

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for Haryana Skill Development Mission, Haryana**

**RFP No: HSDM/PMU/02/2017-18**

**Issued on: 23/08/2017**

**Techno-Commercial Bid**

**On behalf of**

**Haryana Skill Development Mission (HSDM)**

**Skill Development & Industrial Training Department, 30 Bays Building,  
Sector-17, Chandigarh**

**Email id- haryanasdm@gmail.com**

1.	Brief Background of HSDM	4
2.	Request for Proposal (RFP)	9
3.	About the Client	10
4.	Project Background	11
5.	Scope of work	11
6.	Terms and Conditions	14
7.	Pre-qualification Bid	16
8.	Technical Bid	18
9.	Financial Bid	19
10.	General Details	19
11.	Specific Details	20
12.	Bid Forms	21
13.	Fraudulent & Corrupt Practice	22
14.	Lack of Information to Bidder	22
15.	Contract Obligations	22
16.	Bid Security / Earnest Money Deposit (EMD)	23
17.	Period of Validity of Bids	24
18.	Format and Signing of Bid	24
19.	Sealing and Marking of Bid	24
20.	Bid Due Date	25
21.	Late Bid	25
22.	Opening of Bids	26
23.	Contacting Officials	26
24.	Rejection of Bids	26
25.	Award of Contract	26
26.	Negotiations	27
27.	Notification of Award & Signing of Contract	27
28.	Performance Bank Guarantee	28

29.	Force Majeure	28
30.	Contract Obligations	30
31.	Amendment to the Agreement	30
32.	Use of Agreement Documents and Information	30
33.	Assignment & Sub Contracts	31
34.	Resolution of Disputes	31
35.	Taxes & Duties	31
36.	Books & Records	32
37.	Service Terms	32
38.	Penalty Clause	32
39.	Support from External Agency (If Applicable)	32
40.	Bid Evaluation Committee	33
41.	Documentation	33
42.	Evaluation Criteria	33
43.	Evaluation of technical bid	34
44.	Selection of Bidder:	34
45.	Eligibility Criteria	35
46.	Clarification on the Bids	40
47.	Timelines	40
48.	Forms	42
49.	Technical Forms & Formats	51
50.	Financial Bid format	59

## **Notice inviting Request for Proposal (RFP) for Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for Haryana Skill Development Mission.**

The Haryana Skill Development Mission invites proposals from reputed organizations with proven track record of having a thorough understanding and good experience in providing Project Management Consultancy and Technical Support Services to Skill Development Missions / State Vocational Councils / Employment Missions etc. for implementation of Skill Development schemes.

### **1. Brief Background of HSDM:**

Haryana Skill Development Mission ("**HSDM**") was registered on 4<sup>th</sup> May, 2015 under the Haryana Registration & Regulations of Societies Act, 2012 to function as an autonomous organization.

### **The primary objectives of HSDM are:**

The mission functions as a non-profit, independent and autonomous organization for implementation of skill development programmes in the State. The mission have 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 modern and market driven professions at reasonable cost 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.

The HSDM plans to engage a Project Management Unit (PMU) to professionally plan, help the Mission to plan, execute and monitor the skill development activities for a period of two years, so as to provide the qualitative training to the trainees and help the Mission achieve its vision of transforming the state of Haryana into skilled-workforce and knowledge hub for the world.

1. The duration of the Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for HSDM will be for a period of 2 (Two) years from the date of signing of contract. Post the initial period of 2 (Two) years it may be extended for another 1+1 year based on performance and mutual agreement.
2. The details regarding eligibility criteria, scope of work, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from the website of the Mission i.e. [www.hsdm.org.in](http://www.hsdm.org.in)
3. The Agency shall be selected in accordance with the Quality and Cost Based Selection (QCBS) method.
4. The mentioned norms are indicative and can be relaxed/ changed subject to the requirement of HSDM.
5. Amendments/ Corrigendum if any shall be communicated.
6. Technical and Financial bids must be prepared in the prescribed formats and submitted to the Mission Director, Haryana Skill Development Mission, Skill

Development & Industrial Training Department, 30 Bays Building, Sector-17, Chandigarh on or before 25/09/2017 upto 5:00 PM by hand/ through courier/ speed post.

7. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

Sd/-

**Mission Director**

**Haryana Skill Development Mission**

## Schedule for Invitation of RFP

No.	Particulars	Details
1.	Name of the Client inviting RFP	Haryana Skill Development Mission
2.	Address from where the RFP can be obtained	Mission Director, Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh or can be downloaded from the website of the mission i.e. <a href="http://www.hsdm.org.in">www.hsdm.org.in</a>
3.	Address where response to RFP has to be submitted	Mission Director, Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh
4.	Date of issue of RFP	From 23/08/2017 onwards during regular office hours
5.	Last Date of receiving Queries	The queries, if any, in the RFP has to be mailed before 08/09/2017 end of the day before 05:00 PM to <a href="mailto:haryanasdm@gmail.com">haryanasdm@gmail.com</a>
6.	Last date and Time for receipt of RFP	25/09/2017 upto 5:00 PM
7.	Date and time of Opening of Technical Proposal	On 26/09/2017 at 04:00 PM at Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh  The bids will be opened in presence of the bidders who choose to be present.
8.	Technical Presentation	The Technical Presentation shall be conducted on 03/10/2017 (subject to confirmation). The technical presentations have to be made by the team that is proposed for PMU by the Bidder
9.	Time, Place and date for opening of the Financial Proposal (Cover-C)	On 04/10/2017 at 11:00 AM at Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh  The Cover C will be opened in presence of the bidders who qualify as per the criteria stated under

		the Technical Proposal in Cover B.
10.	Earnest Money Deposit (EMD)	INR 5.00 Lakhs (Rupees Five Lakhs Only) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Mission Director, Haryana Skill Development Mission payable at Chandigarh
11.	Cost of RFP	INR 10,000 (Rupees Ten Thousand Only) Non-Refundable fee in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Mission Director, Haryana Skill Development Mission payable at Chandigarh (to be submitted alongwith the proposal in a separate envelope).
12.	Project Cost	Project Cost will be market discovered- as per the bid (L1).
13.	Name of the Contact Officer	Executive Officer,  Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh, Email ID- haryanasdm@gmail.com

**Note: Bidders are requested to download the RFP Document and other details from the website: [www.hsdm.org.in](http://www.hsdm.org.in)**



## **2. Request for Proposal (RFP)**

**Project Title: Programme Management Unit (PMU) for Haryana Skill Development Mission.**

**Date of issue: 23/08/2017**

**Due Date of Submission: 25/09/2017**

**Time (IST): 5:00 PM**

Dear Sir/ Madam,

The Haryana Skill Development Mission intends to enter into an arrangement for the provision of services outlined in the Terms of Reference (ToR) through a competitive bidding process.

Any questions regarding the RFP must be received through e-mail to the Mission Director [haryanasdm@gmail.com](mailto:haryanasdm@gmail.com). Last date for receipt of the queries is 08/09/2017. Thereafter, queries or request for information will not be considered.

1. A firm will be selected under Quality and Cost Based selection method and as per the procedures described in this RFP.
2. The RFP includes the following documents:
  - Section-1- Pre-Qualification Criteria
  - Section 2 - Instructions to Consultants (ITC) and Data Sheet
  - Section 3 - Technical Proposal – Prescribed Forms
  - Section 4 - Financial Proposal - Prescribed Forms
  - Section 5 - Terms of Reference

The proposal (Pre-qualification, technical and financial) should be submitted in separate sealed envelopes packed into a single envelope, as per the date and time mentioned above. Any proposals received after the stipulated date and time shall not be considered.

Yours sincerely,

Sd/-

**(Signature)**

Mission Director  
Haryana Skill Development Mission

### **3. About the Client**

Haryana Skill Development Mission ("**HSDM**") was registered on 4<sup>th</sup> May, 2015 under the Haryana Registration & Regulations of Societies Act, 2012 to function as an autonomous organization. The mission functions as a non-profit, independent and autonomous organization for implementation of skill development programmes in the State. The mission have 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 modern and market driven professions at reasonable cost 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.

