



**Expression of Interest (Eoi)**

**For**

**Inviting the Agency/ies for establishing Incubation Centres across the State of Haryana for  
Start Ups in Haryana**

**No.:**

**HSDM/Eoi/2023/March/01**

**Haryana Skill Development Mission  
Government of Haryana**

**Kaushal Bhawan, IP-2, Sector-3  
Panchkula – 134109  
E-Mail: haryanasdm@gmail.com**

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## **1. Invitation to the Agency/ies for establishing Incubation Centres across the State of Haryana for providing ecosystem for Entrepreneurship and for supporting Start Ups.**

The Haryana Skill Development Mission (HSDM) invites EoI from reputed Agencies for establishing Incubation Centres across the State of Haryana for providing ecosystem for entrepreneurship and supporting start-ups. The scope of work will have to be carried out in accordance with the specifications detailed in this document.

### **1.1 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 Mission established by the State Government aims to empower the youth in the state to take part in the economic and overall growth of the state and the country at large. The vision of the Mission is "To be a specialized agency to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet burgeoning market demand for skilled manpower".

### **1.2 Objectives of HSDM:**

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

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

(xi) To enter into any arrangement/ agreement with any person, company or association having similar objectives.

The HSDM plans to engage the agency/ies that can professionally plan, execute and monitor the growth of startups and incubate them.

Sd/-

Mission Director

Haryana Skill Development Mission

## 2. Schedule for Invitation of EoI

No.: HSDM/EoI/.....

Sr. No.	Particulars	Details
1.	Name and Address of the Client	Haryana Skill Development Mission (HSDM) Kaushal Bhawan IP-2, Sector-3, Panchkula – 134109
2.	Address from where the EoI document can be obtained / downloaded	<a href="http://www.hsdm.org.in">www.hsdm.org.in</a>
3.	Address where response to EoI has to be submitted	Interested agencies can submit their detailed proposal by ensuring submission of all requisite documents. The proposal in a sealed envelope should be submitted in person/ by registered post to the office of: The Mission Director Haryana Skill Development Mission Kaushal Bhawan, IP-2, Sector-3, Panchkula-134109.
4.	Date of Issue of EoI Document	21/03/2023
5.	Last Date and Time for receipt of Proposal Document	06/04/2023, 5:00PM
6.	Name of the Contact Officer	Chief Skills Officer, Haryana Skill Development Mission, Skill Development & Industrial Training Department, Kaushal Bhawan, IP-2, Sector3, Panchkula 134109 Email ID - haryanasdm@gmail.com Phone:- 0172-2930418

HSDM intends to set up incubation centres across various locations in the state of Haryana, which are likely to be located in the Govt. ITI's/ other Govt. premises. These incubation centres will help the Youth in the state for their innovative ideas from their incubation stage to the growth stage and address the nurturing, credit, personality development, skilling, and counselling need of the young Entrepreneurs.

The objective of the EOI is to identify potential partners who are willing to set up incubation centres under the aegis of HSDM, take inputs, and seek interest from them so as to develop RFP in due course.

### 3. Objectives of Incubation Centre:

An incubation centre can play a vital role in encouraging young Entrepreneurs by providing a supportive environment for them to start and grow their businesses. Here are some ways in which an incubation centre can help:

- a) **Nurturing:** The incubation centre should provide a nurturing environment to youth of the state of Haryana, who are willing to become entrepreneurs, for startups to grow and thrive. This should include access to mentors, investors, and other resources that can help youth and startups to develop their ideas into entrepreneurship.
- b) **Credit:** Access to finance is critical for startups, and the incubation centre should facilitate access to credit facilities, funding opportunities, and support for securing investments from venture capitalists, angel investors, govt. institutions, banks, etc., and other sources.
- c) **Personality Development:** Entrepreneurship requires a range of skills and competencies, including leadership, communication, problem-solving, and critical thinking. The incubation centre should provide training and development opportunities that focus on developing these skills and competencies. The incubation centre should provide training and development opportunities to startups and their employees, including technical and business skills training.
- d) **Counselling:** Entrepreneurship can be a challenging and stressful journey, and startups require counselling and support to navigate the ups and downs of their businesses. The incubation centre should provide counselling and support services to startups and their employees, including mental health support and advice on legal and regulatory compliance.
- e) **Start-ups:** The ultimate objective of the incubation centre is to promote the growth and success of startups. The incubation centre should provide a range of support services that are tailored to the needs of startups, including setting up, access to facilities, resources, and mentorship.
- f) **Project Development:** Incubation Centres will help in developing project reports, business plans, identifying their target market.
- g) **Viability/Feasibility:** The Incubation Centre will identify the idea and assess whether it can create self-employment, entrepreneurship or placement opportunities.
- h) **Technology Transfer:** The mission of the Incubation Centre is to encourage and support, the establishment of Technology based Start-ups while mentoring them during their growth trajectory and successfully transforming innovators from job seekers to job creators leveraging the start-up infrastructure in the state.
- i) **Networking opportunities:** Incubation centres often have a network of entrepreneurs, investors, and industry experts. This can help youth entrepreneurs in creating connections, finding potential partners or investors, and expanding their business network. The incubation centre will organize seminars and conclaves of entrepreneurs and start-ups so as to provide networking opportunities and provide healthy competitive environment for growth and development of start-ups.

