



Skill Development Mission of Government of Kerala

KERALA ACADEMY FOR SKILLS EXCELLENCE

(State Skill Development Mission of Government of Kerala)

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Re-Tender:REQUEST FOR PROPOSAL (RFP)

**Selection of Suitable Agency for Conducting
Skill Gap Study and Impact Evaluation of Existing Short Term Skill training
programmes in Kerala State
Tender ID: 2021_KASE_454853**

Issuing Entity:

Kerala Academy for Skills Excellence

(State Skill Development Mission)

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No: KASE – 960/2020/Exe 3

Dated: 16.11.2021

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Kerala Academy for Skills Excellence, State Skill Development Mission, Government of Kerala (herein after called “KASE”) invites proposal for the scope of work mentioned herein through this Request for Proposal (RFP). The information contained in this RFP or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees, is abide by the terms and conditions set out in this RFP.

This RFP is not an agreement and is neither an offer nor an invitation by KASE to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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KASE accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. Interested parties are expected to make their own inquiries and research for gathering the insights, knowledge and information that may be required for submitting a proposal.

KASE reserves the right not to proceed with the RFP and bidding process or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the proposal further with any party submitting a proposal in response to this RFP. Information provided at this stage is merely indicative.

The information submitted in response to this RFP may be subjected to the public release (as per RTI norms). Applicants responding to this invitation assume the risk of public disclosure. KASE will not pay for any activity performed or information provided in response to this invitation and will not recognize or reimburse any cost associated with any RFP Submission. This RFP does not entail any commitment on the part of Government, either financial or otherwise. KASE reserves the right to accept or reject any or all RFP without incurring any obligation to inform the effected applicant/s of the reasons. The selection of a professional agency for conducting a Skill Gap Study to assess the skill gap in State of Kerala does not create any obligation on the part of KASE in terms of providing business or in any other area.

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1 INVITATION FOR PROPOSAL

KASE, the State Skill Development Mission invites response to this Request for Proposal (RFP) document from the interested and eligible bidders for conducting **‘Skill Gap Study and Impact Evaluation of Existing Short Term Skill training programmes in Kerala State’** in accordance with the conditions and manner prescribed in this RFP document through e-tender process at www.etenders.kerala.gov.in.

- 1 The duration of this engagement to Implement Skill Gap Study and impact evaluation in Kerala will be for a period of 6 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 in www.etenders.kerala.gov.in and in KASE Website: www.kase.kerala.gov.in.
- 5 Pre-Qualification Proposal, Technical and Financial bids must be prepared in the prescribed formats and uploaded on the portal www.etenders.kerala.gov.in
- 6 Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

Managing Director
Kerala Academy for Skills Excellence (SSDM Kerala)

2 SCHEDULE FOR INVITATION TO RFP:

Sl. No	Items	Details	
1	Organization Address	Kerala Academy for Skills Excellence Address: 3rd Floor, Carmel Tower, Vazhuthacaud, Thiruvananthapuram – 695014, Kerala.	
2	Organisation Head	Name: Shri. K Gopalakrishnan IAS, Managing Director, KASE md@kase.in	
3	Contact Person	Shri.Ani M Chief Operating Officer, KASE coo.kase@gmail.com	
	Copy all correspondence to:	kase.kerala@gmail.com , stateskillcoordinator.kase@gmail.com	
4	Critical Dates	Publishing Date	26.11.2021, 10: hrs
		Document Download Start Date	26.11.2021, 11:00 hrs
		Submission of queries for clarification	27.11.2021, 10: 00 hrs to 30/11/2021, 17:00 hrs
		Pre Bid Meeting Date	01.12.2021, 11:00 hrs
		Bid Submission Start Date and Time	03/12/2021, 11:00 hrs
		Bid Submission Closing Date	15/12/2021 up to 17:00 hrs
		Bid opening Date and Time	17/12/2021, 11:00 hrs
		Presentation by the shortlisted applicants before the Committee	Will be intimated by email.
		Announcement of empanelled training providers	Will be intimated by email.
5	Award of Contract	Will be uploaded in www.etenders.kerala.gov.in	

Note: The tender timeline is also available in the critical date section of this tender published in www.etenders.kerala.gov.in.

The above dates of events may be changed at the discretion of KASE without assigning any reasons thereto. However, such change shall be published on www.etenders.kerala.gov.in and/or www.kase.gov.in, as a corrigendum.

3 INTRODUCTION

3.1 Kerala Academy for Skills Excellence (KASE), the State Skill Development Mission (SSDM), Department of Labour and Skills, Government of Kerala

Kerala Academy for Skills Excellence (KASE) is the State Skill Development Mission, Department of Labour and Skills, Government of Kerala. Kerala Academy for Skills Excellence (KASE), Section 8 Company of companies' act 2013 is formed as the nodal agency for facilitating and coordinating various skill development initiatives of the state.

It is incorporated to pursue its main objectives to promote, establish, setup, monitor, govern and regulate institutions and academies for skills excellence for development of core employability skills, competency standards and for promoting technology that meets the demands of various industries globally. Considering the peculiar demographic characteristics of the state of Kerala, unique skilling models have been adopted by KASE with industry tie-ups and placement linkages and various such skill development programmes initiated by KASE are under implementation.

