

Haryana Skill Development Mission  
Kaushal Bhawan, IP-2, Sector-3, Panchkula  
(Government of Haryana)

Haryana Skill Development Mission (HSDM), Government of Haryana invites Proposal(s) for engagement as Training Provider/ Partner to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Government. of Haryana (GoH) from the following categories:

1. University/ies established in the State of Haryana for engagement as Training Partner with Tender reference no. HSDM/RFP/SKILL TRAINING/001
2. Government Departments/ Boards/ Corporations/ Missions, Government Universities/ Institutes for engagement as Government Training Partner (GTP) with Tender reference no. HSDM/RFP/SKILL TRAINING/002
3. Industry/ Industry Association for engagement as Collaborative Partner with Tender reference no. HSDM/RFP/SKILL TRAINING/003
4. Other categories for engagement as Training Provider with Tender reference no. HSDM/RFP/SKILL TRAINING/004

Interested Applicants fulfilling eligibility criteria can submit their detailed proposal by ensuring submission of all requisite documents and fees, if any. on [etenders.hry.nic.in](http://etenders.hry.nic.in).

The Document(s) can be downloaded from [www.hsdm.org.in](http://www.hsdm.org.in) as well as from [etenders.hry.nic.in](http://etenders.hry.nic.in).

The Last date of submission of proposal is **05.02.2024 till 5:00 PM at etenders.hry.nic.in**.

All the pages of the Proposal should be properly numbered.

Mission Director

*Neeru*  
Dr. Neeru  
Joint Director, HSDM  
*for Mission Director,*  
HSDM



**Proposal invited for engagement as Training Provider  
to conduct Skill Development Training Programme(s)  
in the State of Haryana under  
Haryana Skill Development Mission (HSDM),  
Government. of Haryana (GoH)**

**Reference No: HSDM/RFP/SKILL TRAINING/004**



**Haryana Skill Development Mission  
Youth Empowerment and Entrepreneurship  
Department  
Kaushal Bhawan, IP-2, Sector-3, Near Majri Chowk  
Panchkula, Haryana-134109  
Website: [www.hsdm.org.in](http://www.hsdm.org.in)  
E-Mail Id.: [haryanasdm@gmail.com](mailto:haryanasdm@gmail.com)**

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## 1. Definitions

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- a) "Governing Law" means the laws and any other instruments having the force of law in the Client's country, or in such other country, as they may be issued and in force from time to time.
- b) "Client" means Haryana Skill Development Mission (HSDM) that signs the Contract for the Services with the selected Applicant.
- c) "Applicant" means a legally established firm or an entity or bidder or agency or applicant organization that has submitted their proposal that may provide the services to the Client under the Contract.
- d) "Training Provider" means applicant(s) meeting the eligibility criteria and shortlisted by HSDM following due selection for imparting skill training in NSQF aligned courses.
- e) "Contract" means a legally binding written agreement signed between the Client and the selected Applicant i.e. Training Provider.
- f) "Day" means a calendar day.
- g) "Government" means the Government of the Client's State.
- h) "Services" means the work to be performed by the Training Provider pursuant to the contract.

## 2. Abbreviations

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Terms	Description
GoH	Government of Haryana
Gol	Government of India
HSDM	Haryana Skill Development Mission
LoA	Letter of Acceptance
Lol	Letter of Intent
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council for Vocational Education Training
NSDC	National Skill Development Corporation
NSQF	National Skills Qualification Framework
NQR	National Qualification Register
PSD	Performance Security Deposit
QP	Qualification Pack
STT	Short Term Training
ToT	Training of Trainer
TPs	Training Provider(s)

### **3. Disclaimer**

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The information contained in this Document or subsequently provided to Applicant(s) in documentary form by or on behalf of Haryana Skill Development Mission (HSDM), Government of Haryana (GoH) or any of their representatives, employees or advisors (collectively referred to as "Client/HSDM"), is provided to Applicant(s) on the terms and conditions set out in this Document and any other terms and conditions subject to which such information is provided.

This Document is not an agreement and is not an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal. The purpose of this Document is to provide The Applicant with information to assist the formulation of their Proposal. This Document does not purport to contain all the information each Applicant may require.

The Client makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Document.

The information provided in this Document to The Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Client, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Document or arising in any way in this engagement stage.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this Document.

The Client may, in its absolute discretion, but without being under any obligation to

do so, update, amend or supplement the information, assessment or assumptions contained in this Document.

The issue of this Document does not imply that the Client is bound to select an Applicant or to appoint the Successful Applicant, as the case may be, for conducting Skill Development Training Programme(s) in the State of Haryana as defined in this Document. The Client reserves the right to reject all or any of The Successful Applicant(s) or Proposal Invitation without assigning any reason whatsoever.

The Successful Applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its submission of proposal. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the proposal, regardless of the conduct or outcome of the tendering process.

This Document is being issued with no financial commitment and Client reserves the right to withdraw the Document and change or vary any part thereof or foreclose the same at any stage.



#### 4. Notice Inviting Proposal(s)

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**Haryana Skill Development Mission  
Government of Haryana  
Reference No: HSDM/RFP/SKILL TRAINING/004**

Haryana Skill Development Mission, Government of Haryana (HSDM) invites Proposal(s) for engagement as Training Provider to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Government. of Haryana (GoH).

