

**Haryana Skill Development
Mission
(Skill Development & Industrial Training
Department, Haryana)**

**RFP HSDM/SKD/2017-18
Request for Proposal
(RFP) For
Empanelment of Centers of Excellence for Imparting
Employment Driven Skill Training to the Graduate Youth of Haryana**

**Haryana Skill Development Mission
Skill Development & Industrial Training Department, Haryana,
30 Bays Building, Sector-17, Chandigarh
Email- haryanasdm@gmail.com, Phone No- 0172-2722542**

Disclaimer

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Bidder (s), whether verbally or in documentary or any other form by or on behalf of Haryana Skill Development Mission (herein after "**HSDM**") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by HSDM to interested parties who apply for empanelment (hence forth "**Bidders**") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("**Proposal**") for empanelment with Haryana Skill Development Mission as a 'Center of Excellence' for providing employment oriented skill development training to the graduate youth in Haryana.

HSDM makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this empanelment process.

HSDM may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that HSDM is bound to empanel any Bidder(s) or select any Bidder(s) for any project. HSDM reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidders shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by HSDM or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and HSDM shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

Introduction

1.1 Contents of this RFP

1.1.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as detailed below, and will additionally include any Addenda.

1.2 Background of Haryana Skill Development Mission

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

1.2.2 The primary objectives of HSDM are:

The mission shall function as a non-profit, independent and autonomous organization for implementation of skill development mission in the State. The mission shall 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 youths 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.

1.3 Objective of the Empanelment Process

1.3.1 To give impetus to skill driven employability initiatives in the State, HSDM intends to empanel 'Center of Excellence' ("**CoEs**") to provide knowledge, soft-skill as well as technical-skill driven training in the identified industry sectors to the graduate youth of Haryana in a manner broadly in conformance with National Skills Qualifications Framework ("**NSQF**") notified by the Ministry of Finance on 27th December 2013 and the Common Norms notified by the Ministry of Skill Development and Entrepreneurship on 15th July, 2015 and to meet the objectives of HSDM.

Empanelment as a 'Center of Excellence' for the selected Bidders will be subject to the Bidders' willingness to commence programs across all of the sectors listed in Clause 1.4.7.

It is of paramount importance that the empanelment as a 'Center of Excellence' mandates industry internships and assured offer of employments for all the programme participants coordinated and arranged by the Bidders.

1.3.2. Empanelment of CoEs shall be based on evaluation criteria in clause 3.3.4.

1.3.3 Bidders selected for empanelment pursuant to this RFP will be responsible for delivering 4-8 months training to graduate youth of Haryana through a combination of in-class pedagogy and on-job internship followed by assured placement in the relevant industry across India or internationally. Required training infrastructure, both in terms of facility as well as industry expertise, shall be arranged for by the Bidder. The training cost for the programmes run by the CoEs shall be exclusively borne by the enrolled graduate students. Under no circumstances shall HSDM remit any funds / monies to the Bidder towards infrastructure setup or training delivery for skill development programs under the CoEs.

1.4 **General Terms of Empanelment**

1.4.1 Bidders must be eligible to apply for empanelment as per Clause 2.1. Bidding as a consortium is not permitted.

1.4.2 To get empanelled as a CoE, the Bidder must submit program / curriculum details for all programs broadly in conformance with National Skills Qualifications Framework (“**NSQF**”).

1.4.3 On the basis of proposals submitted by Bidders for CoE empanelment, in response to this RFP, HSDM will constitute a Panel of Bidders eligible for providing employment-driven knowledge, soft-skill and industry-driven technical-skill training to the graduate youth.

1.4.4 The tenure of the empanelment shall be for a period of five (5) years from the date of empanelment, with the empanelment status being renewed every year on the basis of:

- i) the CoE continuing to meet the eligibility and qualifications criteria as required by the prevailing conditions for empanelment, or as may be amended by HSDM from time to time; and
- ii) the performance of the CoE post empanelment process. Various factors as provided in Schedule B may be considered for the performance review.

At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to HSDM as requested.

1.4.5 HSDM, at its discretion, can modify or terminate the Panel earlier than the expiry of the five (5) year period in the event of change in law or due to other relevant reason(s).

1.4.6 HSDM, at its discretion, can terminate the empanelment of a CoE earlier than the expiry of the five (5) year period in the event of failure of CoE to remain eligible in view of prevailing eligibility conditions (as revised from time to time) or to perform as per contract deliverables or other relevant reason(s) given in writing to the CoE.

1.4.7 Empanelment as a ‘Center of Excellence’ will be undertaken for providing training and assured placements for the following sectors. Training in others sectors may also be provided as per demand of the industry.

- i) Infrastructure Management.
- ii) Banking, Financial Services & Insurance (BFSI).