The mission is primed to play a vital role in giving a fillip to jobs and livelihoods, to undertake policy initiatives for linkages of skilling to School, ITI, Polytechnic and Higher Education systems for smooth transition between them. It is also envisaged to set up appropriate institutions as required to effectively operationalize skilling. To translate the objectives and the mandate of the mission in its endeavour to provide leadership and be

the repository for knowledge in the areas of skilling, entrepreneurship and innovation to do studies and research as may be necessary for the above; a support structure is being planned. The proposed setting up of Programme Management Unit (PMU) is a step towards this direction.

#### **4 Project Background**

The HSDM plans to engage a Project Management Unit (PMU) to professionally plan, help the mission to execute and monitor the skill development activities for a period of two years, so as to provide the qualitative training to the trainees and help the mission achieve its vision of transforming the state of Haryana into skilled-workforce and knowledge hub for the World.

#### **5 Scope of work**

The role of Haryana Skill Development Mission is to create an enabling policy environment for sustainable, quality and scale skilling, entrepreneurship and innovation in the state to ensure coordination and synergy between various parts of the Government towards effective, efficient and need- based skill development.

The mission through the PMU will bring in expertise, conduct training of trainers, work in the area of legislation/ policy, rope in placement/ staffing agencies, explore opportunities outside state/ country, coordinate with MSDE/ NSDC/ GoI, develop proposals for getting funds from Government of India and other agencies, coordinate for CSR funds, coordinate/ establish state chapters of Sector Skill Councils etc.

At the district level, the PMU of the HSDM will support the District Project Management Units (DPMU) which is in place at seven skill ranges consisting of three districts each. The DPMU are primarily responsible in implementing the Skill Development and Entrepreneurship programme of the state in the districts.

The PMU will prepare the District Training Plan, coordinate training programs, assist/ guide in establishing skill training centres, coordinate the manpower requirements of local industries, particularly the new industries etc. The PMU of HSDM will be providing all requisite strategic support in aiding the DPMU.

#### **The proposed PMU shall support HSDM in:**

- Creating an enabling operational environment for skilling, entrepreneurship and innovation activities in the state.
- Setting up mechanisms for ensuring skilling quality in the state, to create a backbone and framework for administration of skilling initiatives.

- Creating the IT enablement of skilling, to create support systems for skilling and entrepreneurship in the State and to work with and facilitate various govt. and non-govt. agencies involved in skilling to enhance quality, sustainability and scale.
- Coordinating with Haryana Skill Development Mission (HSDM) in fostering partnerships and help leverage international, national, corporate, state and other resources for enhanced skilling in the state.
- Providing support to the Mission in taking up innovations plan and implement pilots etc., to ensure on-going up gradation of curriculum, capacity of trainers and training partners and skill standards in sync with industry requirements and to ensure meeting skilling targets of the state, to raise the profile and respect for skilling.
- Highlighting deviations, Issues in the schemes carried out by HSDM in stipulated time period.
- Monitoring and maintaining Issue Tracker and keep on updating the status of all risks and issues from time to time.
- Defining the escalation mechanism for timely resolution of issues & risks.
- Creating knowledge base of documents in the entire implementation of the scheme.

**Envisaged role of the PMU:**

- Prepare State Skill Gap Assessment Report & Skill Development Plan for HSDM.
- On behalf of HSDM, undertake research and facilitate learning of stakeholders in all areas of Skilling, Entrepreneurship and Innovation.
- Liaise with other Missions and other Departments of the State in formulation and implementation of Annual Skill Development Plan.
- Become the knowledge resource centre by helping the HSDM in identifying the best practices across the country and other countries.
- Help HSDM in preparing the Annual Plans and the Budget.
- Preparing project reports/proposals for accessing funds from GoI, other funding organisations.
- Support HSDM in empanelment & ensure suitable accreditation & gradation of the public & private training providers and conduct concurrent assessment of training providers to ensure quality of training.

- Designing formats for DPR, MoUs/ Agreements/ Notices/ Reports/ Communications, wherever required.
- Drafting of Reports/ Power point presentation and generating data of various forms/ kinds as per requirement of HSDM from time to time.
- Co-ordinating Assessment & certification process, curriculum development with Sector Skill Councils.
- Assist in identification of Training Providers, Career Counselling Agencies, Placement Agencies; signing of MOUs with Training Providers and monitoring the work of Training Providers from time to time.
- Support counselling activities, awareness & guidance programs for the workforce in unorganized sector.
- Plan and organize workshops and brainstorming session for the key stakeholders.
- Design parametric & framework to assess the performance of training programmes.
- Co-ordination of MIS activities of different stakeholders & resolution of their concerns/ issues, if any, from time to time.
- To incorporate modifications in existing MIS in facilitating additional modules and features as per requirement of HSDM for improvement and better monitoring of trainings.
- Weekly generation of MIS reports on physical and financial progress.
- Data analysis of training parameters for assessing the progress & quality implementation of Skill Schemes.
- Assist in implementation of Skill Development Website content, MIS reports, Online forms and online examinations, wherein the PMU is expected to provide inputs and assist designing structures.
- Assist in entering into partnership with national & international agencies working in the field of skill development.
- Assist HSDM to commission concurrent assessment of training providers and monitoring of the work of Training Providers to ensure quality of training. Organize study tours for understanding of the best set of national and international practices and experiments in the field of skill development.
- Encourage active participation of the public sector undertakings, private sector and civil society through feasible and productive partnerships.

- Support all initiatives with the objective of motivating the youth towards vocational stream of education from pre-SSC level onwards. PMU shall assist HSDM in designing all the initiatives for the specified activities.
- Take all appropriate initiatives and actions in line with the state skill development mission.
- Help HSDM in communication campaigns and media relations for increasing profile and image of skills and to communicate the achievements of HSDM.
- Any other activity assigned by the Mission related to advancing the objectives, development and mandate of the HSDM.

## **6 Terms and Conditions**

### **Conflict of Interest:**

- A. The selected Project Management Consultant shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Project Management Consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the HSDM under the contract.
- B. The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- C. The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.
- D. Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
- E. Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client, or of implementing agency who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- F. Consultants not to benefit from Commissions, discounts etc.: The Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of their obligations hereunder, and the Consultants shall use their best efforts to ensure that any of the Personnel and agents, or either of them, similarly shall not receive any such additional remuneration.

## **CONSULTANT'S PERSONNEL**

### **General:**

The Consultants shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

### **Description of Personnel:**

The titles, agreed job descriptions, minimum qualifications and approximate period of engagement in carrying out of the Services of each of the Consultant's Key Personnel are described in Eligibility Criteria.

### **Penalty for exit/replacement**

- a) Replacement of personnel shall generally not be allowed during the contract period. The replacement of agreed personnel by the bidder will be allowed in the event of disability/death of the incumbent as reasons for replacement of personnel or in case of personal reasons for leaving the bidder organization by the individual with the present employer.
- b) In case of failure to meet the standards set for delivering the project, (which includes efficiency, cooperation, discipline and performance) bidder may be asked to replace the personnel without any penalty for replacement/exit.
- c) The replaced personnel will be accepted by the HSDM only if he scores the same or more on the evaluation criterion mentioned in this RFP and is found suitable to the satisfaction of the HSDM. The outgoing personnel should complete the knowledge transfer with the replaced personnel as per the satisfaction of the HSDM. There shall be no gap in the replacement of the personnel.
- d) The penalty per personnel would be imposed if a personnel who has not resigned and is removed from the project by the bidding agency.
  - (i) If removed within 3 Months : Rs. 10, 00,000/- (Rupees Ten Lacs )
  - (ii) From 3 months to 6 Months- Rs. 5,00,000/- (Rupees Five Lacs)
  - (iii) Beyond 6 months- 3,00,000/0 (Rupees Three lacs)
- e) In case of immediate replacement not being provided, a penalty of Rs. 10,000/-per working day per personnel will also be imposed till suitable replacement is provided.
- f) (In case of point d & e above, the replacement procedure will be as per the terms mentioned at point c above).
- g) However, HSDM is free to relieve any personnel at any time during contract period for reasons recorded in writing, by serving 15 days advance notice.