Different departments have their own skilling programmes, which inadvertently result in duplication. This emphasizes the need for convergence across the departments under a mission at the State Level. KASE is designated as the State Skill Development Mission as per the G.O. (Rt) No.1501/16/LBR dated 02.12.2016 to function as the nodal body for the convergence of all skill initiatives of the state. KASE is entrusted with the responsibility to guide, coordinate, monitor and evaluate skilling initiatives and bring all skill development activities of the State under one umbrella. To achieve this, Government has approved the KASE proposal for a focused, integrated skill continuum with the following features:

- The skill programme should be governed by an Administrative Framework for Governance
- SSDM should be the Skill Secretariat
- World Skill Lyceum, a think tank for the Skill Secretariat
-

The Administrative Framework for Governance consists of two administrative bodies at the Government level - State Level Steering Council which is headed by the Chief Minister and High Power Committee which is chaired by the Chief Secretary and convened by Managing Director, KASE

3.2 Skills Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)

- 1 Government of India has launched a World Bank assisted project Skills Acquisition and Knowledge Awareness Livelihood Promotion (SANKALP), under Ministry of Skill Development and Entrepreneurship (MSDE), to strengthen the institutional mechanisms for skill development and increase access to quality and market relevant training for youth across the country.
- 2 The main objectives of the project include strengthening institutional mechanisms at both national and state levels, building a pool of quality trainers and assessors, creating convergence among all skill training activities at the State level, establishing robust monitoring and evaluation system for skill training programs, providing access to skill training opportunities to the disadvantaged sections.
- 3 ***Kerala Academy for Skills Excellence (KASE), State Skill Development Mission, Government of Kerala is the Single Nodal Agency for implementing SANKALP.***

3.3 District Skill Committee

As part of the SANKALP project, **District Skilling Committee** at the district level is essential to facilitate on-ground implementation of various skilling initiatives of Ministry of Skill Development and Entrepreneurship for ensuring quality and consistency in the skilling eco system. The District Skilling Committee acts as the focal point and local facilitator for ensuring and sustaining skilling at the district level. All 14 districts in Kerala had constituted District Skill Committees, under the chairmanship of District Collector.

3.4 Skill Convergence

- 1 There are various state departments in Kerala, which are engaged in skill delivery under various central and state schemes. However, there needs to be a more collaborative approach so as to avoid duplication of efforts and share knowledge and learning from experiences. There is an urgent requirement to bring delivering of skill programs and the skilling within a single umbrella to enable convergence.
- 2 KASE being the SSDM is vested with the responsibility of convergence of all short term skill development programmes across line departments and ministries of the State and those funded by Government of India. This also includes ensuring monitoring and Evaluation of all programme outcomes. Budget and fund flows of all such programmes could also be consolidated at the mission.
- 3 The SSDM in addition to discharging functional and administrative roles shall also undertake research studies, which include labour market trends, skill gap analysis and tracer studies.

- 4 As part of institutional strengthening under SANKALP Scheme and to ensure the conduct of Market relevant skill training courses in the state, KASE intend to carry out Skill Gap study for the State of Kerala. KASE also intend to conduct a systematic review and the impact evaluation of the ongoing skill training programmes (Impact Evaluation) in the State of Kerala.

4 OBJECTIVE OF THIS RFP

In order to implement various skilling activities, policy implementation and initiate new Projects under in the State, there is need to ascertain the demand and supply gap in skilling space across various districts of Kerala. There is also a need to foresee the projected Job requirements/sectoral demand in Primary, Secondary and Tertiary sector in the next five years, in the state of Kerala.

In view of this, KASE invites detailed proposal from eligible entities to undertake the study titled “**Skill Gap Study and Impact Evaluation of Existing Short Term Skill training programmes in Kerala State**” It is recognized that a continuous update on the industrial requirement through research and development is required to maintain the relevance of skill education. There are Governmental and Non-Governmental organizations into various skilling programs which includes Industry linkages and private partnerships. Skills gap refers to the difference between the skills required for a job and the skills actually possessed by the workforce.

The study is a tool to determine the interplay of industry demand and supply through public, private & non-formal/informal channels, labour force participation, aspiration and employability of unskilled/semiskilled workforce. Therefore, the proposed skill gap study would conduct in-depth research and analysis into above mentioned areas. The study would also come out with recommendations which have to be specific and actionable.

KASE proposes to conduct skill gap and study in all fourteen (14) districts of Kerala namely, Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Kottayam, Idukki, Ernakulam, Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod. Interested Bidders may submit a single proposal for all the Fourteen (14) Districts.

As multiple department and agencies provide various skill training Courses, the outcome of the study shall enable KASE (SSDM) to get an overview of the skilling initiatives, its impact and to take corrective/supportive steps.

5 SCOPE OF WORK

5.1. Overview

The skill gap study and the evaluation of existing short term skill training programmes shall use primary research methods such as surveys, interviews, group discussions, software tools etc. and secondary research methods as well. It is proposed to conduct a grass root level survey with ample sample size. It is also recommended to include testimonials, findings, case studies etc to be documented as part of the study.

5.2. The Specific Areas of Study.

- 5.2.1 **Assessing Demand:** Assess the demand of various types of skills (organised & unorganised sectors) at different levels across primary, secondary and tertiary sectors by understanding industry /sector requirement, State policies for the sectors, upcoming sectors and aspirations of youth/potential employees.
- 5.2.2 **Methodology:** The study should consider various methodology like Surveys, assessments, Interviews, Feedback, Consultations, Group Discussions, Workshops, Software tools etc.
- 5.2.3 **Sample Selection:** The study must cover the socio economic aspects, demographic dividend, gender, educational qualification, skill sets acquired, social equity, youth aspiration and participation, training and certification attained etc.
- 5.2.4 **Sectoral Focus:** In order to formulate policy level decisions, a deeper study on the existing and emerging sectors are required. Further to invest fruitfully in manpower skilling, the sectoral demand and supply analysis, identification of the thrust areas, geographically advantageous sectors etc. have to be incorporated.
- 5.2.5 **Migrant Workforce:** Kerala is enriched with ample number of migrant workforce both in terms of inflow and outflow within and outside the State. The pattern of migrant workforce has to be characterized to propose a sustainable solution to their employment issues.
- 5.2.6 **Aspiration Mapping:** In order to address the changing trends and aspirations of the youth a realistic study foreseeing the opportunities, crisis situations, economic fluctuations, training need analysis, adaptation to change etc. has to be mapped. Aspiration mapping of youth in rural and urban areas in terms of expected remuneration, job location, post placement facilities etc to be included.
- 5.2.7 **Skill Set Mapping:** An expert mapping on the existing skill sets attained by the workforce, skills acquired inherently, through training and expertise, industrial requisites, skills based on geographic demand etc. has to be included in the study. The scope also include assessing current skills that will be redundant in the near future, skills that will emerge in future, existing skills that can be developed to meet futuristic demand etc.