- iii) Healthcare Administration.
- iv) Hospitality.
- v) Retail.
- vi) Aviation.
- vii) Logistics.
- viii) Event Management.
- ix) Media & Public Relations.
- x) Digital Marketing.
- xi) Networking & IT Support.
- xii) Data Analytics.
- xiii) Information Security.
- xiv) Cloud Computing.
- xv) International Business.
- xvi) Sales & Marketing.
- xvii) Human Resources.
- xviii) Entrepreneurship.
- xix) Tourism.
- xx) Agriculture and allied sectors.
- xxi) Dairying.

- 1.4.8 Empanelment with HSDM will not entail any form of income / award of work / retainer fees. It is explicitly understood that HSDM will neither provide any infrastructure nor bear any cost of training or remit any fund to the CoEs for the same.

1.5 Description of Empanelment Process

- 1.5.1 Interested eligible Bidders can participate in the Empanelment Process by submitting their proposal in the format given in the Appendix. Each Bidder must submit a single proposal, irrespective of the number of sectors in which the Bidder wants to get empanelled as a CoE.
- 1.5.2 Eligible Bidders shall be considered for empanelment with HSDM and shall be invited for a technical presentation before a competent Committee appointed by HSDM if they meet the requisite cut-off as per Clause 3.3.3.
- 1.5.3 Along with the Proposal, a Bidder is required to deposit a **non-refundable processing fee of Rs. 10,000/- (Rupees Ten Thousand only)**. The Processing Fee must be in the form of a crossed demand draft drawn on any scheduled bank in favour of “Haryana Skill Development Mission”, payable at par in Chandigarh.

- 1.5.4 HSDM shall endeavour to adhere to the following schedule but reserves the right to alter the same:

S. No.	Details	Tentative Dates
1.	Issuance of RFP	10 th September, 2017
2.	Last date for submission of Proposals	29 th September, 2017
3.	Announcement of Qualified Bidders	9 th October, 2017
4.	Technical Presentation by Shortlisted Bidders	13 th October, 2017

1.6 Terms and Scope of Work

Following will be preferred mode of operationalising scope of work:

- 1.6.1 Subsequent to empanelment of CoEs under the present Empanelment Process, the Empanelled CoEs may conduct seminars / workshops at places identified in joint consultation with HSDM to educate the graduate students about the employment opportunities existing in the emerging industry sectors.
- 1.6.2 CoEs may conduct employability assessment of interested students in the sectors and job roles of their choice before commencing training.
- 1.6.3 The following is the broad scope of work for Empanelled CoEs:
- a) Mobilization of Graduate Trainees**
- Prior to initiation of training, ground-level mobilization must be done by empanelled CoEs at their own cost in areas identified in consultation with HSDM.
 - Mobilization should be accompanied by counselling wherein empanelled CoEs are expected to provide candidates all possible information on the nature of work in the sector / trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved.
 - Registration of trainees must be linked to their Aadhaar identity, which the empanelled CoEs are expected to facilitate before trainee registration.
- b) Batch Management:** A training batch would consist of not more than 50 trainees.

c) Center of Excellence Infrastructure

- CoEs are required to have a self-owned / leased training facility of a minimum 30,000 Sq. Ft. at a single location in Haryana for skill trainings and placement coordination.
- Each CoEs must be equipped with the infrastructure required for training under the specific sectoral training programs.
- CoEs infrastructure must be owned by the Bidder or infrastructure may be on lease for 5 years.

d) Training Delivery

- CoEs are not allowed to provide training through a franchisee arrangement. No part of the Center shall be sub-let to any agency / individual in any form.
- The empanelled CoEs shall be responsible for all aspects of the training including facility readiness, quality of training delivery, assessment and certification, and outcomes required from the training.

e) Graduate Training Curriculum

- Curriculum of the training shall be National Skills Qualifications Framework (“NSQF”) compliant.
- The graduate training curriculum must have mandatory modules on personality development, communication skills, relevant industry orientation, industry-specific computer knowledge and sector-specific technical skills.
- Adequate practical and on the job training / internship as per the module must be arranged and provided by the CoE.

f) Trainers

- Persons deployed as trainers by the empanelled CoEs must be certified instructors in possession of requisite knowledge, skills and experience in their domain.
- For each of the graduate training programs, the trainings must be imparted by certified trainers having relevant industry experience.

g) Assessment and Certification

- CoE shall run continuous internal assessment in the form of quizzes, assignments and tests as part of the course curriculum.
- CoE will run a final assessment on the trainees through a third party and in accordance with a pre-defined criteria, award a certificate to the qualifying trainees to ensure acceptability in the industry.