- j) **Mentorship and guidance:** Incubation centres usually provide mentorship and guidance to aspiring entrepreneurs. This guidance can help them in developing a business plan, identifying their target market, and creating a roadmap for success.
- k) **Access to resources:** Incubation centres can provide access to resources such as space, equipment, and technology. This can help young entrepreneurs who may not have the financial resources to acquire these resources on their own.
- l) **Training and development:** Incubation centres may offer training and development programs to young entrepreneurs. This can help them in developing new skills and knowledge that can be applied to their business. These programs may also cover topics such as marketing, finance, and legal compliance.
- m) **Financial support:** Incubation centres may offer financial support to young entrepreneurs. This may come in the form of seed funding, grants, or access to loans.
- n) **Acceleration:** Startup accelerators support early-stage, growth-driven companies through education, mentorship, and financing. Incubation centres will facilitate the accelerator experience to the ideas which will include process of intense, rapid, and immersive education aimed at accelerating the life cycle of young innovative companies, compressing years' worth of learning-by-doing into just a few months.
- o) **Marketing Services:** Marketing services needed by early-stage start-ups like Customer Relationship Management (CRM), marketing analytics, email marketing, access to digital marketing and creative agencies, content marketing, etc. should be provided under this service category.
- p) **Legal Services:** Services pertaining to legal needs of startups like legal consultation, templates of various common agreements and contracts, Intellectual Property (IP) consultation, legal support for mergers and acquisitions, legal support for fundraising, compliance, company registration, etc. should be provided under this service category.
- q) **Finance, Taxation & Accounting:** Services pertaining to finance and accounting like financial investment management, software for accounting, taxation, payment gateways, investment management/banking services, Know Your Customer (KYC) services, etc. should be provided under this service category.

The Incubation Centre we are building is specifically tailored to support young entrepreneurs in their journey towards success. It offers a comprehensive range of business development resources and services, such as physical workspaces, funding opportunities, mentorship programs, shared services, and networking opportunities. The goal is to create flexible and supportive environment that can help young entrepreneurs navigate the challenging early stages of starting a business.

It is the aim of HSDM to keep focus on the youth of the state so as to cultivate an attitude of entrepreneurship at the early stages of their lives. It wants to embed necessary skills needed to excel in 21<sup>st</sup> century in the youth of Haryana.

By focusing on the needs of young entrepreneurs, the Incubation Centre aims to foster job creation and improve the employability of youth. Our goal is to contribute to the economic growth of the region by supporting young businesses in their journey towards success. These centres will meet the demands of both the society and the industry across the state, creating a thriving ecosystem for young entrepreneurs.

#### 4. Eligibility Criteria For EOI

- The prospective bidder should have had experience of setting up and running an incubation centre (or centres) in govt. sponsored / NSDC partnered programs. The organization should submit certificate from the Govt. department / NSDC on their letter head where such incubation centre has been set up along with a clear cut report that such incubation centre

is been set up and operated successfully.

- Further eligibility will be decided after consultations and discussions with the stakeholders.
- The proposal may include execution of various objectives that has been given in the EOI. A brief proposal may be submitted as per Annexures I, II, III and IV.