- 5.2.8 **Short Term Skill ecosystem:** Through a deep study on the existing short term skill training programmes (NSQF and Non NSQF aligned) ongoing in Kerala, its impact in terms of providing livelihood and requirement for revamping of the existing curriculum etc. has to be brought under this study.
- 5.2.9 **Outbreak of Covid-19:** Policies to protect workers from employment risks and boost new employment opportunities are the need of the hour. An analysis on the outbreak of the Covid-19 pandemic, its impact on various aspects like economic, industrial, educational system has to be conducted. The analysis must pave way to suggestions on overcoming the crisis.
- 5.2.10 **Stakeholders:** The study must cover all the stake holders in the skilling arena including Government organizations, Non-Governmental and private players, Industrialists, academicians, research scholars, student representatives etc. This shall help develop a pool of ideas and observations to formulate an impact assessment study.
- 5.2.11 **Emerging Sectors:** In the dynamic world, a study would not be complete without picking up the booming sectors. A futuristic vision has to be substantiated in document to identify and invest in such promising sectors.
- 5.2.12 **New Initiatives:** The study must be able to propose new initiatives on skilling wherein the best practices across the world, case studies on successful implementation of a particular ideology etc. has to be covered.
- 5.2.13 **Unemployment Types:** In order to formulate a policy to overcome the unemployment is necessary to understand the nature and types of unemployment, reasons for unemployment and alternative ways to generate self-employment or income generation.
- 5.2.14 **Skill Up gradation needs:** Many skilled youth desires to upgrade their skills with the updated one. It is necessary to understand the level and type of training required to be provided.
- 5.2.15 **Relevance of NSQF and RPL:** It is mandated that the skill training programs has to be NSQF aligned. However its relevance and scope in the State, job roles available, response of the employers etc. has to be explored. Further RPL has to be implemented successfully in Kerala for which a person's skill sets knowledge and experience gained cannot be assessed. The study must propose the skills that can be brought under the purview of RPL, the beneficiaries, sectors etc has to be dealt with in the study.
- 5.2.16 **Inclusion:** The study should also recommend the job roles in which training can be imparted to uplift the special categories such as PwDs, Transgender people, Tribal Community, Fisherman, workers of Tea estates, Women community, prisoners released from jail, dropouts and other Vulnerable groups.
- 5.2.17 **Information Dissemination:** Benefits of majority of the Government initiatives does not reach the beneficiaries. The study must also cover an evaluation of the policies and outcome of such initiatives. 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. The study must penetrate into District, Village, Taluk, Panchayat and Block level, Industrial clusters, Skill training Centres,

Employment trends, required skill sets, geographical opportunities that can be explored, success stories and entrepreneurial initiatives etc.

- 5.2.18 **Estimate the current and future Skill Gap:** To estimate the current (2021 to 2023) and future (2023- 2026) Skills and manpower requirements and identify the skill Gap that exists
- 5.2.19 **Identifying the existing infrastructure:** The scope also include the identification of existing infrastructure that shall be leverages, both under Government and Private sectors.
- 5.2.20 **Unorganised sectors & Start ups:** The scope of employment opportunities in unorganised sectors and scope for start ups to establish new enterprises shall be detailed.
- 5.2.21 **Suggest suitable interventions from the part of SSDM to address the skill gap:** Suitable interventions that shall be done by SSDM (KASE) to address the skill Gap shall be suggested. This shall be supported by an action plan with suggested timeline.
- 5.2.22 **Traditional sectors:** Identification of district specific traditional sectors/job roles that requires revival.
- 5.2.23 **Effectiveness of industry engagements:** Study the effectiveness of industry engagement with academic institutions and suggest alternate/effective ways of industry engagement with academic institutions
- 5.2.24 **Sector Specific:** 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
IT/ITES	Apparel	Leather	Plumbing	Mining
Retail	Logistics	BFSI	Capital Goods	Handicraft
Media & Entertainment	Domestic Workers	Beauty & Wellness	Furniture & Fittings	Chemicals & Petrochemicals
Electronics & Hardware	Tourism and Hospitality	Textiles and Handlooms	Aviation & Aerospace	Infrastructure Equipment
Hydrocarbon	Food Processing	Gems and Jewelry	Iron & Steel	Oil & Gas
Light Engineering	Telecom	Health Care	Power	Sports
Painting	Construction	Life science		

State specific unorganized sectors shall also be included.

The Short Term Skill Development Schemes being implemented by the following organisations are to be included in the study:

KASE, ITD, ASAP, VHSE, Kudumbashree, ICT Academy of Kerala, K-DISC, KELTRON, RUTRONIX, BSNL, HLL, REACH (Under women Development Corporation), SC Department, ST Department, Lead Banks in kerala, JSS, Nehru Yuva Kendra, RSETI.

In addition to the State Funded Skill Training Programme, two leading Central Funded Schemes shall also be included.

5.3 Implementation milestone and payment terms:

NOTE: The Field Level survey conducted by the Agency should be video graphed and documented with necessary photos and tabulations and the same has to be submitted to KASE for release of payment.

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	30 % of the corresponding installment

NOTE: The Field Level survey conducted by the Agency should be documented with necessary geo tagged photos and tabulations and the same has to be submitted to KASE for release of payment.

5.4 Deployment of Digital Platform for Study:

- 7.1 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.
- 7.2 All filled questionnaires must necessarily be verified. The agency will be asked to provide evidence of the same. KASE may at its own discretion initiate a random check of the questionnaires filled for authentication.