h) Facilitating National & International Employment for Graduate Trainees

- Providing wage employment to the beneficiaries is the prime focus under HSDM skill training(s). Achievement of outcomes, in terms of sustainable wage employment being facilitated for trainees, shall be a crucial element for assessing the performance of empanelled CoEs at the time of annual empanelment renewal. Other indicative parameters for assessing the performance of empanelled CoEs are given in Schedule-B.
- **The CoE shall be responsible for securing national as well as international offers of employments in relevant sector (of the program) for all trainees successfully completing the graduate training program.**

i) Post Placement Tracking and Support

- To ensure sustained benefits from training, empanelled CoEs are required to track and report successfully placed candidates for a period of 1 year.
- CoE shall be required to furnish information such as appointment letter, remuneration, etc. to HSDM as per terms of the Agreement between HSDM and the empanelled CoEs.
- Contact details of successful trainees should be passed on to HSDM for sample checking.

1.6.4 The following is the broad scope of responsibility of HSDM

a) Promulgating the CoE Programs to Graduates

- HSDM shall take all steps necessary to promulgate the graduate training and employment programs across various universities in all the districts of Haryana.

b) Monitoring of CoE Graduate Programs

- HSDM shall undertake regular monitoring of CoEs as well as perform annual reviews of training quality and placements of trainees successfully completing the programs.

c) Others

- Any other initiatives in joint consultation with the CoE provided the same does not has direct financial implications for HSDM.

1.6.5 All records including but not limited to those pertaining to attendance, class progress, assessment, certification, and training outcomes, must be maintained both manually (hard copies submitted to HSDM) as well as uploaded on HSDM website, the State's Skill Management Information System. Likewise, attendance of trainees and trainers must be maintained both in the form of physical hard copies as well as through biometric records.

2. Instructions

A. General

2.1 Eligibility Criteria

- 2.1.1 An eligible Bidder must be a legal entity in the form of Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / Society / Trust.
- 2.1.2 An eligible Bidder must have a self-owned training facility of a minimum 30,000 Sq. Ft. at a single location in Haryana for graduate skill trainings and placement coordination.
- 2.1.3 An eligible Bidder must have prior experience of a minimum of two financial years in training and placement in at least eight (8) of the sectors listed in Clause 1.4.7.
- 2.1.4 An eligible Bidder must have a minimum annual turnover of Rs. 3 Crores being generated from training / placement services since the past 3 financial years i.e. 2014-15, 2015-16, 2016-17.

- 2.1.5 An eligible Bidder must have a graduate-level sourcing, training and placement experience of a minimum of 3 years in the area of graduate education, training and placement with a minimum 75% placement record.
- 2.1.6 An eligible Bidder having experience of international placements over the last 3 years with a minimum of 50 international placements over the period 2014-17 will be given preference. Details of the same are to be furnished along with proof of placements for verification.
- 2.1.7 An eligible Bidder must not have ever been blacklisted by any State Government / Central Government / Donor Agency.

2.2 General Terms of Proposal Submission

- 2.2.1 Each Bidder must submit a single proposal, irrespective of the number of sectors in which the Bidder wishes to get empanelled.
- 2.2.2 HSDM shall receive the proposal in accordance with the terms set forth in this RFP and other documents that may be provided by HSDM pursuant to this RFP as amended / clarified from time to time by HSDM.
- 2.2.3 Along with the Bid, the Bidder is required to deposit a non-refundable Processing Fee of Rs. 10,000/- (Rupees Ten Thousand only) in line with details provided in Clause 1.5.3. **The RFP shall be summarily rejected if it is not accompanied by the Processing Fee.**
- 2.2.4 Bidders shall not have a conflict of interest that affects the empanelment process or any sanction of work that may follow. Any Bidder found to have a Conflict of Interest is liable to be disqualified.
- 2.2.5 Any misrepresentation shall lead to disqualification of the Bidder.
- 2.2.6 HSDM will not return any proposal or any information provided along therewith.
- 2.2.7 In case it is found at any time during or subsequent to the empanelment process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and any Agreement/ Contract, if signed, shall be liable to be terminated by a communication in writing by HSDM to the Bidder, without HSDM being liable in any manner whatsoever to the Bidder.

2.2.8 HSDM reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of HSDM to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of HSDM there under.

2.2.9 The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. HSDM will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

2.3 Due Diligence, site visit and verification of information

2.3.1 It shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from HSDM;
- c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

2.4 Right to accept and to reject any or all Proposals

2.4.1 Notwithstanding anything contained in this RFP, HSDM reserves the right to accept or reject any proposal and to annul the empanelment process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.4.2 Such misrepresentation / improper response as described herein shall lead to the disqualification of the Bidder.

2.4.3 In case, it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing by HSDM to the Bidder, without HSDM being liable in any manner whatsoever to the Bidder.

