (Minimum Post Graduation) in social sciences/economics/statistics/public policy/Management or a related discipline.	
	1.1		Analysts / team members	7	Minimum 03 years of relevant research experience in labour markets analysis, skill gap analysis, demand aggregation, impact evaluation etc. S/he should have an advanced degree (Minimum Post Graduation) in social sciences/economics/statistics/public policy/Management or a related discipline.	
4	5.9	<b>S.No</b>	<b>Deliverables</b>		<b>Payment Tranche</b>	
		<b>1</b>	Team Setup & Submission of: <ul style="list-style-type: none"> <li>Inception Report/Workplan</li> <li>Sampling Plan</li> <li>Survey and Research Instruments, questionnaire &amp; Plan</li> <li>Field Manuals/Research Guides</li> </ul>		20%	
		<b>2</b>	Compilation of data for each district & submission of preliminary report of all districts		30%	
		<b>3</b>	Draft final report on skill gap and impact assessment study as per the scope of study mentioned in this RFP		30%	
		<b>4</b>	On submission & acceptance of final report on skill gap and impact assessment study		20%	
5	7.1	Evaluation Criteria:				
		<b>Sl No</b>	<b>Technical evaluation criteria</b>	<b>Guidelines</b>	<b>Marks</b>	<b>Proof to be submitted</b>
		1	Experience	1-3 Assignments- 10 marks 4-6 Assignment-15 marks 7-9 Assignment- 20 marks 10 or more than 10 Assignments- 25 mark	25	Experience in conducting similar studies (skill gap/evaluation study/tracer/impact assessment etc)of value >= INR 30 lakhs with any State Govt/Central Govt./NSDC/ State Skill Development Mission/ Multilateral funding agency/SSCs etc.

		2	Financial Strength	<p>Annual Average Turnover for the past three consecutive financial years is:</p> <p>&gt;= 3 crores and &lt;5 crores: 5 marks  &gt;=5 crores and &lt;7crores: 10 Marks  &gt;=7 crores and &lt;10crores: 15 Marks  &gt;10 crores: 20 marks</p>	20	<p>Turnover statement certified by a Chartered Accountant in the format given in <b>Annexure-4</b>.</p> <p>Audited Financial statements (Balance sheet, Profit &amp; Loss Account/Income &amp; Expenditure Statement, Cash flow statement, Notes on Account) including Income Tax Return with computation statement for the last three consecutive years (2018-19), (2019-20), (2020-21)</p> <p>The aforesaid documents shall be merged into a single document for uploading</p>
		3	Skill Gap Approach & Methodology	<p>SOP for Conducting the study – 6 Marks</p> <p>Approach and Methodology adopted to conduct the study – 7 Marks</p> <p>Scope of Questionnaire with regard to survey – 5 Marks</p> <p>Reliability &amp; Precision of the survey method – 7 Marks.</p>	25	
		4	Resource Assessment (Proposed manpower)	<p>No. of Manpower to be engaged for the proposed assignment</p> <p>Team Leader (01 no): 10 Marks</p> <p>Subject Matter Experts (3 nos) : 03 marks</p> <p>Analysts/Team Members(7 nos): 07 marks</p>	20	<p>CV Key Personnel proposed to conduct the Study.</p> <p>Resources need not be stationed at KASE Office. However, should be available for meetings/discussions/telecon/in person, as and when required by KASE</p> <p>The Team Leader must be in the pay role of the Agency. In case of Consortium/JV, the Team Leader must be in</p>

					<p>the pay role of the Lead Partner.</p> <p>The subject matter experts shall be hired by the agency on consultancy basis. However, the responsibility shall be vested with the Bidder.</p> <p>The Analysts or the Team Members must be in the pay role of the Bidder (Any of the parties in case of the consortium)</p>	
		5	Presentation	Technical presentation before Evaluation Committee (as per full technical proposal)	10	
		<b>Total technical score</b>			100	
6	9	Key documents Submissions to be done by the Agency:				
	9.2	Applicant details as per Annexure 2 - In case of consortium, the applicant should submit the details of both the parties. The consortium agreement should also be uploaded.				
	9.4	Previous Experience Details as per Annexure 4- The relevant documentary evidence to evaluate criteria in clause 7.1.1 includes Work completion certificates and work orders.				
	9.7	Details of Team Composition as per Annexure 6.A – The relevant documentary evidence include the certificates to prove qualification and experience.				
	9.8	“IT Capability along with relevant Documentary Evidence” – Deleted The Bidder shall upload a self declaration stating that the Annexure in Not Applicable as per the Corrigendum				
	9.9	Details of support solicited from KASE as per Annexure 7				
	9.11	Work Schedule and Planning of deliverables as per Annexure 8. The Work schedule shall be submitted in Weeks (Months specified in the template is changed as weeks). The Approach and Methodology document to conduct evaluation as per Clause 7.1.3 may be merged and uploaded along with Annexure 8.				
7	12	<p>Exemption to Government Entities and MSMEs</p> <p>a) All the MSMEs with Udyog Adhar registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the State of Kerala will be exempted from payment of Tender fee, EMD and performance Security.</p> <p>b) The Government Institutions or any institutions listed in the Annexure 16 of of the Stores Purchase Manual, read with Clause 8.22 only are exempted from paying EMD and Performance Security Deposit .</p>				

		<p>c) All Bidders are exempted from paying EMD (Bid Security) as per OM dated 12<sup>th</sup> November 2020 of the Ministry of Finance, Govt. of India. Accordingly, the Bidders shall submit “ Bid Security Declaration”, accepting that if the bidder withdraw or modify their bids during period of validity etc, they will be suspended for the time specified in the tender documents.</p> <p>(Note: The suspension shall be effected if the Bidder withdraw or modify the bids, before the execution of the agreement)</p>
8	New Clause	<p>Consortium or Joint Venture is allowed. However, the Lead Partner shall satisfy the pre qualification criteria and the evaluation criteria. (The role of consortium is applicable only in case of consortium, as specified in Clause 7.1.4)</p> <p>KASE shall be executing agreement with the The Lead Partner only and all the agreement conditions shall be binding on the lead partner only.</p> <p>The Bidder shall upload consortium agreement along with Annexure 2, applicant details. The role of each consortium partner shall be clearly mentioned in the Consortium agreement.</p> <p>More than two parties are not allowed to form the consortium.</p>
	Clarification	Both Skill Gap study and Impact Evaluation Study shall be submitted as separate reports.

**Sd/-**  
**For Managing Director**