The company will be liable to provide the suitable replacement as per the terms mentioned at point c above.

### **Terms of Payment:**

All invoices are to be raised by the consultant on quarterly basis. The invoices submitted shall commensurate with achievement of the scheduled milestones of the quarter and also the previous milestones. All invoices are deemed to be accepted unless disputed within 30 days from the receipt of the invoice by the client.

### **Others:**

Bidder is expected to examine all instructions, forms, terms, specifications etc. in the bidding documents. Failure to furnish the information required by the bid documents or submitting a bid not substantially responsive to the bid documents in every respect may result in the rejection of the bid.

The Haryana Skill Development Mission reserves the right to:

- Change any condition including technical specifications even after inviting the proposals with/ without prior notification
- Modify the documents by amendment
- Extend the deadline for the submission of bids

The bid prepared by the bidder, as well as all correspondence and documents relating to the bid executed by the bidder and Haryana Skill Development Mission shall be in English.

## **7. Pre-qualification Bid**

- (i) Response to the Request for Proposal (RFP) are invited from experienced consulting firms who wish to set up a Programme Management Unit (PMU) for Haryana Skill Development Mission.
- (ii) The objectives and expected deliverables of the Services which will be carried out by the selected firm are provided in the Scope of Work section.
- (iii) The consultants who are interested in being considered for this assignment should mandatorily fulfil the following pre-qualification criteria:
  - a) The bidder must be incorporated & registered in India, under any Act and should be in operations for minimum of 5 years.



- b) The bidder should have an average annual turnover of Rs. 50 (Fifty Crore) or above for the last three financial years. (i.e. FY 16-17 (if available), FY 15-16, FY 14-15, FY 13-14) coming from its Advisory/ Consulting services.
- c) The bidder should have a total turnover of Rs. 10 (ten) Crores in the last three financial years. (i.e. FY 16-17 (if available), FY 15-16, FY 14-15, FY 13-14) coming from its Government Consulting services.
- d) The bidder should have positive net worth in the last three (3) financial Years (i.e. FY 16-17 (if available), FY 15-16, FY 14-15, FY 13-14) as revealed by audited balance sheet.
- e) The agency should have acted as a Project Management Consultant (PMC) for at least one skill development project with a Central/ State Government Agency for a minimum duration of 1 year in the past three years.
- f) The bidder should not have been blacklisted by any Central/ State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.
- (iv) The Total duration of the Services will be 2 (Two) years (may be extended for another 1+1 year based on performance and mutual agreement) and it is expected to begin from October 2017.
- (v) Agency interested in being considered for the assignment, should submit information in the format as prescribed for submission of response to the RFP.

**Kindly note that Vocational Training Providers under Government of India and current Training Providers (TP) to any department of Government of Haryana shall not be eligible to bid.**

- (vi) The response to RFP should be separately packed in **three envelops (Cover A - for Pre-Qualification Criteria, Cover B - for Technical Proposal & Cover C - for Financial Proposal)** and finally packed in one cover and super scribed as "**RFP for Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for Haryana Skill Development Mission.**"
- (vii) The mission is not responsible for any courier/ postal delay and reserves the right to cancel all or any of the responses to RFP without any reason thereof.

## **8 Technical Bid**

- 1.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
- 1.2 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.
- 1.3 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), as indicated in the **Data Sheet** and using the Standard Forms provided in the RFP.
- 1.4 The Consultant shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by Registered/ Speed Post/ Courier/ by hand.
- 1.5 An authorized representative of the Consultant shall sign the original submission letters in the required format for Pre-qualification criteria and both the Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
  - 1.5.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative
- 1.6 The signed Proposal shall be marked "**ORIGINAL**", and its copies marked "**COPY**" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 1.7 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" (**Cover-B**), "**Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for Haryana Skill Development Mission**" reference number, name and address of the Consultant.
  - (i) Technical bid shall be as prescribed in this document.
  - (ii) Bidder should mention name, address, phone/fax numbers of authorized centres.

- (iii) Technical bid shall include information related to all specification sought by the client. It should also contain company brochures of all equipment and should contain the relevant technical documents issued by the manufacturer in support of specifications asked for.
- (iv) Bidders should submit only required documents in technical bid. **Numbering of all the pages of technical bid is necessary.** Check-list of all the important documents should also be enclosed in technical bid.

## **9 Financial Bid**

The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. The Financial Proposal shall specify the financial quote all inclusive; including all the costs of Overheads, Out of Pocket expenses, workshop cost etc.

The Consultant and Experts are responsible for meeting all tax liabilities arising out of the Contract. The Consultant shall express the price for its Services in INR only.

## **10 General Details**

### **General Considerations**

In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

### **Cost of Preparation of Proposal**

The Consultant 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 Consultant.

### **Language**

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the client, shall be written in ENGLISH Language

### **Only One Proposal**

The Consultant shall submit only one Proposal.

## Proposal Validity

Proposal shall be valid for a period of 180 days from closure of the bids

## Clarification and Amendment of RFP

The Consultant may request a clarification of any part of the RFP before **08/09/2017** through the e-mail i.e. [haryanasdm@gmail.com](mailto:haryanasdm@gmail.com)

## 11 Specific Details

<b>A. General</b>	
<b>Sr. No.</b>	<b>Details</b>
1	<b>Place of PMU:</b> Chandigarh or Panchkula
2	<b>Name of the Client:</b> Haryana Skill Development Mission <b>Method of Selection:</b> Quality and Cost Based Selection (QCBS)
3	<b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes <b>The name of the assignment is:</b> "Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for Haryana Skill Development Mission"
4	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:  All relevant information and guidelines related to Haryana Skill Development Mission
<b>B. Preparation of proposals</b>	
5	Language to be used for the Proposal and Correspondence: <b>English</b>
6	<b>The Proposal shall comprise the following:</b> <b>1<sup>st</sup> Inner Envelope with Pre-Qualification Criteria– (Cover-A)</b>

	<p><b>2<sup>nd</sup> Inner Envelope with the Technical Proposal (Cover-B)</b></p> <p><b>3<sup>rd</sup> Inner Envelope with the Financial Proposal (Cover-C)</b></p>
7	<b>Statement of Undertaking as specified</b>
8	<b>Proposals must remain valid for</b> 180 calendar days after the proposal submission deadline
9	<p><b>Clarifications may be requested till 08/09/2017</b></p> <p>Mail seeking relevant clarifications be sent to: <a href="mailto:haryanasdm@gmail.com">haryanasdm@gmail.com</a></p>
10	<p><b>All key experts including key staff of Bidding Agency– 96 man months</b></p> <ul style="list-style-type: none"> <li>• Programme Management Unit team size (at State Level) = 4 professionals</li> </ul> <p>Total 4 Positions X 12 months X 2 years = 96 man months</p> <p>Kindly note that the staff provided by consultancy firm shall work in close coordination with the Nodal Officer, HSDM and shall report to the Mission Director, HSDM</p>
11	Consultant would be provided with the Infrastructure facility, which includes office space and regular furniture only, by the client The Financial Proposal shall specify the Financial quote all inclusive; including all the costs of Overheads, Out of Pocket expenses, workshop costs etc.
12	The Financial Proposal shall be stated in the following currencies: INR only

## 12 Bid Forms

Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the bidder fails to submit the information in the prescribed format, the bid is liable for rejection. For all other cases, the bidder shall design a form to hold the required information.

### **13 Fraudulent & Corrupt Practice**

"Fraudulent practice" means misrepresentation of facts in order to influence the procurement process or the execution of the contract and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition.

"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of contract execution client will reject the proposal and may forfeit the EMD and/or Performance Guarantee, if it is determined that the bidder has engaged in fraudulent or corrupt practices in competing for, or in executing the contract(s).

### **14 Lack of Information to Bidder**

The bidder shall be deemed to have carefully examined all contract documents to his entire satisfaction. Lack of information shall not in any way relieve the bidder of his responsibility to fulfil his obligation under the contract.