B. Documents

2.5 Contents of the RFP

2.5.1 The following are the Schedule attached as part of this RFP

- a) Training Locations.
- b) Indicative parameters for annual performance review of CoEs.

2.5.2 The following are the appendices attached as a part of this RFP:

- a) Format for Covering Letter for the Proposal.
- b) Format for Affidavit on not being blacklisted.
- c) Format for Bidder Details.
- d) Format for Financial Capability Statement.
- e) Format for Graduate-Level Training and Placement Record (all-India).
- f) Format for Additional Information.
- g) Format for Board Resolution for Proposal Submission.
- h) Format for Authorization for signing of Proposal & Other Documents.

2.6 Clarifications

2.6.1 Bidders requiring any clarification on the RFP may notify HSDM in writing or by letter and/or e-mail. Queries should be sent in before the last date for submission of proposal. HSDM shall post queries and responses thereto on its website without identifying the source of queries.

2.6.2 HSDM shall endeavour to respond to the queries within the period specified therein through letter/e-mail. However, HSDM reserves the right not to respond to any question(s) or provide any clarification(s), at its sole discretion, and nothing in these Clauses shall be taken or read as compelling or requiring HSDM to respond to any question or to provide any clarification.

2.6.3 HSDM may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by HSDM shall be deemed to be part of the RFP. Verbal clarifications and information given by HSDM or its employees or representatives shall not in any way or manner be binding on HSDM.

2.7 Amendment of RFP

- 2.7.1 At any time prior to the deadline for submission of Proposals, HSDM may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda.
- 2.7.2 Any addenda issued subsequent to this RFP, but before the Proposal Due Date, will be deemed to form part of this RFP.
- 2.7.3 Any Addendum thus issued will be uploaded on the HSDM website (www.hsdm.org.in). HSDM will post the addendum/ replies to the queries on the HSDM website without identifying the source of queries.
- 2.7.4 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, HSDM may, at its own discretion, extend the timelines mentioned in Clause 1.5.4, having due regard for the time required by the Bidders to address such amendment.
- 2.7.5 Any modification and amendment in the RFP or the timelines as stated in Clause 1.5.4 shall be uploaded on the HSDM website. Prospective Bidders are requested to remain updated with regard to any addendum / notices / amendments / clarifications etc. on the HSDM website at www.hsdm.org.in. HSDM may not provide separate notifications for such addendum / notices / amendments / clarifications, etc. in the print media (press) or individually.

C. Preparation and Submission of

2.8 Format of Proposal Submission

- 2.8.1 The Bidder shall provide all information sought under this RFP. HSDM will evaluate only those proposals that are received in the required formats and complete in all respects.
- 2.8.2 The proposal should be neatly typed in indelible ink and signed by the authorised signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the Proposal must be initialled by the person(s) signing the proposal.

2.9 Sealing and Submission of Proposals

2.9.1 The Bidder shall submit the proposal in the formats specified in the Appendices, inside a sealed envelope marked as “Proposal for Empanelment of Center of Excellence for Imparting Employment Driven Skill Training to the Graduate Youth of Haryana”. The envelope shall clearly indicate the name and address of the Bidder.

2.9.2 The documents accompanying the Proposal shall be numbered serially and placed in the order mentioned below, along with this checklist:

S. No.	Description	Reference
1	Cover Letter with the Bid	Appendix-I
2	Affidavit on not being blacklisted	Appendix-II
3	Bidder Details	Appendix-III
4	Financial Capability Statement	Appendix-IV
5	Graduate Training and Placement Record (all-India)	Appendix-V
6	Additional Information	Appendix-VI
7	Board Resolution for Proposal Submission	Appendix-VII
8	Authorization for Signing of Bid	Appendix-VIII
9	Pre-Bid Queries	Appendix-IX
10	Processing Fee	Rs. 10,000
11	CD containing soft copy of the Proposal including all information provided as part of Appendix I-VI in editable MS Office (Word/Excel/PowerPoint) format	-

2.9.3 Along with the original set, a true copy of the Proposal with all documents as per the checklist in Clause 2.9.2 should be submitted. The true copy should be placed in another envelope and marked as: "Copy of Proposal".

2.9.4 Both the original and true copy of the Proposal should be addressed to:

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

2.9.5 Proposals should be submitted at the address mentioned in Clause 2.9.4 by registered post or courier or in person. In case of Proposals submitted in person, a receipt thereof should be obtained from the person specified at Clause 2.9.4 or a designated person authorized by him for this purpose.