Interested Applicants are requested to submit their proposals along with the necessary documents and fee as indicated in this Document. This Document can be downloaded from [www.hsdm.org.in](http://www.hsdm.org.in) and [etenders.hry.nic.in](http://etenders.hry.nic.in). The last date of submission is 05.02.2024 till 5PM.

Interested Applicants fulfilling eligibility criteria can submit their detailed proposal by ensuring submission of all requisite documents and fees on [etenders.hry.nic.in](http://etenders.hry.nic.in).

All the pages of the Proposal should be properly numbered.

**Mission Director**

## 5. Background

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### About Haryana Skill Development Mission (HSDM)

Haryana Skill Development Mission ("HSDM") was registered on 4th May, 2015 under the Haryana Registration & Regulations of Societies Act, 2012 to function as an autonomous organization. The Mission established by the State Government aims to empower the youth in the State to take part in the economic and overall growth of the State and the Country at large. The vision of the Mission is "To be a specialized Agency to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet burgeoning market demand for skilled manpower".

### Primary Objectives of HSDM:

The Mission functions as a non-profit, independent and autonomous organization for implementation of skill development programmes in the State. The Mission has the following specific objectives:

- i. Increase employability of the youth and empower them to take part in the economic growth of Haryana and India, through skill training in the modern and market driven professions and monitoring its delivery, and thereby reducing unemployment, poverty and socio-economic inequality.
- ii. To provide skill training to the students passing out from schools, school dropouts, unemployed youth, informal sector workers, women and other disadvantaged groups.
- iii. To inspect & monitor the quality of training imparted.
- iv. To map demand for skill sets in the market and formulate programmes to meet such demand through high quality skill training.
- v. Develop self-employment and entrepreneurial skills for youth of Haryana.
- vi. To act as a platform for job seekers and provide assistance in getting self-employment.
- vii. To assist the State Government in formulating appropriate policy, legislations and/or measures to fulfil the skill gap and constitute task forces for this purpose.
- viii. To carry out or implement any other activities/ schemes which are beneficial to

make the youth of State of Haryana employable.

- ix. Assist in creating an enabling environment to attract investment in professional and skill development sector.
- x. To undertake the capacity building programmes of various stakeholders working in the professional and skill development sector.
- xi. To enter into any arrangement/ agreement with any person, company or association having similar objectives.

Being a nodal agency for promotion of skill development, entrepreneurship & innovation in the State, HSDM has been entrusted to execute skill trainings under various Centrally and State sponsored schemes in the State of Haryana. To this effect, HSDM would like to engage Training Providers (TP's) with the aim to conduct Skill Development Trainings and to ensure prompt and easy initiation of Skill Trainings in the sectors having high potential of employment. Program quality and implementation will be monitored and evaluated by HSDM as per its quality standards, procedures and policies.

## 6. Fact Sheet

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The complete Document has been published on HSDM website for the purpose of downloading. The downloaded Document shall be considered valid for participation subject to the submission of required documents in soft & hard copy and requisite fee, if any. The Applicants are requested to refer this **Fact Sheet** comprising of important factual data in the Document.

Assignment Title	Proposal invited for engagement as Training Provider to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Government of Haryana (GoH)
Name of the Client	Haryana Skill Development Mission (HSDM)
Source of the availability of the Document	HSDM Official website <a href="http://www.hsdm.org.in">www.hsdm.org.in</a> and <a href="http://etenders.hry.nic.in">etenders.hry.nic.in</a>
Date of Publish	11.01.2024
Last date of submission of Proposal	05.02.2024 till 5PM
Mode of Submission	Interested Applicants fulfilling eligibility criteria can submit their detailed proposal by ensuring submission of all requisite documents and fees on <a href="http://etenders.hry.nic.in">etenders.hry.nic.in</a>
Cost/ Fee of Document and Mode of Payment (Non-Refundable)	The applicant should submit the Tender Fee of INR10,000/- (Ten Thousand Only) on <a href="http://etenders.hry.nic.in">etenders.hry.nic.in</a> which is non-refundable.
Performance Security Deposit (PSD)	6.5% of the total work order value in the form of Demand Draft drawn in favour of Haryana Skill Development Mission/ online deposit of relevant amount in account of HSDM. No interest shall be paid on PSD.
Proposal Submission Language	English
Proposal Validity	180 days from the last date of submission of the proposal

SPOC

Sh. Rahul Singla  
Principal Consultant  
PMU HSDM  
Contact: 8708986296

## 7. Eligibility Criteria

Before evaluation of the Proposals, Applicant's eligibility would be evaluated to assess their compliance to the following eligibility criteria. Applicant(s) failing to meet these criteria or not submitting requisite proof for supporting the criteria are liable to be rejected at the preliminary level. The Applicant shall fulfill all the following Eligibility Criteria independently, as on date of submission of the Proposal. The eligibility criteria for submitting a proposal and engagement with HSDM for imparting skill training is as under:

Parameter	Specific Requirement(s)	Document(s) Required
Nature of Entity	<p>The applicant should be either:</p> <ul style="list-style-type: none"> <li>• A company registered under the Indian Companies Act, 2013 / 1956</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A registered proprietorship firm</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A partnership firm registered under the Indian Partnership Act, 1932</li> </ul>	Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.
Years of Existence	Active and operational continuously anywhere in India for last five (05) years from the date of submission of Proposal.	Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed,