### **15 Contract Obligations**

If after the award of the contract, the bidder does not sign the Agreement or fails to furnish the Performance Bank guarantee (PBG) within seven (7) working days along with the inception report and working schedule as per the RFP requirements, and if the operations are not started within seven (7) working days after submission of PBG as mentioned Client reserves the right to cancel the contract and apply all remedies available to it under the terms and conditions of this contract besides forfeiting the EMD.

#### **Bid Price**

- 1) The bid should indicate the prices in the price schedule of the format only.
- 2) The price quoted should include all applicable taxes and levies (central, state and local governments). The bidder should give the total price of the work and should include all the above.
- 3) Any effort by a bidder or bidder's agent or consultant or representative to influence the Client in any way concerning scrutiny/ consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

## **Bid Currency**

- 1) Total cost of the service shall be mentioned only in Indian Currency. Payment for the same as specified in the agreement shall be made in Indian Rupees only.
- 2) Client shall not be responsible for any variation in the rates of foreign currency vis-a-vis Indian currency. No correspondence in this regard will be entertained.

## **16. Bid Security / Earnest Money Deposit (EMD)**

- (i) The Bidder shall furnish an interest free EMD of Rs. 5.00 Lakhs (Rupees Five Lakhs only) at the time of submitting the proposal in the form of a Demand Draft issued by one of the Nationalized/Scheduled Banks in India in favour of Mission Director, Haryana Skill Development Mission payable at Chandigarh, refundable not later than 90 days from the date of submission of offer except in case of the two highest ranked (ascertained through QCBS) bidders.
- (ii) In the event that the first ranked Bidder commences the assignment, the second ranked Bidder, who has been kept in reserve, shall be refunded its EMD within 120 days from the date of submission of offer.
- (iii) The Selected Bidder's EMD shall be refunded upon the Bidder submitting the Bank Guarantee as indicated.
- (iv) In case the selected consultant fails to deposit the Bank Guarantee towards Performance Guarantee in scheduled time as mentioned below, the EMD submitted by it shall be forfeited, and the Authority may consider the award of assignment to the next ranked bidder.
- (v) The bid security may be forfeited on account of one or more of the following reasons:
  - a) If the bidder withdraws the bid during the period of bid validity specified on the bid document.
  - b) If the bidder does not respond to the requests for clarification of the bid.
  - c) If the bidder fails to co-operate in the bid evaluation process, and
  - d) In the case of successful bidder, the bidder fails:
    - (i) to sign the agreement in time, or
    - (ii) to furnish Performance Bank Guarantee

## **17. Period of Validity of Bids**

- 1) Bids shall remain valid for 180 days after the date of opening of the bid. Prescribed by the Client. Any bid with shorter validity period (less than 180 days) shall be rejected as non-responsive.
- 2) In exceptional circumstances, Client may solicit bidder's consent for extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of bid security shall also be suitably extended. A bidder agreeing to the request is however not permitted to modify the bid.

## **18. Format and Signing of Bid**

- (i) The Consultant shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by Registered/ Speed Post Courier/ by hand.
- (ii) An authorized representative of the Consultant shall sign the original submission letters in the required format for Pre-qualification criteria, Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
  - a) A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.
- (iii) The bid document shall be signed by pen only. No additions and alterations shall be made in the bid document. There should be no over- writings in the bid documents.
- (iv) Bidder shall submit One Original and Three copies of the Technical Proposal. The signed Proposal shall be marked "**ORIGINAL**", and its copies marked "**COPY**" as appropriate. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

## **19. Sealing and Marking of Bid**

- (i) The sealed envelopes containing the **Pre-Qualification Criteria (Cover-A), Technical (Cover-B) and Financial (Cover-C)** proposals shall be placed into **one outer envelope** and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment **Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU)**



**for Haryana Skill Development Mission,** Consultant's name and the address. The Proposal shall be submitted to: Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector-17, Chandigarh on or before 25/09/2017 upto 05:00 PM by hand/ through courier/ speed post.

- (ii) The original and all the copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" (**Cover-B**), **Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for Haryana Skill Development Mission**" reference number, name and address of the Consultant.
- (iii) Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" (**Cover-C**) followed by the name of the assignment, reference number, name and address of the Consultant.
- (iv) If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

## **20. Bid Due Date**

- 1) Bids must be submitted to Mission Director, Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector-17, Chandigarh on or before 25/09/2017 05:00 PM by hand/ through courier/ speed post. Bids submitted at any other address and/ or after the mentioned date and time is not accepted.

The Client may, at its discretion, on giving reasonable notice by email, fax, or any other written communication to all perspective bidders who have procured the bid documents, extend the date of submission of bid, in which case all rights and obligations of the Client and the bidders, shall thereafter be subject to the extension of the bid due date.

## **21. Late Bid**

Any bid received at the office of the Mission Director, Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector-17, Chandigarh after the bid due date and time prescribed in this document shall be rejected.

## **22 Opening of Bids**

- 1) Pre-qualification bids will be opened at: Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector-17, Chandigarh Date: 26/09/2017 at Time: 04:00 PM in the presence of the bidders or their representatives, who choose to attend. The bidders and their representatives who are present shall sign in a register in token of having attended the bid opening.
- 2) The Pre Qualification Bids will be opened and listed for evaluation. After qualification in Pre Qualification bids, Technical Bids of those bidders who are qualified will be opened and listed for further evaluation. The Financial Bids will be opened after evaluation of Technical Bids. The list of Technical Bids qualified after evaluation shall be communicated to the bidders before opening Financial Bids.

## **23 Contacting Officials**

Bidder shall not approach the client, officers outside of office hours and/ or outside of office premises, from the time of the bid opening to the time the contract is finally awarded.

- 1) Any effort by a bidder to influence Client's officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer. If the bidder wishes to bring additional information to the notice of the Client, it should be done in writing.

## **24 Rejection of Bids**

The Client reserves the right to reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

## **25 Award of Contract**

- 1) The criteria for selection will be on the basis of total score obtained as specified elsewhere in this document.
- 2) The contract is initially for a period of Two (2) years from the date of signing the agreement. Post the initial period of 2 (Two) years it may be extended for another 1+1 year based on performance and mutual agreement.

- 3) The Client reserves the right at the time of award to increase or decrease quantity for the requirements originally specified in the document without any change in bid rate or other terms and conditions.
- 4) If the successful bidder do not accept the award of contract or is found to be involved in fraudulent and/or corrupt practices, the next successful bidder on the basis of score ascertained through QCBS will be awarded the contract.
- 5) The bidder shall be deemed to have carefully examined the conditions and scope of work.

## **26 Negotiations**

Bidder who scores highest in the Combined evaluation of Technical and Financial bids would be intimated about the shortlisting and would be invited for contract negotiation at office of Mission Director Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector-17, Chandigarh. If the lowest valid rates are observed to be not reasonable, then the client either decide to re-invite the tenders/bids or counter offer of reasonable rates may be made to the lowest valid bidder.

## **27 Notification of Award & Signing of Contract**

- 1) Before expiry of the period of bid validity, the Client will notify the successful bidder with a request to sign the contract and furnish performance guarantee from a bank.
- 2) Within seven (7) working days of receipt of the communication, the successful bidder shall sign the contract and return it to the Mission Director, HSDM. The Performance Guarantee shall also be submitted within seven (7) working days of receipt of communication. The performance bank guarantee from the bank shall be equal to 10% of the value of contract. The Bank Guarantee shall be valid for a period of 120 days beyond the expiry of contract.
- 3) Upon the successful bidder signing the contract and furnishing the performance guarantee from the bank, the bid security/ EMD of all unsuccessful bidders will be refunded.

## **28 Performance Bank Guarantee**

The bidder shall furnish Performance Bank Guarantee as provided in the bid document to the Client for an amount equal to 10% of the value of the order towards performance of the contract obligation, and performance during the project period of 2 years.