2.9.6 Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

2.10 Proposal Due Date

2.10.1 Proposals should be submitted by 5:00 PM IST on the Proposal Due Date as per Clause 1.5.4 at the address provided in Clause 2.9.4 in the manner and form as detailed in this RFP. HSDM may, at its sole discretion, extend the Proposal Due Date by issuing an Addendum in accordance with Clause 2.7 uniformly for all Bidders.

2.10.2 Proposals received by HSDM after the specified time on the Proposal Due Date shall not be eligible for consideration and shall be summarily rejected. HSDM will not be responsible in any manner for late receipt of Proposals.

2.11 Modifications / Substitution / Withdrawal of Proposals

2.11.1 Bidders may not modify, substitute or withdraw their Proposals after submission. Information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by HSDM, shall be disregarded.

2.12 Rejection of Proposals

2.12.1 HSDM reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for HSDM to accept any Proposal or to give any reasons for their decision.

2.12.2 HSDM reserves the right not to proceed with the Empanelment Process at any time, without notice or liability, and to reject any Proposal without assigning any reason(s).

2.13 Validity of Proposals

2.13.1 The Proposals shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date. The validity of Proposals may be extended by mutual consent of HSDM and the Bidders.

2.14 Confidentiality

- 2.14.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising HSDM in relation to, or matters arising out of, or concerning the Empanelment Process.
- 2.14.2 HSDM will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. HSDM may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or HSDM.

2.15 Correspondence with the Bidder

- 2.15.1 HSDM reserves the right to not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

3. Evaluation of Bids

3.1 Opening and Evaluation of Proposals

- 3.1.1 HSDM shall open the Proposals at 10:00 AM on the day following the Proposal Due Date, or any other date specified subsequently, at the address specified in Clause 2.9.4 and in the presence of the Bidders who choose to attend.
- 3.1.2 HSDM will subsequently examine and evaluate the Proposals in accordance with the provisions set out in Clause 3.2 and Clause 3.3 below.
- 3.1.3 If at any time during the evaluation process HSDM requires any clarification, it reserves the right to seek such information from any or all of the Bidders and the Bidders will be obliged to provide the same with supporting documents in the specified time frame.

3.2 Tests of responsiveness

- 3.2.1 Prior to evaluation of Proposals, HSDM shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a) it is received as per Clause 2.8 and Clause 2.9 ;
- b) it is received by the Proposal Due Date including any extension thereof;
- c) it is accompanied by the Processing Fee;
- d) it does not contain any condition or qualification; and
- e) it is not non-responsive in terms hereof.

3.2.2 HSDM reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by HSDM in respect of such Bid.

3.3 Evaluation and Selection of Bidders for Empanelment

3.3.1 The Bidder has to be adjudged as responsive in terms of Clause 3.2.1 for participating in the Proposal process.

3.3.2 Bidders deemed eligible as per Clause 2.1 and responsive as per Clause 3.2.1 will be evaluated on their Technical, Financial and Additional Qualifications as well as suitability for the State of Haryana. The selection process would involve an evaluation of the Technical Proposal (“Part A”) and Technical Presentation (“Part B”).

3.3.3 Bidders who score at least **40 out of 70** possible marks in Part A (referred to as “**Shortlisted Bidders**”) shall qualify for making a Technical Presentation before the Selection Committee.

3.3.4 The selection process shall be based on the evaluation criteria provided in the table below:

Evaluation Criteria for Bidder Maximum of 100 Marks)		
Sr. No.	Parameters	Max. Marks
Part A: Technical Proposal submitted to HSDM		
A.1	Technical Qualifications – All India incl. Haryana (Max. Marks 40)	
a).	<p>Successful completion of Employment - Driven Training at Graduate / Post Graduate Level provided to Trainees in the past 3 financial years across all sectors</p> <p>General Scoring:</p> <ul style="list-style-type: none"> • Completion of training for 1000 trainees : 10 marks • One additional mark for completion of training for every 50 trainees (counted in multiples of 50) above 1000, up to a maximum of 20 marks total. 	20