Parameter	Specific Requirement(s)	Document(s) Required
		etc. reflecting years of existence
Financial Strength/ Turnover	The Minimum Average Turnover of the Applicant in Best (03) years from last five (05) years should be 1 Crore (FY 2018-19, 19-20, 20-21, 21-22, 22-23)	Audited Financial Statements with <ul style="list-style-type: none"> <li>• Certificate from Statutory Auditors/ CA clearly certifying the turnover requirements AND</li> <li>• UDIN as per format given in Form 4</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Must be empaneled/ associated with at least three (02) State/ U.T/ Central Govt. Departments for imparting STT</li> <li>• Must have trained at-least 1000 candidates under STT in NSQF courses in any State/ U.T/ Central Govt. funded Scheme(s) in last five (05) years (cumulative) (FY 2018-19, 19-20, 20-21, 21-22, 22-23).</li> </ul>	<ul style="list-style-type: none"> <li>• Form 5A AND</li> <li>• Copy of MoU/ Agreement signed with the State/ U.T/ Central Govt. Department regarding empanelment/ association for imparting STT</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Copy of Work order/ Lol/ LoA issued by State/ U.T/ Central Govt. Department for targets under STT and its acceptance by the Applicant organization</li> </ul> <ul style="list-style-type: none"> <li>• Form 5B AND</li> <li>• State/ U.T/ Central Govt. Department Certificate regarding STT mentioning the contract name, skill training targets, contact value, year of award</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Work Completion Certificate issued by State/ U.T/ Central Govt. Department Certificate</li> </ul>

Parameter	Specific Requirement(s)	Document(s) Required
		regarding STT mentioning the contract name, skill training targets completed, contact value, year of award etc.
Existing Training Centres in State of Haryana	Self-Owned or Leased. Such Training Centres should have requisite infrastructure according to NSQF prescribed guidelines.	<b>OPTIONAL</b> • Form 6 AND • Lease agreement/ Ownership document • Electricity/ Water Bill
Mandatory Undertaking(s)	Applicant should not have been blacklisted by any Donor agency/ State/ U.T/ Central Govt. or by any Agency/ Department of the State/ U.T/ Central Govt.	Form 7
Consortium/ Tie Ups/ Joint Ventures/ Subcontracting of any kind	Not Permitted. Would lead to automatic disqualification	NA
Cost/ Fee of Document and Mode of Payment (Non-Refundable)	The agency should submit the Tender Fee of INR10,000/- (Ten Thousand Only) on etenders.hry.nic.in which is non-refundable.	The agency should submit the Tender Fee of INR10,000/- (Ten Thousand Only) on etenders.hry.nic.in which is non-refundable.



## 8. Evaluation Criteria

The Proposal Evaluation of only those Applicant(s) shall be carried out who will qualify the Eligibility Criteria as stated in Section 7 of this Document.

Sr. No.	Evaluation Criteria	Score
1.	<b>Experience</b>	<b>30</b>
1.1	<b>Empanelment/ Association with State/ U.T/ Central Govt. Department for imparting STT</b>	<b>10</b>
	<i>Empanelment/ Association with (02) State/ U.T/ Central Govt. departments for imparting STT</i>	<i>05</i>
	<i>Empanelment/ Association with more than (02) State/ U.T/ Central Govt. departments for imparting STT</i>	<i>10</i>
1.2	<b>Number of Trained candidates under STT in NSQF courses in any State/ U.T/ Central Govt. funded Scheme(s) in last five (05) years (cumulative) (FY 2018-19, 19-20, 20-21, 21-22, 22-23).</b>	<b>20</b>
	<i>Between 1000-2000 candidates</i>	<i>05</i>
	<i>Between 2001-4000 candidates</i>	<i>07</i>
	<i>Between 4001-6000 candidates</i>	<i>12</i>
	<i>Greater Than 6000 candidates</i>	<i>20</i>
2	<b>Average Turnover of the Applicant in Best (03) years from last five (05) years (FY 2018-19, 19-20, 20-21, 21-22, 22-23)</b>	<b>25</b>
	<i>Minimum 01 Crore to 03 Crore</i>	<i>08</i>
	<i>Above 03 Crore to 06 Crore</i>	<i>10</i>
	<i>Above 06 Crore to 09 Crore</i>	<i>15</i>
	<i>Above 09 Crore</i>	<i>25</i>
3	<b>Existing Training Centres in the State of Haryana</b>	<b>15</b>
	<i>01 Self-owned TC in Haryana</i>	<i>05</i>
	<i>Between 02-05 Self-owned TCs in Haryana</i>	<i>10</i>
	<i>Greater Than 05 Self-owned TCs in Haryana</i>	<i>15</i>
	PLEASE NOTE: 1. The minimum cut-off score for Evaluation criteria mentioned under Sr. No. 1-3 above in this table is 40.	

	2. Only those proposals/ applicants with a minimum score/ mark of 40 shall be called for Technical Proposal Presentation.	
<b>4</b>	<b>Technical Proposal Presentation</b>	<b>30</b>
	<i>Evaluation on basis Applicant's understanding of Skill Development, Approach &amp; Methodology for skilling in Haryana, Applicant's faculty, infrastructure, track record etc.</i>	30
	PLEASE NOTE: The technical proposal presentation carries 20 Marks. The minimum cut off score for technical proposal presentation is 18 marks.	