The Performance Guarantee shall be valid for a period of 120 days beyond the expiry of contract and shall be denominated in Indian Rupees and shall be in the form of an unconditional Bank Guarantee issued by a Scheduled Bank/ Nationalized Bank (cooperative bank excluded) having at least one Branch in Chandigarh, in the format provided by the Client. It should be submitted within 7 working days of receipt of communication of Award of the Contract.

## **29 Force Majeure**

1) "Force Majeure" shall mean any event or circumstance or combination of events or circumstances that materially and adversely affects, prevents or delays any party in performance of its obligation in accordance with the terms of the agreement, but only if and to the extent that such events and circumstances are not within the affected party's reasonable control, directly or indirectly, and effects of which could have been prevented through good industry practice or, in the case of construction activities, through reasonable skill and care, including through the expenditure of reasonable sums of money. Any events or circumstances meeting the description of the Force Majeure which have same effect upon the performance of any contractor shall constitute Force Majeure with respect to the bidder. The parties shall ensure compliance of the terms of the agreement unless affected by the Force Majeure events. The bidder shall not be liable for forfeiture of its implementation/ performance guarantee, levy of penalties, or termination for default of and to the extent that his delay in performance or other failure to perform his obligations under the agreement is the result of Force Majeure.

## 2) Force Majeure events

- a) The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the definition as stated above.
- b) Without limitation to the generality of the foregoing, Force Majeure event shall include following events and circumstances and their effects to the extent that they, or their effects, satisfy the above requirements.
- c) Natural events to the extent they satisfy the foregoing requirements including:
- d) Any material effect on the natural elements including lightning, fire, earthquake, cyclone, thunder, flood, storm;
- e) Explosion or chemical contamination (other than resulting from an act of war);
- f) Epidemic such as plague;
- g) Any event or circumstance of a nature analogous to any of the foregoing.
- h) Other events (Political Events) to the extent that they satisfy the foregoing requirements including:
  - i) Political events which occur inside or outside or involve directly the State Government and the Central Government (Direct Political Event), including:
  - j) Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage;
  - k) Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-wide and are of political nature;
  - l) Any event or circumstance of a nature analogous to any of the foregoing.

## 3) Force Majeure exclusions

- a) Force Majeure shall not include the following events and/or circumstances, except to the extent that they are consequences of an event of Force Majeure
- b) Unavailability, late delivery
- c) Delay in the performance of any contractor, sub-contractor or their agents;

## 4) Procedure for calling Force Majeure

- a) The affected party will notify to the other party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event, within 5 (five)

days after the affected party comes to know or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the agreement

### **30 Contract Obligations**

Within Seven working days of receipt of communication, the successful bidder shall sign the contract and return it to the Mission Director. Once a contract is confirmed and signed, the terms and conditions contained therein and in the RFP document shall take effect.

A Draft contract agreement is attached to this RFP.

### **31 Amendment to the Agreement**

Amendments to the agreement may be made by mutual agreement by both the parties. No variation in or modification in the terms of the agreement shall be made except by written amendment signed by both the parties. All alterations and changes in the agreement shall be taken into account according to prevailing rules, regulations and laws.

### **32 Use of Agreement Documents and Information**

- 1) The bidder shall not without prior written consent from the Client disclose the agreement or any provision thereof or any specification or information furnished by or on behalf of the Client in connection therewith to any person other than the person employed by the bidder in the performance of the agreement. Disclosure to any such employee shall be made in confidence and shall extend only as far as may be necessary for such performance.
- 2) The bidder shall not without prior written consent of Client make use of any document or information made available for the project except for purposes of performing the agreement.
- 3) All project related documents issued by the Client other than the agreement shall remain the property of the Client and the original and all copies shall be returned to the Client on completion of the bidder's performance under the agreement, if so required by the Client.

### **33 Assignment & Sub Contracts**

- 1) The bidders as a single entity are allowed to make proposal for the bid.
- 2) The bidder shall not assign, in whole or in part, its rights and obligations to perform under the agreement to a third party, except with the prior written consent from the Client.

### **34 Resolution of Disputes**

- 1) If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the agreement or regarding a question, including the questions as to whether the termination of the contract agreement by one party hereto has been legitimate, both parties hereto shall endeavour to settle such dispute amicably.
- 2) Any dispute which is not resolved amicably within 30 days from the date of last written communication from either Party shall be referred to the Administrative Secretary, Government of Haryana, Skill Development & Industrial Training Department who himself shall act as the sole arbitrator in accordance with the provisions of the Arbitration and Conciliation Act, 1996 ("Arbitration Act"). The place of Arbitration shall be at Chandigarh only.
- 3) Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming the subject matter of the reference, any/all actions and proceeding arising out of or relative to the CONTRACT shall lie only in the Court of Competent Civil Jurisdiction in this behalf at Punjab & Haryana High Court and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.
- 4) This CONTRACT shall be governed by the laws of the Union of India

### **35 Taxes & Duties**

Bidder is liable for payment of all taxes and duties (central, state and local government) etc.

### **36 Books & Records**

Bidder shall maintain adequate books and records in connection with the contract and shall make them available for inspection and audit by the Client or their officers authorized in this behalf during the tenure of contract and until expiry of the performance guarantee.

### **37 Service Terms**

- 1) The technical skill and experience in management of the work shall be uniform throughout the contract period.
- 2) It is mandatory for bidder to deploy qualified professionals as prescribed in the bid to perform the activities as defined under scope of work.
- 3) The bidder is free to deploy or develop application to facilitate the operation. The Client will welcome the deployment of such application in respect to improved quality of service.

### **38 Penalty Clause**

#### **Penalties for delay in implementation**

If any service is not delivered before the expiry of the stipulated delivery period, which includes delivery extension period if any, the bidder shall be liable to pay the penalty and it is deducted from the payment due to him at the rate of 0.25% of the amount per week upto a maximum of 5%.

In case of failure of the execution of agreement within the specified period, the order shall be liable to be cancelled. The expenses in connection with the execution of the agreement shall be borne by the bidder.

If the time delay in execution is due to dependency of information or otherwise from the Client or its representative, the onus to prove the same to get exempted from payment of penalty lies with the Consultant

### **39 Support from External Agency (If Applicable)**

In case the bidder wishes to have support from any external agency, it is necessary to inform the Client in writing prior to allowing them to work on the project. The



information should contain all information about the company from whom support has been expected, the person/ group of people and the segment in which services have been expected.

On completion of the task, another report should be submitted by mentioning action taken by this person/group of people from external agency and the duration. The bidder is solely responsible for the action taken by such agency on their behalf. No data or information should be used by the consultant or its associates without obtaining prior written permission from the Client. Any violation of conditions of this section would result in strict action, including termination of the Contract.

#### **40 Bid Evaluation Committee**

- 1) A Bid Evaluation Committees will be constituted by the Haryana Skill Development Mission from time to time for scrutinizing the offers received to determine whether they are complete and as per the bid notice. Offers from bidder not meeting the pre-qualification criteria will be rejected.
- 2) The Client shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.
- 3) If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice at a later date, the proposal/offer of such bidder will be cancelled immediately and appropriate action would be initiated against the bidder.

#### **41 Documentation**

Bidder is required to furnish documentary evidences, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable)

#### **42 Evaluation Criteria**

##### **Evaluation of Pre-qualification**

- 1) The documentation submitted by the bidder will be examined for capabilities as indicated in the pre-qualification criteria (attached).
- 2) The value and validity of the EMD will be checked.
- 3) The turnover of the bidder will be checked.

- 4) The bidder documentation will be checked for turn-over details, projects executed nature of the project, etc. for compliance of the pre-qualification criteria.

#### **43. Evaluation of technical bid**

- 1) The bids qualified in pre-qualification stage will only be considered for technical evaluation.
- 2) The technical bids of the bidders will be opened to verify the specified aspects.
- 3) The evaluation would be based on the previous experience of the bidder, available professionals, Methodology and understanding of the project and the presentation to be made by the bidder.
- 4) Any deviation which is lower than the given specification will not be allowed.