b).	Number of Graduate Trainees placed after Training above CTC of Rs.1.80 lakh / Annum in the past 3 financial years, across all sectors General Scoring: <ul style="list-style-type: none"> Placement of 500 trainees above Rs. 1.80 Lakh pa CTC : 10 marks One additional mark for every 50 trainees placed above Rs.1.8 lakh pa CTC (counted only in multiples of 50) placed above 500 trainees up to a maximum of 20 marks total. 	15
c)	An eligible Bidder must have experience of international placements over the last 3 years with a minimum of 50 international placements over the period 2014-17. Details of the same to be furnished alongwith proof of placements for verification.	5
A.2	Financial Qualification (Max.Marks 20)	
a).	Average turnover from graduate trainings over past 3 years General Scoring: <ul style="list-style-type: none"> Above Rs. 3 Crore up to Rs. 6 Crore: 5 marks Above Rs. 6 Crore up to Rs. 8 Crore: 7 marks Above Rs. 8 Crore: 10 marks 	10
b).	Average net worth over past 3 years Scoring: <ul style="list-style-type: none"> Positive net worth of Rs. 1 Crore: 2 marks Above Rs. 1 Crore up to Rs 2 Crore: 3 marks Above Rs. 2 Crore: 10 marks 	10
A.3	Additional Qualifications (Maximum Marks 10)	
a).	<ul style="list-style-type: none"> Bidder's having their own well established facility (with infrastructure & staff) with a network of corporate employment partner- Up to 50 corporate partners where graduates have been placed (5 marks) with 1 mark additional for every 10 additional corporate partners upto a maximum of 10 marks. 	10
Part B: Technical Presentation before the Selection Committee		
B.1	Technical Presentation (Maximum Marks : 30)	
a).	Break-up: <ul style="list-style-type: none"> Bidder's understanding of graduate employability. Bidder's understanding of Haryana and suitability of graduate training and employability for the state. Bidder's approach & methodology for training and placement of the graduate youth of Haryana. Bidder's conceptual clarity; Suitability in context of the Project; Faculty experience; Approach towards Mobilization, Skill Training & Delivery and Placements. 	30

Note I: The bidders shall have to indicate the wage promised as part of the mandatory placement assurance for ALL successful trainees upon completion of training. The Bidders scoring 40 marks out of 70 marks (as per criteria) shall be qualified for technical presentation. After technical presentation up to three successful Bidders will be shortlisted and considered finally for empanelment with HSDM as an '*HSDM Empanelled Center of Excellence*'.

Note II: For the purpose of this RFP, Bidders are required to submit information and supporting documents on only such trainings which qualify as per the guidelines mentioned below:

- i) Skill development training implies at least 300 hours of domain-specific skill training oriented towards employment of trainees;
- ii) Only completed skill development trainings (i.e. training followed by assessment/ certification) shall be considered for evaluation under this RFP;
- iii) Only such data shall be considered for evaluation which is substantiated by the Bidder through adequate documentary proof (list of acceptable/ suggested documents provided under 'Note' in Appendix-IV and V). The onus of providing adequate and verifiable supporting evidence lies upon the Bidder;
- iv) For number of candidates trained/ placed, "past 3 financial years" implies either the financial year 2014-15, 2015-16, 2016-17 or calendar years 2014, 2015 & 2016.
- v) Bidders who have been in existence for less than 3 financial years may submit data pertaining to the duration of their existence.

3.3.5 After the evaluation of Proposals under Part A, HSDM would announce a list of Shortlisted Bidders, in line with Clause 3.3.3, who will be invited to make a Technical Presentation before the Selection Committee constituted for selecting Bidders for empanelment as CoE. HSDM will not entertain any query or clarification from Bidders who fail to qualify for the Technical Presentation.

3.3.6 Bidders shall be empanelled on the basis of obtained scores after aggregating the scores awarded on the basis of Proposals and Technical Presentations ("**Overall Score**").

3.3.7 The performance of Empanelled CoEs shall be assessed annually at the time of empanelment renewal for the subsequent year shall be in accordance with the performance.

3.3.8 The performance of CoEs in terms of mandated outcomes (specified in Clause 7.1.3 and 7.1.4) shall be crucial. If less than 75% of a batch is able to secure wage/self-employment as per the guidelines herein, the CoE may be delisted as a 'Center of Excellence', unless any relaxation is provided by HSDM.

It is provided that the HSDM Empaneled Bidder will deposit 5% of fee collected from the batch with HSDM, within 10 days of start of the batch, as security deposit. If less than 75% of the batch is able to secure wage/self employment as per guidelines, security deposit as mentioned above will be forfeited. It is further provided that the security deposit will be refunded to the HSDM Empaneled Bidder within 30 days of furnishing complete proof of 75% of the batch having secured wage/self employment failing which HSDM will pay 8% simple annual interest from the date of completion of 30 days.

3.4 Contacts during Proposal Evaluation

3.4.1 Proposals shall be deemed to be under consideration immediately after they are opened and until such time HSDM makes official intimation of award/ rejection to the Bidders. While the Proposals are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting, by any means, HSDM and/ or their employees/ representatives on matters related to the Proposals under consideration.

4. Fraud and Corrupt Practices

4.1.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during and subsequent to the Empanelment Process and during the subsistence of the Agreement.

4.1.2 Notwithstanding anything to the contrary contained herein, or in the Agreement, HSDM shall reject a Bid, withdraw any award of work, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Empanelment Process.

4.1.3 In such an event, HSDM shall appropriate the Performance Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to HSDM hereunder or otherwise.