## **9. Scope of Work**

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The applicant(s) meeting the eligibility criteria and shortlisted by HSDM following due selection process shall be engaged as Training Provider(s) for imparting skill training in NSQF aligned courses. The responsibilities of the Training Provider based upon important aspects of the skill development training eco-system are as below:

### **9.1 Mobilization, Counselling and Selection**

The youth will be mobilized keeping in view demographics that surrounds Industrial Area, SAKSHAM YUVA (DoE), Unemployed youth registered on PPP portal, ITI & School dropouts etc. The youth mobilized for training should be from Haryana having PPP Id meeting the eligibility criteria as mentioned in the prescribed QP or criteria fixed by the State Government. Only fresh candidates (i.e not already employed resources) should be mobilized if the target is allotted.

Candidate counselling should provide information to prospective trainees on the nature of work in the sector/ trade, availability of jobs, deliverables by the employer, entitlements, growth prospects and risks involved. This is aimed at helping both candidates and parents make informed choices and to match aptitude with aspirations.

Candidates desirous of being skilled and employed shall be uploaded on the designated MIS portal of the State in batches. Ideal batch size of 20 trainees is recommended for the training and shall not exceed 30 trainees per batch for STT and for RPL training batch size may be upto 50 trainees.

### **9.2 Training**

The Training should be conducted in the premises self-owned/ leased by the TP. The quality of training is influenced by the quality of infrastructure at the training centres, trainers, content, training methods, assessment and certification. There are number of steps that the TP should take with respect to each of these. These are explained below.

#### **9.2.1 Infrastructure**

The following are the important aspects to be kept in mind with respect to infrastructure at the Training Centre (TC).

- a. The TC should be well equipped in accordance with requisite infrastructure according to NSQF prescribed guidelines for the QP for which training shall be imparted and should be approved as such by Mission.
- b. The branding guidelines of the Mission should be adhered to at the TCs. The branding

guidelines are available at HSDM website [www.hsdm.org.in](http://www.hsdm.org.in) << Resources << [HSDM Branding Manual](#).

- c. Where residential training is proposed, own or rented accommodation, which is safe, secure, and with prescribed facilities should be available and should be approved as such by Mission.
- d. Availability of following at Training Centre:
  - AEBAS facility for both trainers and trainees.
  - Firefighting equipment.
  - First aid, hygiene, drinking water, canteen and washroom facilities.
  - Internet and email access of prescribed speed on all I.T. equipment using which all trainees can check their emails and browse the internet.
  - Power back up.
  - Projection and copying equipment.
  - CCTV (as approved by HSDM) recording facilities in classrooms, labs and common areas. HSDM has its own Command Centre for online monitoring of the TCs. The CCTV cameras should either be compatible with HSDM requirements or may be procured from HARTRON and rent for the same may have to be borne by TP.
- e. Training infrastructure may be owned, hired or on lease.

### **9.2.2 Qualification and Job Role**

Any NSQF qualification/ Job role with better prospect for employment and career progression. The Qualifications and Job roles should be NSQF aligned certified by National Council for Vocational Education Training (NCVET) or any other agency notified for the purpose by Ministry of Skill Development and Entrepreneurship (MSDE), Government of India (GoI). All such NSQF aligned courses should be active and be available on National Qualification Register (NQR). TP should refer [www.nqr.gov.in](http://www.nqr.gov.in) for this purpose. The guidelines pertaining to such qualification/ job role should be adhered.

### **9.2.3 Trainers**

All Trainers should be ToT certified pertaining to job role for which he/she is engaged before the commencement of the training.

### **9.2.4 Training Methods**

The TP should ensure that training is delivered in an innovative and trainee friendly manner with adequate audio-visual tools and participatory methods keeping in mind that the background of the trainee. Trainers should be sensitive to these factors. They should be deployed in accordance with the batch size. Trainer Student ratio may be maintained at 1:20 to 1:30.

### **9.2.5 Assessment and Certification**

- a. Trainees successfully completing the training shall be required to undergo a standardized assessment and shall be awarded certificate in the allotted NSQF job role by the Awarding Body duly recognized by National Council for Vocational Education Training (NCVET), preferably by Shri Vishwakarma Skill University (SVSU) or any other agency notified for the purpose by Ministry of Skill Development and Entrepreneurship (MSDE) or by the State Government.
- b. Batch-wise, the candidates fulfilling the eligibility conditions of job role and completing at least 70% attendance criteria shall be allowed for the assessment and certification.

### **9.3 Placement/ Employment**

Placement may be defined as the process of facilitation of 'employment' (wage/self/apprentice) by virtue of which a candidate finds a job, or alternately, a company finds an employee. Placement refers to providing wage or self-employment or an apprenticeship to candidates, trained and certified under any scheme(s) of the Mission. While every effort is to be made to ensure that all the trainees get jobs, that match their aspirations and aptitude, a minimum placement of 70% of certified trainees, batch-wise, is a non-negotiable for claiming full cost of the project. Preference should be given to engage trainee as Apprentice in Optional Trade.

For a candidate to be considered as placed, his/ her remuneration should not be below, the minimum wages of the State in which he/ she has been placed except for Apprenticeship.

### **9.4 Financial Accounts & Auditing**

- I. Performance Security Deposit (PSD): PSD @ 6.5% of the total work order value in the form of Demand Draft drawn in favour of Haryana Skill Development Mission/ online deposit of relevant amount in account of HSDM. No interest shall be payable by the Client/ HSDM to the TP on PSD.
- II. 1st Tranche Payment: 20% of training cost of the targets allotted will be released batchwise at commencement of training i.e. after batch formation, batch approval, actual start of training and submission of attendance.
- III. 2nd Tranche Payment: 30% of the training cost will be released batchwise on completion of training and certification of trainees.