#### **5. General Instructions**

- This EOI is to conduct a stakeholder consultation for developing an RFP. The RFP will be open and not limited to the bidders who have submitted EOI.
- The bidder will submit a brief proposal for setting up Incubation Centres as per Annexure I.
- The proposal may include various objectives given in EOI. However, these are only indicative and suggestive objectives. The bidder may include any other innovative objective or ideas in their proposal.
- The duration of the project Incubation Centres may be 5 years and shall be decided based on the stakeholder consultations based on this EOI.
- The document for EOI may be downloaded from the website [www.hsdm.org.in](http://www.hsdm.org.in). free of cost. Each page of the proposal should be signed and numbered along with rubber stamp by the authorized representative of the agency.
- All amendments, time extension, clarifications etc. will be uploaded on the website only. Agency would be solely responsible for ensuring that any subsequent addenda issued by the Mission is also downloaded/ incorporated in the documents while preparing and submitting proposal.
- Any organisation proposal submitted as part of a consortium or joint venture shall be disqualified and rejected.
- A covering letter must be attached with the proposal.
- The decision for short listing of EOI, by Haryana Skill Development Mission will be final and binding on all.
- The proposal in a sealed envelope should be submitted in person/ by registered post to the office of, The Mission Director, Haryana Skill Development Mission, Kaushal Bhawan, IP-2, Sector-3, Panchkula-134109.

**Annexure I**

**Proposal Submission Form**

*(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)*

To,  
The Mission Director,  
Haryana Skill Development Mission,  
Skill Development & Industrial Training Department,  
Kaushal Bhawan, IP-2, Sector-3  
Panchkula 134109

Sir,

I submit that I on behalf of my company have gone through all the Terms & Conditions contained in the EoI document No. \_\_\_\_\_ dated \_\_\_\_\_ and are hereby submitting our proposal in accordance with this EoI document.

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 HSDM.
- b) The information submitted in our response document is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our document. We acknowledge that HSDM will be relying on the information provided in our documents accompanying 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 are true copies of their respective originals.
- c) We acknowledge the right of HSDM to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- d) We declare that we satisfy all legal requirements laid down in this EoI document.
- e) This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EoI document.
- i) We understand that any work sanctioned in pursuance to the process detailed in this proposal 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.
- j) We understand that the Mission is not bound to accept any proposal that is received by the Mission.

Thanking You,

Yours sincerely,

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)



## Annexure II

### Agency's Details

*(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency)*

<b>S. No.</b>	<b>Particular(s)</b>	<b>Details</b>
1.	Name of Legal Constitution of Agency	
2.	Type of Entity	
3.	Registered Address	
4.	Date of Incorporation	
5.	Place of Registration	
6.	Nature of business	
7.	Name of Single Point of Contact (SPoC)	
8.	Address of SPoC	
9.	Phone No. of SPoC	
10.	E-Mail of SPoC	
11.	Address for Official Communication	

## Annexure III

### Format of Expression of Interest (Eoi)

#### 1. Scope of work and organisation

- (i) The broad scope of work or service (briefly in about 100 words)
- (ii) Type of Inputs to be provided by HSDM on the subject
- (iii) Eligibility of the participant(s) for the proposal

Type of organisation	Address of Organisation	Registration no.	Name of the Organisation	Single or Joint or collaboration (Name of all organisations)	Whether blacklisted by Govt of India/ State Govt/any Other department*
*If so, details thereof					

#### 2. Required Documents:

- (i) Copy of Registration of the Institution/ Organisation OR Articles of Association {Copy of the Constitution/MOA (Memorandum of Association) of the Institute/ Any letter issued by UGC if University }
- (ii) Registration number
- (iii) Photo copy of PAN card of the organisation.

#### 3. Information of PI and Organisation

Details of Bidder	
Name of the Principal Investigator (PI)	
Address of PI	
Status of the Organisation (Public Ltd./ Pvt. Ltd./ NGO/ Society/ Trust/ University/ Autonomous Body/ Deemed University)	
Status as per Registration certificate/ Act	
Name and Designation of the contact person/ PI and Co-PI to whom all communication shall be made	
Telephone No. (with STD code)	
Mobile Number	
Email of the Contact/Key Person	
Fax No. (with STD code)	
Website	

Name and Signature of the Principal Investigator (PI)

Date: Place:

Name and Signature of the Head of the Institution / Registrar (if university) /Principal (if college)

Official Seal

**Annexure IV**

**Affidavit for not been blacklisted  
(Affidavit on Rs.100/- stamp paper by Authorized Representative, duly notarized)**

**Affidavit**

We, M/s ..... (Name of Agency), having registered office at ..... (Complete address of Agency) do hereby declare that we have not been blacklisted / debarred / declared ineligible for corrupt or fraudulent practices or under a declaration of ineligibility for corrupt or fraudulent practices by any Donor agency/ State Government/ Central Government or by any agency/department of the State/Central Government.

**Note: The document should be an Affidavit on Rs.100/- stamp paper by Authorized Representative, duly notarized.**