4.1.4 For the purposes of Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. "corrupt practice" means (i) the offering, giving receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Empanelment Process (for avoidance of doubt, offering of employment to or employing or

engaging in any manner whatsoever, directly or indirectly, any official of HSDM who is or has been associated in any manner, directly or indirectly with the Empanelment Process or award of work or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of HSDM, shall be deemed to constitute influencing the actions of a person connected with the Empanelment Process); or (ii) engaging in any manner whatsoever, whether during or after the empanelment process or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Agreement, who at any time has been or is a legal, financial or technical adviser of HSDM in relation to any matter concerning the project;

- b) "**fraudulent practice**" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- c) "**coercive practice**" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any
person's participation or action in the Empanelment Process;
- d) "**undesirable practice**" means (i) establishing contact with any person connected with or employed or engaged by HSDM with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and
- e) "**restrictive practice**" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

5. Miscellaneous

5.1.1 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chandigarh shall

have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.

5.1.2. HSDM, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a) suspend and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
- b) consult with any Bidder in order to receive clarification or further information;
- c) retain any information and/or evidence submitted to HSDM by, on behalf of, and/ or in relation to any Bidder; and/ or
- d) independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.

5.1.3 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases HSDM, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

Schedule-A

6.1.1 The CoE shall be required to impart training at their designated Center for graduate trainees sourced from any of the Districts of Haryana.

Schedule-B

6.1.2 The performance of Empanelled CoE shall be assessed annually at the time of empanelment renewal based on their achievement of performance targets.

6.1.3 Some indicative parameters for annual performance review are:

- **Achievement of targets** : In terms of beneficiary numbers; Against geographical and sectoral work allocation. (10 Marks if allocated targets achieved 100% by the end of financial year. Thereafter marks proportionate to %age of targets achieved)
- **Achievement of outcomes**: Proportion of trainees successfully certified; Proportion of trainees facilitated with wage/self employment. (20 marks if placement is 100%. Thereafter marks proportionate to %age of wage employment achieved)
- **Quality of training**: Training infrastructure; Training methodology; Trainer Quality; Trainees Assessed vis-à-vis Trainees Enrolled; Trainees Certified vis-à-vis Trainees Assessed; Feedback from Monitoring agency/team. (10 marks if all the above parameters are as per norms. Thereafter marks proportionate to %age of facilities available)
- **Quality of placement**: Work conditions of placement secured for trainees; Trainee job- retention record; Average salary of placed trainees (indicative table below)

Average salary range in which trainees placed	Marks categorisation
Rs.8,500– Rs.10,000permonth	Lowest percentile(0-35)- 5 marks
Rs.10,000–Rs.15,000permonth	Middle percentile(>35 upto 70)-7 marks
AboveRs.15,000permonth	Highest percentile(>70)- 10 marks
International placement above certain wages	5 marks

7. Appendices

Appendix – I

Format – Covering Letter

To,

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

Dear Sir,

Subject: Empanelment of Center of Excellence for Imparting Employment Driven Skill Training to the Graduate Youth of Haryana

This is in response to the RFP issued by the Haryana Skill Development Mission (Ref. No.....) dated We.....
..... (Name of the Bidder) are keen to get our facility at empanelled with HSDM as a 'Center of Excellence' and hereby express our interest in being considered for the same.

Please find enclosed one Original and one True Copy of our Proposal. We have also attached the requisite Processing Fee of Rs. 10,000/- in the form of Demand Draft No. dated drawn on We hereby confirm that:

1. The RFP is being submitted by which is the "Bidder" in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by HSDM and in any subsequent communication sent by HSDM. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from HSDM.
3. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that HSDM will be relying on the information provided in the RFP and the documents accompanying such RFP.

for Selection of Bidders for empanelment of Central of Excellence to impart skill development training in Haryana, and we certify that all information provided in the application is true And correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.

4. We acknowledge the right of HSDM to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.
6. This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of: Signature:

Name: Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note:

The Covering Letter is to be submitted by Company Secretary/ Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.

Appendix – II

Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Company Secretary/ Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of

.....

registered office at

.....

(Name of Bidder), with its

do hereby declare that

the above-mentioned Bidder has not ever been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix-III Format -

Bidder's Details

(To be provided by Company Secretary or Authorized Signatory on Letterhead with his/her dated signature and company seal)

Sr. No.	Description	Details	Document at Page No.
1.	Name of Legal Entity		
2.	Status / Constitution of the Bidder		
3.	Name of Registering Authority		
4.	Registration Number		
5.	Date of Registration		
6.	Place of Registration		
7.	PAN Card Number		
8.	GST Identification Number		

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration / incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table. All financial documents should be duly certified by a Chartered Accountant.