5.5 Stakeholder Interaction

5.6

he study requires interactions with the following stakeholder groups at the state and

district level:

- Representatives from State Government from key departments such as Labour and employment, education, industries, MSME, statistical and planning, etc.
- Representatives of District Skill Committee Members
- Representatives from Agriculture, industry and service sectors, agriculture from both organized and unorganized sectors as well as International Employers.
- 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 (Organised and un organised)
- Employed, self-employed and unemployed youth from both Rural and Urban Areas.
- Under training youth in skill development and vocational training institutes

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

Sl.No.	Stakeholder	Major Outputs
1.	Representatives from State Government	<ul style="list-style-type: none"> • Key development projects in next 5 yrs. • Government plans for skill development in state • Existing schemes and policies for skill development • Key challenges
2.	Representatives from industry service sectors /Agriculture Sector/ Employers/ Industry Associations/ Industry Experts	<ul style="list-style-type: none"> • 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. • Current employability levels • Man-power recruitment channels (organized/unorganized) • Policies/plans to promote local employment avenues • Attrition levels and underlying reasons for attrition • Industrial Growth plans for next 5 years • Future of jobs, Impact of Industry 4.0 technology and associated new jobs that will be created / Gaps that will emerge in current job roles/ etc • Proposed plan of industries to participate in skill training (both short term and long term)

3.	Representatives from Schools, Vocational and Higher Education institutions	<ul style="list-style-type: none"> • Current youth enrolment and passing out rates • Existing training capacity assessment • High in demand sectors and courses • Frequency of curricula updation as per market needs • Quality of training delivery • Placement rates
4.	Representatives from Labour unions	<ul style="list-style-type: none"> • Sector wise and skill level wise attrition rates • Vertical and horizontal mobility in vocational and formal education
5.	Employed, self-employed and unemployed youth	<ul style="list-style-type: none"> • Youth aspirations • Migratory Pattern- Preferred states and sectors • Quality of skill education/training of VTIs • Self-employment opportunities and preference • High in demand sectors and trades • Expectation about entrepreneurship development
6.	Under-Training Youth	<ul style="list-style-type: none"> • Quality of skill education/training of VTIs • Preference for vocational education over formal education

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.

5.6 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
Questionnaire for Vocational Training Institutions	Total 10 functional VT Institutes per district <ul style="list-style-type: none"> • 6 Government + 4 Private (as per availability)
Questionnaire for Labour Unions	Total 2 Labour Union per district

Questionnaire for Youth Survey	Questionnaire for Youth Survey: Total 4 FGDs in the district with each group having different sample sizes summing to 100 participants per district. The agency should statistically validate reason for deviations, if any in the number of participants from Urban/Rural areas.
FGD/Interviews with State Government Departments	Representatives from key departments
Questionnaire for SSCs	For each SSC
FGD/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)

5.7 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.

Sl. No	Position	Number of resource	Qualification Requirement
1	Team leader	1	Proven track record of leading studies on national / international labour market. Minimum experience: 10 years. Educational Qualification: advanced degree in social sciences/economics/statistics/public policy/Management or a related discipline.
2	Subject matterspecialist(s) (with expertisein labour markets and international movement of	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

	labour)		evaluation experience, preferably also including in the area of skill training and government projects. S/he should have an advanced degree in social sciences/economics/statistics/public policy/Management or a related discipline.
3	Analysts / team members	7	Minimum 5 years of relevant research experience in labour markets. S/he should have an advanced degree in social sciences/economics/statistics/public policy/Management or a related discipline.

The agency should have an adequate number of professionals and support staff for carrying out the assignment. The agency should allocate the following manpower to the assignment with expertise in designing, planning, and executing rigorous studies. The CVs of the key professionals will be evaluated:

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.

All staff deployed as field enumerators will undergo training conducted by the selected agency and KASE officials/District Skill Committee jointly. Only those staff members deemed fit to be deployed on conclusion of the training will be allowed to conduct field work and stakeholder engagement.

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

a Back end Team

- I Statisticians and people proficient in data analysis.
- II The Back end 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
- VII Enumerators for field force.

5.8 Key Deliverables and indicative timelines:

The proposed Scope of Work has to be completed within six (6) months period. Further detailing may be done at the time of signing of Service Level Agreement.

Sl.No.	Key Activity/ Deliverable	Details	Week from Start of Study
1.	Details of core team, research and field teams	<ul style="list-style-type: none"> Set up of Study Team - core team, survey/field team members, data entry / management persons etc 	To be made available prior to start of study
2.	Digital Platform	<ul style="list-style-type: none"> To enable the study – data collection, demand aggregation, reporting, data analysis, etc 	To be made operational prior to start of study
3.	Inception Report / Work plan	<ul style="list-style-type: none"> 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. 	1
4.	Sampling Plan	<ul style="list-style-type: none"> Detailed document on the methodology adopted for sampling, methodology and other details 	2
5.	Survey and Research Instruments & Plan	<ul style="list-style-type: none"> All questionnaires and data collection instruments using digital platform <ul style="list-style-type: none"> Guidance note on survey implementation, implementation plan Training modules for enumerators and supervisors Detailed survey implementation plan including movement and field procedure plan for the survey teams 	3
6.	Field Manuals / Research Guides	<ul style="list-style-type: none"> Creation of field guide / manuals 	4
7.	Report on Primary Field Pilot and Research Testing	<ul style="list-style-type: none"> Report on process and results of pilot testing of all instruments and tools and the revisions made to them 	6
8.	Field Work and Research Completion Updates (fortnightly)	<ul style="list-style-type: none"> Update on completion of Research and field work as per the sample plan approved 	6 - 18

9.	Completion of Field and Survey Works	<ul style="list-style-type: none"> Completion of Field Work and Research activities 	20
10.	Preliminary Report	<ul style="list-style-type: none"> Preliminary report on study along with complete set of data Presentation on key findings 	15
11.	Draft Report	<ul style="list-style-type: none"> Draft report on Skill Gap Analysis, training need and aspiration analysis 	20
12.	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"> Revised report incorporating feedback with final data set in electronic and physical form Final presentation on key findings 	24

5.9 Payment Terms

KASE will make milestone-based payment to the agency, the details are as follows:

S.No	Deliverables	Payment Tranche
1	Team Setup & Submission of: <ul style="list-style-type: none"> 2 Inception Report/Workplan 3 Sampling Plan 4 Survey and Research Instruments, questionnaire & Plan 5 Field Manuals/Research Guides 	20%
2	Compilation of data for each district & submission of preliminary report of all districts	20%
3	Draft final report on skill gap and impact assessment study as per the scope of study mentioned in this RFP	20%
4	On submission & acceptance of final report on skill gap and impact assessment study	40%

6 GENERAL ELIGIBILITY/PRE-QUALIFICATION CRITERIA

- 6.2 The Applicant should be a registered Partnership Firm/Private Limited Company/Public Limited Company/Limited liability Partnership/Registered Society/Trust/ Association/

Government institutions/ Public Sector Units/Universities/Educational institutes including technical and professional institutes having affiliation or recognition of relevant Board / Council. Details of the applicant along with documentary evidence shall be furnished in the format given in **Annexure-2**.