#### **Evaluation of Financial Bids**

- 1) The bids qualified in pre-qualification stage and technical evaluation stage only will be considered for financial evaluation.
- 2) The total bid price inclusive of all taxes will be considered for the financial evaluation of the bid.
- 3) Marks will be given to the lowest bid value and points to others shall be calculated on percentile basis.

**The detailed evaluation framework is given as annexure.**

#### **44. Selection of Bidder:**

- 1) The final selection of the bidder will be made based on the conformity to the technical specifications, suitability of the offered solution, knowledge of the bidder, capacity of the bidder to execute the project besides the lowest financial quote.
- 2) The decision of HSDM on finalization of the bidder will be final and no representation in this regard will be entertained.
- 3) The final selection of the bidder will be made based on the overall score of technical and financial bids in ratio of 70:30.
- 4) The successful bidder will be issued letter of acceptance.

#### 45 Eligibility Criteria:

Bids may be submitted by a sole bidder only who will be responsible for end to end scope of work given in this tender. The Sole Bidder cannot be a part of any consortium for this tender.

#### Technical Criteria

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

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

#### Note:

- Vocational Training Providers/ Current Training Providers (TP) to any department of Government of Haryana as stated elsewhere in the document shall not be eligible to participate in this RFP
- The Technical & Financial proposals and the EMD DD of disqualified bidder at prequalification stage will be returned unopened.

#### B. Technical Proposal Evaluation Criteria

Sr. No.	Evaluation Criteria	Max. Marks
1	Experience of Bidder (furnish documentary evidences such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable)	50
1.1	Experience of working as a Project Management Consultant(PMC) for a Skill Development Mission / Employment Mission* in India for a minimum duration of 1 year, over the past 5 years(activities inter-alia must include private training partner empanelment and candidate mobilization)  1 assignments – 4 marks	15

	<p>2 assignments – 8 marks</p> <p>3 assignments – 12 marks</p> <p>&gt;3 assignments – 15 marks</p> <p>* May be appointed by a Central/State agency</p>	
1.2	<p>No. of Advisory Assignments in Skill Development Projects(size &gt;INR 2 (Two) Crore inclusive of taxes) with any governments/agencies/ donors in India:</p> <p>1 assignment : 4 marks</p> <p>2 assignments : 8 marks</p> <p>&gt;3 assignments : 12 marks</p>	12
1.3	<p>Experience of working on the Projects in India that have Central Planning/ funding with State Level Implementation. (Either in the Role of PMU / Training Partner) with the project value of Rs. 2 (Two) Crores</p> <p>1 Project – 3</p> <p>2 Projects – 5</p> <p>&gt;2 Projects – 8</p>	8
1.4	<p>Experience of working with Sector Skills Councils in India helping them to develop National Occupational Standards for identified job roles.</p> <p>0-3 SSCs – 2 marks</p> <p>3-6 SSCs – 4 marks</p> <p>&gt;6 SSCs – 6 marks</p>	6
1.5	<p>Experience of working on a state level MIS/ Dash board capturing skill development data</p> <p>1 project – 3 marks</p> <p>&gt;2 projects – 6 marks</p>	6
1.6	<p>Experience of creating Industry linkages by helping State Government departments sign MoUs/ Agreements with Private Sector for investment in the States.</p>	3

	<p>3 Projects -1 marks</p> <p>4 Projects -2 marks</p> <p>5 Projects or more -3 marks</p>	
2	<b>Key Personnel</b> – all key personnel shall be deployed with the mission on full time basis (as per the technical proposal Form Tech 6)	25
2.1	<p><b>Team Leader (1)</b></p> <p>Should be MBA / PGDM from a reputed institute with at least 10 years of experience with atleast 5 years of experience in managing central and State Government relationships.</p> <p>Should have worked in leadership roles in the areas of skill development, livelihood promotion, capacity building and implementation support for central/ state sponsored skill development schemes in program management, monitoring or Implementation.</p> <p>Experience in consulting / advisory assignments related to livelihood / capacity building / skill development, communication strategy and mobilization campaign, placement linkages etc. for any Government agency in India</p> <p>Experience of heading skill development / capacity building / livelihood project implementation at state or regional levels.</p> <p>Experience of Coordinating with various Central Government Agencies for Empanelment, Business Development, Fund releases, Report submissions etc.</p> <p>Experience of dealing with District administration for implementation of Projects</p> <p>Experience of working with Sector Skill Councils(SSCs) on works of PMKVY projects</p>	10
2.2	<p><b>Manager – Monitoring &amp; Evaluation of SDP Life Cycle (1)</b></p> <p>MBA / PGDM / MSW with minimum experience of &gt;7</p>	5

	<p>Years.</p> <p>Experience of working in projects in the area of monitoring and evaluation of Skill Development programme</p> <p>Experience of devising selection criteria for selection of the Training Providers and preparation of SOPs</p> <p>Experience of overseeing / hands on experience in the training aspects such as Skill gap analysis, Candidate Mobilization, Training content finalization, Training Schedule preparation, Assessments, Placements and post placement activities</p> <p>Experience of working in the SDPs using web- based monitoring and evaluation tool</p> <p>Experience in preparation of Reports pertaining to SDPs.</p> <p>Experience of preparation of Reports, Maintenance of the MIS, Coordination with different departments in the project, preparation of presentations</p> <p>Experience in liaising with RDAT / SSCs and Assessing Bodies for Assessment &amp; Certification of skill trained youth</p>	
2.3	<p><b>Manager – Industry Engagement (1)</b></p> <p>MBA / PGDM / MSW with over all experience &gt;7 Years.</p> <p>Experience of working in large scale skill development projects with industry linkage engagement</p> <p>Experience of Carrying out Placement Linkages and tie-ups for placement linkages with Industry</p> <p>Working with industry in CSR Linkages</p> <p>Experience of Carrying out Skill Gap assessment studies by carrying out research and/or working closely with the Industry</p>	5
2.4	<p><b>Manager ICT expert (1)</b></p> <p>B.E./ B. Tech (IT/Computers) and MBA with minimum</p>	5

	<p>experience of more than &gt;7 Years</p> <p>Experience about the business process and its convergence into technical process.</p> <p>Requirement gathering and clear understanding of the technology platforms.</p> <p>Understanding about the various architectures and system architectures.</p> <p>Manage support quarries and close IT issues to resolutions. Develop a support platform to track tickets.</p> <p>Understanding about IT governance and should have adequate project management skills.</p>	
3	Project Understanding and Approach & Methodology for implementing the assignment (as per full technical proposal)	15
4.	Technical presentation before Evaluation Committee (as per full technical proposal)	10
	<b>Total</b>	<b>100</b>

**The minimum score for Technical qualification is 70**

**Financial Criteria**

Only those bids with a technical score of  $\geq 70$  shall be considered for financial evaluation.

**Combined Evaluation Criteria**

Quality and Cost Based Selection (QCBS) method shall be adopted for selection. The weightage given to the Technical proposal score shall be '70' and the weight given to the financial proposal shall be '30'.

The combined evaluation shall be determined as below:

$$S_{Tech} = \frac{\text{Technical Score of the Applicant}}{\text{Highest Technical Score amongst the Applicants}} \times 70$$

$$S_{\text{FINANCIAL}} = \frac{\text{Lowest Financial Quote amongst the Applicants}}{\text{Financial Quote of the Applicant}} \times 30$$

$$S_{\text{FINAL}} = S_{\text{TECH}} + S_{\text{FINANCIAL}}$$

The composite score (S<sub>FINAL</sub>) would be used to determine the successful bidder. The bidder with the highest composite score would be awarded the contract.

#### 46 Clarification on the Bids

To assist in the scrutiny, evaluation and comparison of bids, Evaluation/Bid Committee may, at its discretion, ask some or all bidders for clarifications with regards to their bids which necessarily be in writing through either letter or email or fax. Failure of a bidder to submit additional information or clarification as sought by the Committee within the prescribed period will be considered as non-compliance and proposal may get evaluated based on the limited information furnished along with the bid proposal.