Appendix- IV

Format- Financial Capability Statement

(Duly signed by the Authorised Representative and certified by a Chartered Accountant)

On the basis of audited financial statements, I/We hereby submit that..... (Name of Bidder), having registered office at.....,has annual turnover, net profit/loss, net worth and annual turnover from skill development activities, in past three consecutive financial years (2014-15and 2015-16, 2016-17),asfollows:

S. No.	Financial Year	Annual Turnover (Rs.Lakhs)	Net Annual Profit / Loss (Rs.Lakhs)	Net worth (Rs.Lakhs)	Annual Turnover from skill development activities/ programmes (Rs. Lakhs)
1.	2014-15				
2.	2015-16				
3.	2016-17				
TOTAL					
AVERAGE					

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Bidder is required to submit the audited financial statements for the past three years (2014-15,2015-16 and 2016-17).
2. Bidders who have not been in existence for three financial years may provide details pertaining to the duration of their existence.
3. All supporting documents should be duly certified by a Chartered Accountant.

Appendix – V

Format – Training and Placement Record

Training and Placement Record in Past 3 Financial Years

Sector Details	Total no. of Graduates for which employability training completed (A)	Total no. of Graduates placed after training (B)	Average salary range of placed candidates (C)
Total (all sectors) for past 3 financial years			

Note 1: Data may be provided for financial years 2014-15, 2015-16 and 2016-17 or calendar years 2014, 2015 & 2016.

Note 2: Bidders are requested to furnish information in an organised manner as per the format mentioned above and guidelines mentioned below

Note 3: Please attach Supporting Document corresponding to each item under (A, B, C)

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Supporting evidence for placements must be provided as below:

For “**No. of Candidates Trained**”, the following is required:

- a) Certificate by a Chartered Accountant stating the number of trainees for whom skill training has been completed by the Bidder as per the conditions stated in the note under Clause 3.3.4.

➤ For “**No. of Trainees Placed in India**”, the following is required:

1. Certificate by a Chartered Accountant stating the number of trainees placed after skill training by the Bidder during the last 3 financial years.

➤ For “**No. of Trainees Placed Internationally**”, the following is required:

1. Certificate by a Chartered Accountant stating the number of trainees placed internationally after skill training by the Bidder during the last two financial years.

Appendix – VI

Format – Additional Information

(i) Bidder’s understanding of skill development, and the impact of training on graduate employability in the state of Haryana

.....
.....
.....
.....

(ii) Bidder’s approach & methodology for Graduate Training & Delivery (including Mobilization, Training Delivery, Quality Assurance)

.....
.....
.....
.....

(iii) Bidder’s experience and strength in securing national and international placement for trainees

.....
.....
.....
.....

(iv) Trainer details (All-India)

Sr. No.	Description	Details
1.	No. of permanent trainers, along with their sector(s) of expertise	
2.	No. of contractual trainers, along with their sector(s) of expertise	
4.	Qualifications of Permanent Faculty	
5.	No. (and basic details) of career counsellors working for the Bidder, if any	

(v) Additional details furnished by Bidder

(Bidder may use this space to give other details regarding themselves and their experience in design and delivery of employability programs)

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Appendix – VII

Format – Board Resolution for Proposal Submission

(To be furnished by the Bidder)

Certified true copy of the resolution passed at the meeting of the Board of Directors of _____ <Name of Organization> at their meeting held on _____ <Date> at _____ <Time> at _____ <Address>

“Resolved that the consent of the Board of Directors is hereby accorded to submit the Bid and other necessary documents for Request for Proposal for ‘Empanelment of Center of Excellence for Imparting Employment Driven Skill Training to the Graduate Youth of Haryana’

Signed on behalf of:

(Signature of Authorized Representative(s) of the Board)

Name: _____

Designation: _____

Signature of:

Name: _____

Designation: Company Secretary

Appendix – VIII

Format – Authorization

(On Company Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./ Ms. _____ son/ daughter/ wife of

_____ and presently residing at _____, who is presently employed with us and/or holding the position of _____, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for 'Empanelment of Center of Excellence for Imparting Employment Driven Skill Training to the Graduate Youth of Haryana including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to Haryana Skill Development Mission (HSDM), representing us in all matters before HSDM or concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with HSDM.

Signed on behalf of _____

(Signature)

(Name, Title and Address)

Appendix – I X
Format – Pre-Bid Queries

Name of the Prospective Bidder/ Agency: Contact Person: Designation: Address: Telephone No.: Email:				
S. No	Reference Page No. in the RFP	Clause No.	Observation / Clarification sought	Suggestion by the Prospective Bidder / Agency
1				
2				
3				
4				
5				
6				
7				
8				
9				
Note: Pre-Bid queries from Prospective Bidders will be accepted in this format only.				