- 6.3** The agency must be having previous experience of at least 5 years in Academic/Social/Statistical Research/Study/Analysis Work. Details of the applicant along with documentary evidence shall be furnished in the format given in **Annexure-3**.
- 6.4** The agency must have an average annual turnover Rs 03 Crores for the last three consecutive Financial years. The Applicant is required to submit copy of audited financials for the last three financial years (2018-19, 2019-20, 2020-21) along with turnover certificate in format given in **Annexure-4**. (Provisional financial statement shall be submitted for the FY 2021-21)
- 6.5** The agency (including parent and subsidiary) should not be blacklisted by any of the Central/State government departments/PSUs. A self-certificate must be submitted as per **Annexure-5** to this effect.

7 EVALUATION PROCESS:

7.1. Stage 1: Technical Evaluation:

Comprises of Paper Based Evaluation and Presentation Evaluation.

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

Sl No	Technical evaluation criteria	Guidelines	Marks	Proof to be submitted
1	Experience	<ul style="list-style-type: none"> 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	Resource Assessment (Proposed manpower)	No. of Manpower to be engaged for the proposed assignment Team Leader (01 no): 8 Marks Subject Matter Experts (3 nos) : 3 marks Analysts/Team Members(7 nos): 14 marks	25	CV Key Personnel proposed to conduct the Study. Resources need not be stationed at KASE Office. However, should be available for meetings/ discussions/telecom/in person, as and when required by KASE All Key Experts proposed for the engagement (Except Subject Matter Experts) must be on the payroll of the bidder.
3	Skill Gap Approach & Methodology	SOP for Conducting Survey – 6 Marks Approach and Methodology adopted to conduct survey – 7 Marks Scope of Questionnaire with regard to survey –5 Marks Reliability & Precision of the survey method – 7 Marks.	25	
4	Presentation	Technical presentation before Evaluation Committee(as per full technical proposal)	25	
Total technical score			100	

7.2 Stage 2: Financial Evaluation

The Interested Bidders will have to submit their financial Bids as per the BOQ, based on the scope of work, requirement of resources, field work to be conducted.

The financial evaluation shall be as detailed below:

7.2.1 Technical proposal will be allotted weight age of 70% and Financial Proposal will be allotted weight age of 30%.

- 7.2.2 The proposals will be awarded Technical Marks on the basis of Technical Evaluation Criteria.
- 7.2.3 All bidders scoring more than 60 will proceed for opening of Financial bids.
- 7.2.4 The formula for determining the Technical score (T) of all other Proposals is calculated as following:
 $T = 100 \times T_n / T_m$ in which T is the Technical score, "T_m" is the highest Technical Marks, and "T_n" is the technical marks of the proposal under consideration.
- 7.2.5 The formula for determining the financial score (P) of all other Proposals is calculated as following:
 $P = 100 \times F_m / F_n$ in which P is the financial score, "F_m" is the lowest price, and "F_n" is the price of the proposal under consideration.
- 7.2.6 The weights given to the Technical (T) and Financial (P) Proposals are 70 and 30 respectively
- 7.2.7 Proposals are ranked according to their combined Technical (T) and Financial (P) scores using the weights as follows:- $S = T \times 70\% + P \times 30\%$
- 7.2.8 Any Technical bid with marks less than 60 will be rejected and their financial bids will not be opened.

8 NOTE TO BIDDERS:

- 8.2.1 Only those bidders who have passed the Preliminary Eligibility Criteria will be eligible for Technical Evaluation
- 8.2.2 Hand delivered/Offline mode of application forms will not be accepted in any case.
- 8.2.3 Proposals received after the due date and time will not be accepted.
- 8.2.4 All the required document as detailed in Section 9 of the RFP should be submitted.
- 8.2.5 The offers found suitable in pre-qualification, technically and shortlisted based on the conditions will be considered for opening of Financial Bid and same will be uploaded in www.etenders.kerala.gov.in . The decision of short listing of Technical Bid by KASE will be final and binding on all.
- 8.2.6 The evaluation for the submitted proposals shall be carried out in two parts, i.e Technical Evaluation and Financial Evaluation.
- 8.2.7 Technical and Financial bid will get weightage as below:

Technical bid score weightage	Financial bid score weightage
70%	30%

- 8.2.8 This RFP provides information regarding the skill gap study and impact assessment study, scope of work, technical and financial requirements, eligibility criteria and other related information to the bidder (s).
- 8.2.9 The bidders are expected to examine all instructions, forms, dates, scope and all other information in the RFP document. Failure to furnish all information required or

submission of a proposal not substantially responsive to the RFP document in every aspect will be at the bidders risk and may result in rejection of the proposal.

- 8.2.10 In case of a successful bidder, a Service Level agreement shall be executed with SSDM and the work shall be commenced from the date of signing the agreement. If the bidder fails to sign the agreement or refuses to complete the work upon execution of agreement, KASE reserves the right to forfeit their EMD and to award the work to the next bidder with the highest score.
- 8.2.11 Bids along with necessary online payments must be submitted through e-Procurement portal (<https://etender.kerala.gov.in>) before the date and time specified in the document.
- 8.2.12 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.
- 8.2.13 The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://etender.kerala.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.
- 8.2.14 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.
- 8.2.15 Applicants are not allowed to modify, substitute or withdraw their RFP after submission. Information supplied subsequent to the proposed due date, unless the same has been expressly sought for by KASE -State Skill Development Mission, shall be disregarded.