#### 47 Time Lines

A	Name of the Client	Haryana Skill Development Mission
B	Address from where the RFP can be obtained	Mission Director, Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh or can be downloaded from the website of the mission i.e. <a href="http://www.hsdm.org.in">www.hsdm.org.in</a>
C	Address where response to RFP has to be submitted	Mission Director , Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh
D	Issue of RFP Documents	From 23/08/2017 during regular office hours
E	Pre Bid Queries	The queries, if any, in the RFP has to be mailed before 08/09/2017 end of the day before 5:00 PM to



		<a href="mailto:haryanasdm@gmail.com">haryanasdm@gmail.com</a>
F	Time and last date of submission of response to RFP	On 25/09/2017 upto 5:00 PM
G	Time, Place and date for opening of Cover-A –Pre-Qualification Criteria	On 26/09/2017 at 04:00 PM at Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh  The bids will be opened in presence of the bidders who choose to be present.
H	Finalization of evaluation of Technical Bids by Competent Authority	The Technical Presentation shall be conducted on 03/10/2017 (subject to confirmation). The technical presentations have to be made by the team that is proposed for PMU by the Bidder.
I	Time, Place and date for opening of the Financial Proposal (Cover-C)	On 04/10/2017 at 11:00 AM at Haryana Skill Development Mission, Skill Development & Industrial Training Department, 30 Bays Building, Sector -17, Chandigarh  The Cover C will be opened in presence of the bidders who qualify as per the criteria stated under the Technical Proposal in Cover B.
J	EMD	INR 5.00 Lakhs (Rupees Five Lakhs Only) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Mission Director, Haryana Skill Development Mission payable at Chandigarh
K	Cost of RFP	INR 10,000 (Rupees Ten Thousand Only) Non-Refundable fee in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India in favour of the Mission Director, Haryana Skill Development Mission payable at Chandigarh (to be submitted alongwith the proposal in a separate envelope).
L	Project Cost	Total value of the Project Cost (all inclusive) is capped at Rs. 100 lakhs for 2 (Two) Years of engagement

**48 Forms:**

The bidders are required to submit the information in the forms specified below.

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

checklist of Required Forms:

<b>Envelope Details</b>	<b>Form</b>	<b>Description</b>	<b>Page No. in the pre-qual, bid</b>
Cover – A (Pre- Qualification Criteria)	PQ – I	Bid Conditions Acceptance Letter & EMD details	
	PQ – II	Bidder Details	
	PQ – III	Checklist for Pre- Qualification Criteria	
	PQ – IV	Format for Submission of Pre- Qualification Eligibility Information	

<b>Envelope Details</b>	<b>Form</b>	<b>Description</b>	<b>Page No. in the Tech. Proposal</b>
Cover – B (Technical Proposal)	TECH-1	Technical Proposal Submission Form	
	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement	
	TECH-2	Consultant’s Organization and Experience	
	TECH-2A	A. Consultant’s Organization	
	TECH-2B	B. Consultant’s Experience  <i>(Work orders / sanction</i>	

		<i>letters etc. are to be provided as Annexure. Page limit is for information to be provided for 'Consultant's Experience' and Work orders / sanction letters etc. provided as Annexure shall not be counted in it.)</i>	
	TECH-3	Comments or Suggestions on the Terms of Reference	
	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
	TECH-5	Work Schedule and Planning for Deliverables	
	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	

<b>Envelope Details</b>	<b>Form</b>	<b>Description</b>	<b>Page No. in the Tech. Proposal</b>
Cover – C (Financial Proposal)	FIN - I	Financial Proposal Submission Form	
	FIN-2	Summary of Costs	

**Bid Conditions Acceptance Letter & EMD details**

(To be submitted on the letter head of the bidding firm)

To,

The Mission Director,  
Haryana Skill Development Mission,  
Mission, Skill Development & Industrial Training Department,  
30 Bays Building, Sector-17, Chandigarh

I submit that I on behalf of my company have gone through all the Terms & Conditions contained in the Bid document No.....

I declare that all the provisions, terms and conditions of the Bid Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

It is submitted that as per the terms of the bid document, an EMD of Rs..... has been submitted in form of demand draft/pay order bearing No. .... dated .....with a validity of ..... days.

I understand that this EMD is liable for forfeiture in case of any deviations from the terms and conditions of the bid.

I also understand that the decisions of the \_\_\_\_\_, \_\_\_\_\_ shall be final regarding the bid process.

Yours faithfully,

(Signature of the Bidder)

Name  
Designation  
Seal  
Date:

***PQ – II: Bidder Details***

**BIDDER DETAILS**

1. Details of the Firm/ Bidder

1.1 Name of Bidder : \_\_\_\_\_

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

1.3 Tel No. (with code) : \_\_\_\_\_

1.4 Contact person : \_\_\_\_\_

1.5 Name and Designation : \_\_\_\_\_

1.6 Address, Telephone No. and Email address : \_\_\_\_\_

2. Type of Company (Govt./ Govt. undertaking/ Public Limited/ Private Limited/ Partnership / Proprietary) \_\_\_\_\_

3. Date of incorporation with documentary evidence \_\_\_\_\_

4. Registration details with documentary evidence \_\_\_\_\_

5. Legal status of the firm (with supporting evidence) \_\_\_\_\_

6. Service tax registration no. \_\_\_\_\_

7. Brief structure of the firm \_\_\_\_\_

8. We agree with all the terms and conditions of this bid document.

**Authorized signatory**

**Name:**

**Date:**

**name of the Bidder with seal**

**PQ – III: Checklist for – Pre-Qualification Criteria**

**A. Agency’s Profile:**

Organizational: Provide a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.

**B. Eligibility Information / Pre-Qualification criteria as per EoI (Mandatory Clause):**

<b>S. No.</b>	<b>Parameter</b>	<b>Supporting documents to be provided</b>	<b>Compliance (Y/N)</b>	<b>Documentary evidence provided on Page Nos.</b>
1	The bidder must be incorporated & registered in India, under any Act and should be in operations for minimum of 8 years	Certificate of incorporation and Service Tax Registration Certificate		
2	The bidder should have an average annual turnover of Rs. 50 (Fifty) Crore or above for the last three financial years (i.e. FY 17-16 (if applicable), FY 16-15, FY 15-14, FY 14-13) coming from its Advisory/ Consulting services	Copy of the audited Profit and Loss Account/ Balance Sheet/ Annual Report of the last three financial years (i.e. FY 17-16 (if applicable), FY 16-15, FY 15-14, FY 14-13)		
3	The bidder should have a total turnover of Rs. 10 (Ten) Crore in the last three financial years (i.e. FY 17-16 (if applicable), FY 16-15, FY 15-14, FY 14-13) coming from its Government/ Consulting	Copy of the audited Profit and Loss Account/ Balance Sheet/ Annual Report of the last three financial years (i.e. FY 17-16 (if applicable), FY 16-15, FY 15-14,		

	services	FY 14-13)		
4	The bidder should have positive net worth in the last three (3) Years (i.e. FY 17-16 (if applicable), FY 16-15, FY 15-14, FY 14-13) as revealed by audited balance sheet	Copy of the audited Profit and Loss Account/ Balance Sheet/ Annual Report of the last three financial years (i.e. FY 17-16 (if applicable), FY 16-15, FY 15-14, FY 14-13)		
5	The agency should have acted as a Project Management Consultant (PMC) for at least one skill development project with a Central/ State Government Agency for a minimum duration of 1 year in the past three years.	Copy of Engagement/ Contract/ Client letter		
6	The bidder shall not be blacklisted by any Central/ State Government (Central/ State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices	An undertaking specifying that the organization is not blacklisted by any Government Agency. To be certified by Authorized signatory		

**Note:**

- a) The above information shall be enclosed in Cover "A"
- b) If the applicant is found ineligible, then the Technical (in Cover B) and financial (in Cover C) Proposals shall not be opened.