The necessary conditions for clearance of 2nd tranche payment raised by TP for a respective batch are as below:

- a. 1<sup>st</sup> Tranche must have been financially closed/ cleared.
- b. The TP has to submit 50% verified placement data against certified trainees alongwith Offer letters. Due verification of submitted placement data may be done by HSDM & payment of 2nd Tranche will be released after verification of submitted placement data.
- c. The TP must submit/ upload the placement data alongwith offer letters on HSDM Portal.
- d. Submission of complete attendance.

IV. 3<sup>rd</sup> Tranche Payment: The 50% remaining 3<sup>rd</sup> Tranche payment of training cost linked to outcome would be released to the CP for a respective batch subject to the following conditions:

- a. 2nd Tranche must have been financially closed/cleared.
- b. The TP shall be eligible for 100% payment for outcome achievement if 70% or more certified trainees are placed (with at least 50% of the trainees passing out being placed in wage employment).
- c. If placement of batch is less than 50% of the certified trainees, then no payment will be made for 3<sup>rd</sup> tranche.
- d. The entitlement of final payment would be only after successful placement of the certified trainees and their retention with valid documentary evidences as indicated in the check list of the 3<sup>rd</sup> tranche guidelines of the Mission (*can be obtained from Mission's website i.e [www.hsdm.org.in](http://www.hsdm.org.in)*).
- e. The TP has to make provision for post-placement support/ tracking for candidates placed. Candidates should continue to be in jobs for a minimum period of 3 months from the date of placement.
- f. The TP must submit/ upload the placement data on HSDM portal.
- g. The terms for 3rd tranche payment will be as per the table below:

Placement Achievement	Terms of Payment (3rd Tranche)
If Placement is 70% or more (with at least 50% of the trainees passing out being placed in wage employment)	100% payment to be made subject to verification of placement data
If Placement is less than 50%	No payment will be made and remaining target may be revoked with show cause notice & no fresh target may be allocated to CP in future
If Placement is between 50% -	Payment to be made on pro-rata basis defined as per

69% (with at least 50% of the trainees passing out being placed in wage employment)	following example(s).
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**Example 1:**

Total number of trainees in a batch: 30  
 Total number of certified trainees in a batch: 25  
 Total number of placed trainees in a batch: 18  
 Total 3rd tranche payment amount per trainee: Rs.4500/-  
 Since in this case, 18 trainees have been placed out of 25 certified trainees which is above 70%, complete 100% 3rd tranche payment can be made i.e. Payment for all 25 certified trainees = Rs.4500X25 = Rs.112500/- subject to verification of the placement data.

**Example 2:**

Total number of trainees in a batch: 30  
 Total number of certified trainees in a batch: 25  
 Total number of placed trainees in a batch: 15  
 Total 3rd tranche payment amount per trainee: Rs.4500/-  
 Since in this case, 15 trainees have been placed out of 25 certified trainees which is below 70%, payment is to be made on pro rata basis which is explained below:  
 Total number of placed trainees in a batch: 15  
 Total 3rd tranche payment amount per trainee: Rs.4500/-  
 Payment for 15 placed trainees = Rs.4500 X 15=Rs.67500/- subject to verification of the placement data.

**Example 3:**

Total number of trainees in a batch: 30  
 Total number of certified trainees in a batch: 26  
 Total number of placed trainees in a batch: 12 or less than 12  
 No payment against 3rd tranche will be released.

**Note:** For more details, refer 3<sup>rd</sup> tranche guidelines of the Mission available on [www.hsdm.org.in](http://www.hsdm.org.in) . It should be noted that placement will be considered within 3 months from date of certification and not from date of completion.

V. TP would maintain a separate bank account for the funds to be transferred by the Mission.

VI. The TP shall be responsible for keeping accurate and systematic records in respect of the services in such form and detail which clearly identifies all relevant funds

received from HSDM and payments made to its staff so as to enable HSDM to inspect the same at any point of time duly audited by its own auditors.

### **9.5 Other Important Instructions**

Following should be kept in mind by the TP during implementation of the project:

- I. Maintain a register of all the batches undergoing skill training indicating name of the course with NSQF level, name of the students enrolled for the batch along with his/her Father's / Mother's Name & address, date of start of course, date of completion of course, name of trainer etc.
- II. Maintain a separate file of each trainee containing application of the trainee, his/her photograph, copy of address proof, copy of ID proof, copy of Aadhar Card, copy of PPP ID, mobile no., training details like course name, its duration, time period, assessment & certification details, placement details etc. along with other relevant documents.
- III. Maintain records in accordance with appropriate and accepted accountant practices reflecting its operation and utilization of grant.
- IV. In case of any dispute with trainee or any loss to the trainee whether physical or financial, TP will be responsible to settle the dispute as per law.
- V. The TP shall be engaged for the sole purpose of providing skill training. The TP shall not be or become directly or indirectly engaged, concerned or interested in any other business other than as envisaged herein from the financial grant provided by the Mission.
- VI. The training for the batch shall only be started by the TP, iff, that batch is approved by the concerned authority from the HSDM.
- VII. If at any stage, it is found that any document submitted by the TP is fake/information provided is incorrect, TP shall be held responsible for the same and legal action shall be initiated accordingly.
- VIII. No fees in any form shall be charged by TP from any candidate (unless mandated by HSDM in writing). Violation of this would lead to malpractice by TP and if detected at any stage by HSDM, strict action would be taken against such TP as mentioned in the monitoring manual available at hsdm.org.in.
- IX. The TP shall not operate any other scheme or coaching institution in the same premises which conflicts with the interests of the Mission.
- X. The TP will ensure compliance of all processes and protocols related to various aspects of skilling as issued by HSDM. Any amendments/ modifications/ clarifications issued by HSDM from time to time will also be binding on the TP.
- XI. Infrastructure, equipment's, class rooms, size/quality & resources must be as per the standards prescribed in the course curriculum, until HSDM issues its own



standards in future that are higher.

- XII. Evidences of Trainers/ Employees employed by TP must be evident and all transactions must be through banking. Any change/ resignation must be informed to HSDM.

## **10. General Information**

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### **10.1 Tenure of Engagement**

The tenure of engagement will be 01 year subject to renewal based upon the performance as per guidelines and standards or any further circular orders issued by HSDM.

HSDM, at its discretion, can modify or terminate the contract earlier than the expiry of the above-mentioned period in the event of change in law or due to other relevant reason(s).

### **10.2 Target Allotment**

The eligible applicant may be called for a presentation by the Mission. The presentation shall be focussed on applicant's understanding of the project, approach & methodology, commitment towards livelihood generation of the trained youth, infrastructure and manpower availability.

Based on the review done by the Mission, target will be allotted basis demand submitted by District Skill Development Agency (DSDA) in respective job roles/ qualifications & districts and/or in accordance to the job roles demanded by the applicant in the proposal and/or as per the discretion of the HSDM.

HSDM is NOT bound to select an Applicant or to appoint the Successful Applicant, as the case may be, for conducting Skill Development Training(s). HSDM reserves the right to reject all or any of the Successful Applicant(a) or Proposal Invitation without assigning any reason whatsoever.

Target will be allotted keeping in view the capacity, number of trainers, manpower / apprentice requirement provided by the selected agency/ ies and target available with the Mission or any other parameter defined by HSDM from time to time. Target can be allotted under any scheme of HSDM.

An agreement will be signed between HSDM and TP detailing the terms and conditions of the arrangement. All the terms and conditions as applicable under Haryana Skill Development Mission will be binding on the TP.

### **10.3 Eligible Beneficiary**

The target group shall be the Youth of Haryana in Age group between 16-40 years and the upper age limit for women, PWDs, Transgender and Rehabilitated Bonded Labour, Victims of Trafficking, Manual Scavengers, HIV+ persons etc. shall be 45 years.

The preference shall be given to a candidate who;

- Is an unemployed youth or, school/ college dropout,
- Has the ownership of/ inclusion in BPL card/ EWS,
- Has the ownership of/ inclusion in Mukhyamantri Antodaya Yojna

**And**

- Possesses an Aadhaar card, PPP ID and a bank account
- Any other Minimum educational Qualification and age criteria, as defined by the SSCs/ Awarding Body/ NCVET for the respective job roles/QP.

The relaxation in above comes under discretion and consent of HSDM and the entry requirement may be relaxed in case of Special Groups/ Special Projects such as PWDs, Industrial Trainings, Government Entities and Institution of Repute, Victim of Trafficking, Manual Scavengers, Transgender, Rehabilitated Bonded Labour and other vulnerable groups.

### **10.4 Sub-Contracting**

The Training should be conducted in the premises owned/ leased by the TP. The TP shall not subcontract or enter into a franchising mode with any party. At any stage if Mission detects franchising arrangement and TP shows inability to show appropriate documents, the targets shall be revoked, and PSD may be forfeited.

### **10.5 Monitoring and Supervision**

Monitoring & Supervision will be done at various levels outcome by HSDM & District Skill Development Agency (DSDA) to ensure quality and outcome-based trainings. It would be done via technology-driven interventions as well as physical inspections.

### **10.6 Payment/ Training Cost**

HSDM will transfer the training cost per trainee to the TP as fixed by the HSDM which would be broadly based on the indicative Common Cost Norms (CCN) notified by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India (GoI) subject to amendments and modifications made from time to time by HSDM.

The batch wise total payment shall be released in instalments in the ratio 20:30:50,

subject to amendments and modifications made from time to time by HSDM.

### **10.7 Issue of Corrigendum**

- a. The Corrigendum (if any) shall be posted on the [www.hsdm.org.in](http://www.hsdm.org.in) and [etenders.hry.nic.in](http://etenders.hry.nic.in). Applicants are advised to check the HSDM website frequently for all updates regarding this document.
- b. Any such corrigendum shall be deemed to be incorporated into this document and shall be considered as its part.

### **10.8 Language of Proposal**

The Proposal prepared by the Applicant, as well as all correspondence and documents relating to the proposal exchanged by the Applicant and HSDM shall be written in English only.

### **10.9 Verification of Submitted Documents**

The required documents/ supporting documents submitted by the Applicant against eligibility criteria may be verified by the HSDM from the issuing Authority. The Applicant should ensure that the required documents/ supporting documents are on the letter head of the issuing authority and clearly exhibits Name, Address, Contact Number, E-Mail Id of the issuing authority.

## Form 1: Cover Letter

[On the letterhead]

No.

Date:

To,  
The Mission Director,  
Haryana Skill Development Mission  
Kaushal Bhawan  
IP-02, Sector-3  
Near Majri Chowk  
Panchkula-134109

**Sub:** Proposal invited for engagement as Training Provider to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Government. of Haryana (GoH)

No.

Dated

Dear Sir,

Having examined the Document, Annexures, Addenda, thereto, we, the undersigned, in conformity with the said Document, offer to provide the said services defined in the Document upon the award of contract/ work order.

We agree to abide by this Proposal for a period of 180 days from the date of Proposal submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We agree to accept the Work Order in the form to be communicated by HSDM, incorporating all terms and conditions with such alterations or additions thereto as may be necessary to adapt such work order to the circumstances of the standard and notice of the award within time prescribed after notification of the acceptance of this Proposal.

We agree that if any day during the entire project duration, our act breaches the terms and conditions or we express our inability to execute the project, HSDM reserves all the rights to terminate the work order and appropriate penalty shall be applicable on us.

We hereby confirm that we do not have any conflict of interest in accordance with the Document.

It is certified that the information furnished herein and as per the Proposal /documents

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*Proposal invited for engagement as Training Provider to conduct Skill Development Training Programme(s) in the State of Haryana under HSDM, GoH*

/ clarifications submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of the Document and are liable to any punitive action for furnishing false information /documents.

We have read the provisions of the Document, Annexure thereto and Addenda. We understand that any additional conditions, deviations, suggestions, assumptions, if any, found in our Proposal shall not be given effect to and shall not be binding on HSDM in case our Proposal is accepted.

We understand that if the details given in support of claims made above are found to be untenable or unverifiable, or both, our Proposal may be rejected without any reference to us. We also understand that if there is any change in our eligibility criteria status till the date of award of contract, it is our responsibility to inform HSDM of the changed status at the earliest.

We understand that HSDM is NOT bound to select an Applicant or to appoint the Successful Applicant, as the case may be, for conducting Skill Development Training(s). HSDM reserves the right to reject all or any of the Successful Applicant(a) or Proposal Invitation without assigning any reason whatsoever.

We further clearly understand that HSDM is not obliged to inform us of the reasons for non-acceptance/ rejection of our Proposal.

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of firm:

Address:

Location:

Date:

## Form 2: Particulars of the Applicant Organization

[On the letterhead]

(Strike out which is not applicable)

No.

Dated:

S.No.	Particulars	Details
1.	Name of the Applicant	
2.	Office Address	
	Telephone Number	
	Fax No.	
	Mobile Number	
	Email Id	
3.	Nature of the Entity i.e., whether Registered Partnership Firm/ LLP, or a Private Limited Company, or a Public Limited Company incorporated in India, or a Proprietorship Firm	
4.	a) Name of the Contact Person authorized to sign proposal documents	
	b) Telephone No.	
	c) Mobile No.	
	d) Email ID	
	e) Photo ID Card No.	
5.	PAN No. of Applicant Organization (enclose a scanned copy of PAN Card of the firm)	
6.	GST Registration No. (enclose a scanned copy of GST registration number of the firm)	
7.	Years of Existence	
8.	Number of Empanelment/ Association with State/ U.T/ Central Govt. Department for imparting STT	

9.	Name of State/ U.T/ Central Govt. Department with which the applicant organization is empaneled for imparting STT		
10.	Number of Trained candidates under STT in NSQF courses in any State/ U.T/ Central Govt. funded Scheme(s) in last five (05) years (cumulative) (FY 2018-19, 19-20, 20-21, 21-22, 22-23).		
11.	Average Turnover of the Applicant in Best (03) years from last five (05) years (FY 2018-19, 19-20, 20-21, 21-22, 22-23)	Financial Year	Turnover (INR Crore)
		<b>Average Turnover</b>	
12.	Number of Existing Training Centres in State of Haryana		
	a. Self-Owned		
	b. On-Lease		

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

### Form 3: Compliance Sheet for Eligibility Criteria

Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
Nature of Entity	<p>The applicant should be either:</p> <ul style="list-style-type: none"> <li>• A company registered under the Indian Companies Act, 2013 / 1956</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A registered proprietorship firm</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008</li> </ul> <p><b>OR</b></p> <p>A partnership firm registered under the Indian Partnership Act, 1932</p>	Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.		
Years of Existence	Active and operational continuously anywhere in India for last five (05) years from the date of	Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation,		



Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
	submission of Proposal.	Certificate of Registration, Partnership deed, etc. reflecting years of existence		
Financial Strength/ Turnover	The Minimum Average Turnover of the Applicant in Best (03) years from last five (05) years should be 1 Crore (FY 2018-19, 19-20, 20-21, 21-22, 22-23)	Audited Financial Statements with <ul style="list-style-type: none"> <li>• Certificate from Statutory Auditors/ CA clearly certifying the turnover requirements AND</li> <li>• UDIN as per format given in Form 4</li> </ul>		
Experience	<ul style="list-style-type: none"> <li>• Must be empaneled/ associated with at least three (02) State/ U.T/ Central Govt. Departments for imparting STT</li> </ul>	<ul style="list-style-type: none"> <li>• Form 5A AND</li> <li>• Copy of MoU/ Agreement signed with the State/ U.T/ Central Govt. Department regarding empanelment/ association for imparting STT</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Copy of Work order/ LoI/ LoA issued by State/ U.T/ Central Govt. Department for targets under STT and its acceptance by</li> </ul>		

Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
	<ul style="list-style-type: none"> <li>Must have trained at-least 1000 candidates under STT in NSQF courses in any State/ U.T/ Central Govt. funded Scheme(s) in last five (05) years (FY 2018-19, 19-20, 20-21, 21-22, 22-23).</li> </ul>	<p>the Applicant organization.</p> <ul style="list-style-type: none"> <li>Form 5B AND</li> <li>State/ U.T/ Central Govt. Department Certificate regarding STT mentioning the contract name, skill training targets, contact value, year of award</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Work Completion Certificate issued by State/ U.T/ Central Govt. Department Certificate regarding STT mentioning the contract name, skill training targets completed, contact value, year of award etc.</li> </ul>		
Existing Training Centres in State of Haryana	Must have atleast five (05) Training Centres in the State of Haryana for imparting STT under any funded scheme of the Government Department. Such Training	<ul style="list-style-type: none"> <li>Form 6 AND</li> <li>Lease agreement/ Ownership document</li> <li>Electricity/ Water Bill</li> </ul>		

Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
	Centres should have requisite infrastructure according to NSQF prescribed guidelines.			
Mandatory Undertaking(s)	Applicant should not have been blacklisted by any Donor agency/ State/ U.T/ Central Govt. or by any Agency/ Department of the State/ U.T/ Central Govt.	Form 7		
Cost/ Fee of Document and Mode of Payment (Non-Refundable)	The agency should submit the Tender Fee of INR10,000/- (Ten Thousand Only) on etenders.hry.nic.in which is non-refundable.	The agency should submit the Tender Fee of INR10,000/- (Ten Thousand Only) on etenders.hry.nic.in which is non-refundable.		

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory: Name of Firm:

Address: Location: Date:

## Form 4: Certificate of Turnover

On the basis of audited financial statements, I/ We hereby certify that:

- i. M/s..... (Name of Applicant), having registered office at.....  
(Complete Address of Applicant), is in the business of..... .
- ii. The average turnover of the Applicant in the Best 03 years during last 05 years  
FY's (FY 2018-19, 19-20, 20-21, 21-22, 22-23) is given below:

Financial Year	Turnover (INR Crore)	Average Turnover (INR Crore)

This certificate is issued based on documentary evidence and Audited Accounts produced to me and copies of which are available with me that I shall be able to produce if required by the HSDM. The certificate is true and correct to the best of my knowledge and belief.

Signature with Seal	
Name of the Statutory Auditor/CA	
Name of the Audit Firm	
Address	
Email address	
Contact No.	
UDIN	
Date	
Place	

### Supporting Documents:

- Copy of audited financial statements for the best three FY's claimed above.

**Form 5A: Empanelment/ Association with State/ U.T/ Central Govt.  
Department for imparting STT**

[On the letterhead]

S.No.	Name of Department	Name of State/ U.T	Relevant Proof "Document Reference/ Memo Number" (Issued by State/ U.T/ Central Govt.)	Reference Page Number where required document is placed

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

**Supporting Documents:**

- *Copy of MoU/ Agreement signed with the State/ U.T/ Central Govt. Department regarding empanelment/ association for imparting STT*

*OR*

- *Copy of Work order/ Lol/ LoA issued by State/ U.T/ Central Govt. Department for targets under STT and its acceptance by the Applicant organization*

**Form 5B: Number of Trained candidates under STT in NSQF courses in any State/ U.T/ Central Govt. funded Scheme(s)**

[On the letterhead]

S.No.	Name of State/ U.T	Name of Funded Scheme	FY	Relevant Proof "Document Reference/ Memo Number" (Issued by State/ U.T/ Central Govt.)	Total Candidates Trained (Number Only)	Reference Page Number where required document is placed

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

**Supporting Documents:**

- State/ U.T/ Central Govt. Department Certificate regarding STT mentioning the contract name, skill training targets, contact value, year of award.

**OR**

- Work Completion Certificate issued by State/ U.T/ Central Govt. Department Certificate regarding STT mentioning the contract name, skill training targets completed, contact value, year of award etc.

## Form 6: Details of existing Training Centre(s) (TC) in the State of Haryana

S.No.	Name of TC	Complete Address of TC with district	Ownership (Self-Owned or On-Lease)	Job Role(s) for which requisite infrastructure is available at TC	Reference Page Number where required document is placed

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

### Supporting Documents:

- Lease agreement/ Ownership document
- Electricity/ Water Bill

## Form 7: Self-Certificate for Non-Blacklisting

[On the letterhead]

No.

Date:

To,  
The Mission Director,  
Haryana Skill Development Mission  
Kaushal Bhawan  
IP-02, Sector-3  
Near Majri Chowk  
Panchkula-134109

**Sub:** Proposal invited for engagement as Training Provider to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Government. of Haryana (GoH)

**Reference Number:** \_\_\_\_\_ **Dated**\_\_\_\_\_

Dear Sir,

We confirm that our company/ firm, \_\_\_\_\_, is as on the date of submission of this Proposal: -

- A. Has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and not been blacklisted/ debarred by any State Govt./ U.T. Govt./ Central Govt. Board, Corporations and Government Societies / PSU for any reason.
- B. Has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.
- C. And their directors, partners and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications within a period of three years as on date of submission of the proposal or not have been otherwise disqualified pursuant to debarment proceedings.

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: Date:

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*Proposal invited for engagement as Training Provider to conduct Skill Development Training Programme(s) in the State of Haryana under HSDM, GoH*