9 KEY DOCUMENT SUBMISSIONS TO BE DONE BY THE AGENCY

1	Technical proposal submission form as per Annexure 1
2	Applicant details as per Annexure 2 along with relevant documentary evidence as detailed in Annexure 2 (All documents to be merged as a single pdf document for uploading)
3	Financial details as per Annexure 3 . Along with the audited Financial statements (Balance sheet, Profit & Loss Account/Income & 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). Provisional Financial

	Statements shall also be considered for the FY 2020-21. (All documents to be merged as a single pdf document for uploading)
4	Previous experience details as per Annexure 4 along with relevant documentary evidence as detailed in Annexure 4. Proof to evaluate criteria in Clause 7.1.1 shall be submitted (All documents to be merged as a single pdf document for uploading)
5	Affidavit for not being blacklisted as per Annexure 5
6	Details of proposed team as per Annexure 6.A
7	Details of Team composition as per Annexure 6.B along with relevant documentary evidence as detailed in the Annexure (All documents to be merged as a single pdf document for uploading)
8	IT capability as per Annexure 7 along with relevant documentary evidence as detailed in Annexure 7 (All documents to be merged as a single pdf document for uploading)
9	Details of support solicited from KASE as per Annexure 8
10	A detailed approach paper, which describes the operation plan, strategies and deliverables proposed for achieving the scope of the study. Documents to evaluate clause 7.1.3 to be submitted.
11	Work Schedule and planning for deliverables as per Annexure 9

10 PROPOSAL PROCESSING FEE & EARNEST MONEY DEPOSIT (EMD):

The applicant has to pay a non-refundable Proposal Processing Fee of **Rs 25,000/- (Rupees Twenty Five Thousand only, inclusive of GST)** and an Earnest Money Deposit of **Rs.1,00,000/- (Rupees One Lakhs Only)** as part of the RFP. The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The Proposal Processing Fee and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

State Bank of India Multi Option Payment System (SBI MOPS Gateway): The applicants are required to avail Internet Banking Facility in any of below banks for making tender remittances in e-Procurement System.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce

6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	Karur Vysya Bank		
B) Internet Banking Options (Corporate)			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	Shamrao Vitthal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank

11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	JantaSahakari Bank		
18	Jammu & Kashmir Bank		
19	Karur Vysya Bank		
20	Kotak Bank		

During the online bid submission process, the applicant shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-Procurement system will re-direct the applicant to MOPS Gateway, where two options namely **SBI** and **Other Banks*** will be shown. Here, the applicant may proceed as per below:

- 1.a SBI Account Holders shall click **SBI** option to with its Net Banking Facility, where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- 1.b Other Bank Account Holders may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

**Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

** Bidders who are using Other Banks option under SBI MOPS Payment Gateway are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing “**Success**” during bid opening.

The EMD will be forfeited on account of one or more of the following reasons:

- In case, applicant withdraws from the RFP process during the period of validity of RFP (RFP shall be valid for 180 days from date of submission of proposal)
- In case, applicant does not participate in the subsequent process of RFP (Presentation before the committee, signing of Agreement) after having been shortlisted
- In case the applicant found to have submitted any false information/ fabricated date

- In case the applicant found to have indulged in any action of corruption or influencing any officials of KASE with the intention of getting undue preference for getting itself empanelled.

11 PERFORMANCE SECURITY DEPOSIT:

The shortlisted agency should furnish a Performance Security Deposit of 3% of the total approved cost of the project at the time of signing of agreement. The Earnest Money Deposit (EMD) submitted as bid security, along with the proposal, will be converted into Performance Security Deposit and the shortfall has to be paid by the applicant at the time of signing of the agreement.

12 EXEMPTION TO GOVERNMENT ENTITIES:

Entities/ Institutions wholly owned and controlled by State/ Central Government is exempted from paying processing charges, EMD and Performance Security Deposit.

13 SUBMISSION OF TECHNICAL & FINANCIAL PROPOSALS:

- 13.1 The RFP shall be submitted through online mode only. The prospective bidders have to submit the RFP documents through e-tenders portal of Government of Kerala **www.etenders.kerala.gov.in**. Submission of RFP application by post, fax, email or other electronic means will not be accepted.
- 13.2 It is the responsibility of the interested agency alone to ensure that its RFP is uploaded in e-tenders Kerala in prescribed format within the stated timeline.
- 13.3 RFP shall be submitted in the prescribed format from Annexure I to Annexure 8 along with supporting documents as required Request for Proposal. The entire proposal shall be strictly as per the formats specified in this RFP and any deviation may result in the rejection of the RFP proposal.
- 13.4 Applicant is expected to examine all instructions, forms, terms and specifications in the RFP documents. Failure to furnish all information required by the documents or submits an RFP not substantially responsive to the bidding documents in every respect may result in the rejection of the application.
- 13.5 It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

14 TERMS & CONDITIONS OF RFP:

- 14.1 KASE reserves the right to withdraw this RFP, without assigning any reasons for the same, if

KASE determines that such action is in the best interest of the Scheme.

- 14.2 The RFP submitted by the applicant shall remain valid for a period of 180 days after the closing date for submission of RFP prescribed in this document. RFP validity expressed for less than 180 days shall be rejected.
- 14.3 At any time prior to deadline for submission of RFP; KASE may modify the RFP document. The amended document shall be notified through website and such amendments shall be binding on the Bidders.
- 14.4 KASE may at its sole discretion and at any time during the evaluation of RFP, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 14.5 The bidder shall be solely responsible for the work entrusted
- 14.6 KASE shall have all the rights to disqualify the application during the evaluation of RFP if:
 - a Submitted an RFP without required documentation;
 - b Use of modified formats for submission;
 - c Blacklisted by State/UT/Central Government or any Public Sector Undertaking under them;
 - d Been in litigation with any Government agencies/institutions in India;
 - e Non submission of EMD and Processing while submitting proposal.
 - f Illegible document submission

15. ROLE OF STAKEHOLDERS

15.1. Role of KASE-SSDM

- 15.1.1 KASE shall provide a single point of contact for all further process.
- 15.1.2 KASE shall review and monitor the process of the Study at various stages.
- 15.1.3 The SPOC from KASE shall facilitate with necessary approvals and communications to the competent authorities.
- 15.1.4 KASE shall issue official documents if found necessary for the smooth completion of the Study.