***PQ – IV: Format for Submission of Pre-Qualification Eligibility Information***

**Format for submission of Pre-Qualification Eligibility Information (to be supported by Documentary evidence)**

1	Title of the Proposal	Proposal For "Engagement of a Technical Consultancy (TC) firm as Programme Management Unit (PMU) for Haryana Skill Development Mission, Haryana"	
2	Submitted by (Name of the bidder)		
3	Name of the Chief Executive and Contact No.		
4	Contact Persons for the Project		
5	Type of the Organisation bidding for the project	Private Limited Company/ Public Limited Company/ Society/ Other (Specify)	
6	Year of Registration (List in case of consortium)		
7	Average turnover of the Bidder	Average Turnover:	
		<b>Year</b>	<b>Turnover (in Crores of Rs.)</b>
		2017-16	
		2016-15	
		2015-14	
	2014-13		
8	Average Turnover from Government Consulting Services	Average Turnover:	
		<b>Year</b>	<b>Turnover (in Crores of Rs.)</b>
		2017-16	



		2016-15	
		2015-14	
		2014-13	
9	Net worth of the Company (total assets minus total outside liabilities)	Average Net Worth:	
		<b>Year</b>	<b>Net Worth</b>
		2017-16	
		2016-15	
		2015-14	
		2014-13	
10	Experience of working as PMC for at least one Skill Development Project with Central/ State Govt. For minimum duration of 1 year	No. of Projects worked:	
		List of Projects:	
11	An Undertaking that the consultancy is not blacklisted		

**DECLARATION OF NOT BEING BLACKLISTED**

(To be submitted on the letter head of the bidding firm)

To,

The Mission Director,  
Haryana Skill Development Mission,  
Skill Development & Industrial Training Department,  
30 Bays Building, Sector-17, Chandigarh

Sir,

I submit that I on behalf of my firm have gone through all the Terms & Conditions contained in the Bid document no.....

I hereby declare that my firm has not been debarred/black listed by any Government / Semi Government/ Quasi Government organizations in India for non-satisfactory past performance, or corrupt, fraudulent, unethical business practices or for any other reasons.

I further certify that I am competent officer in my company to make this declaration. I also understand that any false declaration may lead to debarring as well as disqualification of my firm from this bid as well as forfeiture of the EMD.

Yours faithfully,

(Signature of the Bidder)

Name Designation

Seal

Date:

## 49 Technical Forms & Formats

### *Form TECH-1: Technical Proposal Submission Form*

#### **TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To

The Mission Director,  
Haryana Skill Development Mission,  
Skill Development & Industrial Training Department,  
30 Bays Building, Sector-17, Chandigarh

Dear Sir,

We, the undersigned, offer to set up the **Programme Management Unit (PMU)** for Haryana Skill Development Mission, Government of Haryana in accordance with your Request for Proposals dated 23/08/2017. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet clause 10.
- (d) We have no conflict of interest as stated in the RFP
- (e) We meet the eligibility requirements as stated in RFP

- (f) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (g) Except as stated in the ITC &Data Sheet, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC may lead to the penalty and or termination of Contract negotiations.
- (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

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

We understand that the Client is not bound to accept any Proposal that the Client receives.

Thanking You,

Yours sincerely,

Authorized Signature {In full and initials}:\_

Name and Title of Signatory: \_

Name of Consultant (company's name or JV's name):

In the capacity of: \_

Address: \_

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

**Form TECH-2: Organisation & Experience**

**(FOR FULL TECHNICAL PROPOSAL ONLY)**

**CONSULTANT'S ORGANIZATION AND EXPERIENCE**

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement

*TECH-2A: Consultant's Organization*

**A - Consultant's Organization**

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

*TECH-2B: Consultant's Experience*

**B - Consultant's Experience**

FORMAT FOR FURNISHING CONSULTANT'S EXPERIENCE

FIRMS EXPERIENCE - WORK ORDER DETAILS FOR PROJECTS PREVIOUSLY EXECUTED

<b>S. no.</b>	<b>Name &amp; Work &amp; Location</b>	<b>Client Details (Name, Address &amp; Contact No.)</b>	<b>Work Order Ref. No. &amp; Date</b>	<b>Work Order Amount</b>	<b>Stipulated Date of Completion</b>	<b>Actual Date of Completion</b>	<b>Work Status (completed, in progress, unfinished)</b>	<b>Any Other information</b>

Bidder needs to furnish completion certificates for supporting for all the completed projects as per Technical criteria.

***TECH-3: Comments or Suggestions on the Terms of Reference***

**(FOR FULL TECHNICAL PROPOSAL)**

**Comments and suggestions on the terms of reference, counterpart staff, and facilities to be provided by the client**

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

**A - On the Terms of Reference**

{Improvements to the Terms of Reference, if any}

**B - On Counterpart Staff and Facilities**

{Comments on counterpart staff and facilities to be provided by the Client. For example, office space, data, background reports, etc., if any}

TECH-4: Description of the Approach, Methodology and Work Plan for Performing the Assignment

**(FOR FULL TECHNICAL PROPOSAL ONLY)**

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

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output. Please do not repeat/copy the TORs in here.},

b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment – **including mobilizing of proposed experts named in the bid and recruitment of experts for vacant positions [apart from the named in the bid and other positions which needs to be filled]**, the content and duration of each activity, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports.

The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts – **clearly reflecting the experts committed right from the start date and those that will be recruited by target dates specified above in section a and b}**

**WORK SCHEDULE AND PLAN FOR  
DELIVERABLES**

No	Deliverable (D-..)	Months								
		1	2	3	4	5	6	7	8	9
<b>D-1</b>	{e.g., Deliverable #1: Report A									
	1) data collection for Skill Gap Assessment									
	2) Report on initial skill gap assessment									
	3) Skill Gap Identification									
<b>D-2</b>	{e.g., Deliverable #2 :.....}									
<b>D-3</b>	<b>Staffing: Core Team (PMU)</b> { as given in TOR}									

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.



**TECH-6: Team Composition, Key Experts Inputs and CVs**

{A brief description of the team composition including the agency’s staff members assignments, roles and responsibilities, assignments and key expert’s inputs in terms of time needs to be highlighted; page limit of 5}

**CURRICULUM VITAE (CV PAGE LIMIT- 25)**

{Total number of CVs to be furnished for technical proposal evaluation= 9. CVs for manpower at the District level and for Accountant and Executives are not to be furnished.}

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

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

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May2005-present]	[e.g., Ministry of ....., advisor/consultant to... For references: Tel...../ e-mail.....; Mr. , deputy minister]	



## **50 Financial Bid format:**

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

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

***FIN - I: Financial Proposal Submission Form***

**FINANCIAL PROPOSAL SUBMISSION FORM**

---

{Location, Date}

To

The Mission Director,  
Haryana Skill Development Mission,  
Mission, Skill Development & Industrial Training Department,  
30 Bays Building, Sector-17, Chandigarh

Dear Sir,

We, the undersigned, offer to set up the **Programme Management Unit (PMU) for Skill Development, Entrepreneurship & Innovation Department** in accordance with your Request for Proposal dated 23/08/2017 and our Technical Proposal.

Our attached Financial Proposal is for the amount of **{Indicate the corresponding to the amount(s) {Insert amount(s) in words and figures}, excluding of all indirect local taxes in accordance with the ITC & Data Sheet}**. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} {Please note that all amounts shall be the same as in Form FIN-2}.

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

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

Yours sincerely,

Authorized Signature {In full and initials}:  
Name and Title of Signatory: In the capacity of:  
Address:

E-mail:

**FIN - II: Summary of  
Costs**

**SUMMARY OF COSTS (IN INR ONLY)**

	<b>Cost</b> <i>{ In Rupees }</i>
<b><u>A- Cost of the Financial Proposal</u></b>	
{Should match the amount in Form	
<b>Indirect Local Tax Estimates</b>	
(i) {insert type of tax:e.g., VAT or sales tax}	
<b><u>B- Total Estimate for Indirect Local Tax:</u></b>	
<b><u>Gross Total (A+B)</u></b>	
<b><u>In Words</u></b>	(Total Amount in Rupees .....)*

\* In case of discrepancy between the Number and the words, the amount specified in words would be considered