15.2 Role of agency

- 15.2.1 Role of the Agency is to conduct the Skill Gap and Impact assessment Study as detailed out in this RFP report.
- 15.2.2 Agency must get approval from KASE on any document that seeks information from outside organizations/departments/individuals etc. on behalf of the Study.
- 15.2.3 Agency must ensure timely submission of reports to KASE.
- 15.2.4 Agency must provide details of the manpower engaged for the purpose of the Study, their designation, educational qualification and experience upon commencement of the Study.

16. GENERAL TERMS AND CONDITIONS

16.1. Validity of Terms of the Proposal

Each Proposal shall indicate that it is a 'firm and irrevocable offer' and shall remain valid for a period of not less than 6 months (180 days) from the last date of its submission. Non-adherence to this requirement may be a ground for declaring the Proposal as 'non-responsive'. KASE may solicit the bidder's consent to an extension of the validity of their response to this RFP (but without the modification of their submitted response to this RFP).

16.2. Contract Negotiation

The aim of the negotiation is to reach an agreement on all points with the bidder. Negotiation commences with a discussion of assessment of the firm's proposal, the proposed Mobilization and Tracking Plans, staffing and any suggestion made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the activity schedule, which will indicate personnel, periods in the field and office; training schedule; staff schedule; and reporting schedule.

16.3. Detailed Study about Programme

Bidders may, prior to submitting their proposal response to this RFP, conduct a detailed study for the proposed programme/services at their own expense obtain and ascertain themselves, at their own responsibility, all technical data, market data and any other information necessary for preparing their bids including, inter alia, the actual nature and conditions of training being imparted, assessment to be conducted etc. shall be considered for submission of the proposal after taking into account all the local conditions and bottlenecks, if any, etc. Bidders shall be deemed to have full knowledge, while submitting their bid.

16.4. Arbitration and Jurisdiction

If any disagreement or dispute arising between Government of Kerala and selected bidder in connection with the work order, both parties will make every effort to resolve it amicably, by direct negotiation. If they failed to resolve, KASE will refer such issues to an arbitrator, appointed by Government of Kerala and the award of the arbitrator, as the case may be, will be final and binding on both the parties. Proceedings shall, unless otherwise agreed by the Parties, be held in Thiruvananthapuram, Kerala.

16.5. Applicable law

The work order shall be governed by the laws and procedures established by Government of Kerala, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings. Any default in the terms and conditions of the document by the assessment agencies will lead to rejection of work order and forfeit of Security Deposit/Professional fee.

16.5. Disqualification

- a KASE may at its sole discretion and at any time during the evaluation of RFP, disqualify any applicant, if the applicant has:
- b Submitted their response to this RFP after the response deadline;
- c Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- d Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any of the projects in the preceding three years;
- e Submitted their response to this RFP that is not accompanied by required documentation or is non-responsive;
- f Failed to provide clarification related thereto, when sought;
- g Was declared ineligible/blacklisted by State/UT/Central Government;
- h Tried to influence the evaluation process either directly or indirectly.

16.7. General Considerations

In preparing the Proposal, the applicant 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.

16.8. Cost of Preparation of Proposal:

The applicant shall bear all costs associated with the preparation and submission of its Proposal, and the 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 applicant.

16.9. Rejection of proposals

- 16.9.1 KASE (State Skill Development Mission) reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for KASE - State Skill Development Mission to accept any Proposal or to give any reasons for the decision..
- 16.9.2 KASE (State Skill Development Mission) reserves the right not to proceed with the RFP Process at any time, without notice or liability, and to reject any RFP without assigning any reason(s).
- 16.9.3 The Consultant 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. This also precludes a Sub-consultant, or the Consultant's staff from participating as Experts in more than one Proposal.

16.10. Confidentiality

- 16.10.1 Information relating to the examination, clarification, evaluation and recommendation of proposals submitted by the Applicants shall not be disclosed to any person who is not officially concerned with the process.
- 16.10.2 KASE (State Skill Development Mission) will treat all information, submitted as part of the RFP, in confidence and will require all those who have access to such material to treat the same in confidence. KASE -State Skill Development Mission may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or KASE -State Skill Development Mission.

16.11. Correspondence with the applicant

- 16.11.1 KASE (State Skill Development Mission) reserves the right not to entertain any correspondence with any applicant in relation to acceptance or rejection of any RFP.
- 16.11.2 The applicants shall desist from deputing their representatives to the head office of KASE (State Skill Development Mission) for follow up of the RFP. All communications in this regard shall be in writing and KASE (State Skill Development Mission) discourages the visits, phone calls etc as part of transparency policy.
- 16.11.3 The selection/rejection of RFP shall be notified through www.etenders.kerala.gov.in. The applicants are to refrain from contacting KASE and its employees frequently to enquire on the status of their proposals.

16.12. Other relevant information:

- 16.12.1 The proposals will be screened by a Technical Evaluation Committee constituted by KASE
- 16.12.2 The Technical Evaluation Committee of KASE will scrutinize the pre-qualification documents and Proposals from applicants not meeting all the eligibility criteria on the basis of the documents submitted will be rejected
- 16.12.3 Entire Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Thiruvananthapuram shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.
- 16.12.4 Any amendments/addition/correction to the RFP will be published through the website which will be binding as if it is contained in this RFP.

17 CLARIFICATIONS:

The mode of queries shall be through email only. In no event, KASE will be responsible for ensuring that applicant's query has been received by KASE. The applicants shall raise queries in the following format:

SL N o	Page	Section	Sub Section	Details	Clauses of RFP on which Clarification required	Clarification required

The queries submitted other than the above format and after the pre bid meeting will not be considered.

Email: stateskillcoordinator.kase@gmail.com

Based on the applications received, KASE shall evaluate the documents submitted by the applicants along with the RFP. Where there is a requirement for clarifications, the official designated by KASE shall, through email, request for such clarifications. Response to such queries/ clarification requirements shall be submitted within 3 business days of such communication from KASE.

ANNEXURE -1: TECHNICAL PROPOSAL SUBMISSION FORM

<< The form is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and Official Seal (Letter of authorization is also to be enclosed) >>

To

The Managing Director,

Kerala Academy for Skills Excellence (KASE),
TC 15/1037(24), 3rd floor, Carmel Tower, Vazhuthacaud,
Thiruvananthapuram – 695014.

Sub: Request for Proposal for selecting suitable agency for conducting Skill Gap and Impact assessment Study in Kerala-Reg

Sir,

Please find enclosed our Proposal in respect of the Selection of ‘Agency for conducting Skill Gap Study in Kerala’, in response to this RFP Document issued by Kerala Academy for Skills Excellence (KASE) dated _____.

We hereby confirm that: The proposal is being submitted by _____
(name of the agency who is the applicant, in accordance with the conditions stipulated in the RFP).

We have read the guidelines and RFP document in detail and have understood the terms and conditions stipulated in the RFP document issued by KASE. We agree and undertake to abide by all these terms and conditions along with subsequent communication from KASE. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from KASE.

The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that KASE will be relying on the information provided in the Proposal and the documents accompanying the Proposal of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal is true copies of their respective originals.

We acknowledge the right of KASE 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.

We fulfil all the legal requirements and meet all the eligibility criteria laid down in the RFP. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the RFP. 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.

This Proposal is made for the purpose of selection of suitable Agency for conducting Skill Gap Study/Impact evaluation of existing short term skill training programme in Kerala.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

ANNEXURE -2: APPLICANT DETAILS

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and official seal >>

S.No	Description	Details	
1	Name of Legal Constitution of Applicant		
2	Status / Constitution of the Firm		
3	Name of Authorized Signatory (Enclose letter of authorization)		
4	Contact address and number		
5	Registration Number		
6	Date of Registration		
7	Place of Registration		
8	GST No (If applicable) & PAN Card Number		
9	Primary Single Point of Contact* (For all sort of communication purpose)	Email:	Contact No:
10	Secondary Single Point of Contact*	Email:	Contact No:

Note*:

- *All correspondence shall be to the aforesaid email id s only.*
- *KASE shall entertain communications received from the aforesaid email id s only.*
- *KASE shall not be liable if the Single point of Contact fails to convey relevant information to their organisation / Authorities*

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

Note: Please provide copy of Registration Certificate from the appropriate Registering Authority as given below:

If Company:

3.6 Certificate of Incorporation of Company

If Partnership Firm:

3.6 Copy of Registered Partnership Deed / Certificate of the Partnership,
duly certified by a Chartered Accountant

3.7 Copy of Registration/Incorporation Certificate and Memorandum and
Articles of Association

If Society / Trust / Association:

3.6 Copy of Registration Certificate and Bylaws of Society / Trust /
Association

Note: In addition to above registration certificate, Applicant needs to submit the copy of PAN Card.

ANNEXURE -3: FINANCIAL DETAILS

<< Declaration to be submitted under the signature of Chartered Accountant on Letterhead with his/her dated Sign and Seal >>

TO WHOMSOEVER IT MAY CONCERN

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rs. ----- in the last three consecutive financial years (FY 2018-19, 2019-20, 2020-21). The details of annual turnover are mentioned below:

Sl.No	Financial Year	Annual Turnover (From From all the activities)
1	2018-2019	
2	2019-2020	
3	2020-2021	
Average Annual Turnover		

Note: Audited financial statements for the past three years 2018-19, 2019-20, 2020-21 should be submitted by the Applicant. Provisional Financial Statement for the FY 2020-21 may be submitted, if audit is not completed.

Chartered Accountant:

Signature

Name Registration No

Contact No.

Seal

Date:

Place:

ANNEXURE -4: PREVIOUS EXPERIENCE DETAILS

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and official seal >>

S.no	Assignment name	Name of client	Value of contract	Duration of assignment (Start month/year :completion month/year)

Documents to be attached

1. Description of actual services provided by your staff within the assignment
2. Details about the primary research method used
3. Approach & Methodology including primary and secondary research methodology
4. No of people and institutions surveyed through following primary research methodology

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Date:

ANNEXURE -5: AFFIDAVIT FOR NOT BEING BLACKLISTED

<< An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal >>

AFFIDAVIT

We,....., having its registered office at, do hereby declare that the Applicant hasn't been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority for breach on our part.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

ANNEXURE -6.A : DETAILS OF PROPOSED TEAM

<< Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on Official Letterhead and official seal >>

TO WHOMSOEVER IT MAY CONCERN

I/We hereby are providing the following details of team members for conducting the Study as per the RFP. (As amended from time to time):

Sl No	Name of Staff	Designation/Hierarchy	Qualification	Years of Experience	Area of Expertise
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Declaration:

I confirm that the above information is complete and correct. Any untrue or misleading information will give my employer the right to terminate any employment contract offered.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place:

ANNEXURE 6.B: PROFILE OF TEAM

The structure and composition of your team which shall execute this assignment, their qualifications and expertise, and the key tasks which they shall perform.

Note: The CVs of all the members of the proposed team of experts, specialists, support staff and other personnel, as applicable, should be provided in the given format. Each CV should not be more than 4 pages. The proposed team should cover all the requirements of experience and expertise required to successfully execute the assignment.

	Name of Firm:			
	Name of Staff:			
	Proposed position in the Project Team:			
	Date of birth:			
	Nationality:			
	Education:			
	Trainings Attended:			
	Languages known (good, fair or poor):			
	Language	Speaking	Reading	Writing
	Employment record:			
	From	To	Name of employer	Position held
	Work undertaken that best illustrates relevant experience and capability to handle the tasks assigned:			
Name of assignment or project:				
Year:				
Location:				

Client:

Main project features:

Position Held:

Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Name and signature of the staff member

Date:

Place

Name and signature of the Authorized Signatory

Date:

Place

ANNEXURE 7: SUPPORT SOLICITED FROM KASE

A brief note on the support and facilities required to be provided by KASE for executing this assignment.

ANNEXURE 8: WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-...)	Months										
		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											

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart