

# **Haryana Skill Development Mission**

**Application No.: HSDM/ ETP/2022-23/**

**Application  
for  
Empanelment of Training Providers for imparting Skill Training to the  
youth of Haryana under HSDM**

**Haryana Skill Development  
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## **Disclaimer**

The information contained in this Request for Proposal ("**RFP**") or subsequently provided to Applicant Organization's, whether verbally or in documentary or any other form by or on behalf of Haryana Skill Development Mission (hereinafter "**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 (henceforth "**Applicant Organization(s)**" / "**Organization**") in response to this RFP. The purpose of this RFP is to provide Applicant organizations with information that may be useful to them in preparing and submitting their proposals/applications for empanelment with Haryana Skill Development Mission for providing skill development training in Haryana.

HSDM makes no representation or warranty and shall have no liability to any person or organization 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 Organization or select any Organization for any project. HSDM reserves the right to reject all or any of the applicant organization(s) without assigning any reason whatsoever.

The Applicant organization 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 proposal. All such costs and expenses will remain with the applicant

organization and HSDM shall not be liable in any manner for the same or for any other costs or expenses incurred by an applicant organization in preparation or submission of the proposal, 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 Addendum.

### **1.2 Background of Haryana Skill Development Mission**

1.2.1 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 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 fulfill 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 initiatives in the State, HSDM intends to empanel Training Providers (“**TPs**”) to provide wage/ self-employment linked skills training in a manner compliant with National Skills Qualifications Framework (“**NSQF**”) and the Common Norms notified by the Ministry of Skill Development & Entrepreneurship to meet the objectives of HSDM.
- 1.3.2 The empanelment of training providers shall be based on evaluation of the technical and financial capability of Applicant Organizations and their quality of proposal.
- 1.3.3 Organizations selected for empanelment pursuant to this RFP may be allocated work to impart skills training in Haryana after evaluating their proposal and technical presentation. Costing of sanctioned work shall be determined in accordance with the Common Norms notified by the Ministry of Skill Development and Entrepreneurship or as notified by HSDM from time to time.

### **1.4 General Terms of Empanelment**

- 1.4.1 Applicant organizations must be eligible to apply for empanelment as per eligibility criteria mentioned in the RFP.
- 1.4.2 **One entity must submit their application against only one category of training provider**, otherwise the application shall be rejected.
- 1.4.3 Applicants not fulfilling the eligibility criteria as mentioned against each category shall be rejected not be evaluated further.
- 1.4.4 Based on application submitted by Applicant organizations in response to this RFP, HSDM will constitute a Panel of TP’s, eligible for providing NSQF-aligned skill training to the youth.
- 1.4.5 The tenure of the empanelment shall be for a period of Three (3) year from the date of signing an agreement, with the empanelment status being renewed every year on the basis of performance:
  - i) the TP 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 the performance of the TP under various skill schemes

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

- 1.4.6 HSDM, at its discretion, can modify or terminate the Panel earlier than the expiry of the Three (3) years period in the event of change in law or due to other relevant reason(s).
- 1.4.7 HSDM, at its discretion, can terminate the empanelment of a TP earlier than the expiry of the 3-year period in the event of failure of TP 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 TP.
- 1.4.8 Empanelment with HSDM does not guarantee any form of income/ award of work/ retainer fees.

## **1.5 Description of Empanelment Process**

- 1.5.1 Interested eligible organizations can participate in the Empanelment Process by submitting their application to the Mission. Each applicant organization must submit a single application for empanelment purpose.
- 1.5.2 Eligible Organization shall be considered for empanelment with HSDM and shall be invited for a proposal presentation before a competent committee appointed by HSDM if they meet the requisite cut-off as per Evaluation matrix and technical proposal presentation.
- 1.5.3 Along with the application, an applicant organization is required to deposit a **non-refundable processing fee of Rs.10,000/- (Rupees Ten Thousand only) in form of demand draft in favor of Mission Director, HSDM payable at Panchkula.**
- 1.5.4 **All the applicants are also required to submit the complete application in flash drive as well as in hard copy to mission.**
- 1.5.5 HSDM shall endeavor to adhere to the following schedule but reserves the right to alter the same:

<b>S. No.</b>	<b>Details</b>	<b>Tentative Dates</b>
1.	Issuance of RFP	10.6.2022
2.	Last date for submission of Proposals	30.06.2022
3.	Announcement of Qualified Applicants	07.07.2022
4.	Technical Presentation by Shortlisted Applicants	10.06.2022

**The applicants must regularly visit our website [hsdm.org.in](https://hsdm.org.in) to remain updated on the progress and time schedules regarding the RFP.**

**Terms and Scope of Work:**

- 1.5.6 Subsequent to empanelment of TPs under the present Empanelment Process, work may be sanctioned to Empaneled TPs under skill programs of HSDM.
- 1.5.7 If work is sanctioned, Training Provider must comply to the Scheme Guidelines of SURYA or respective scheme and Monitoring Manual of Haryana Skill Development Mission for execution of the given work order by HSDM. These documents are available at <https://hsdm.org.in>. Any non-compliance shall lead to penalties as outlined in the above said documents. Payments by HSDM for works completed by Training Provider will be as per the terms and conditions stated in the aforementioned documents and agreement with Training provider. Ideal batch size of 20 trainees is recommended for the training and shall not exceed 30 Trainees per batch and should not be less than 10 trainees per batch. Training Provider shall comply with instructions of HSDM regarding execution of the work order as may be issued from time to time. The training partner shall deposit (batch wise) an amount equal to 6.5% of the total value of every work order by the way of Demand Draft or NEFT or RTGS on account of Performance Security Deposit (PSD). The amount shall be refunded to the TP without any interest after 30 days of the closure of financial accounts. If the TP fails to complete entire work, the PSD shall be forfeited/not be refunded.

1.6 Categories of Training Providers:

- A. Skill Training Partner
- B. NGO as Training Partner
- C. Industry Partner
- D. Educational Institutes/Universities
- E. Industry Association/Special Purpose Vehicles
- F. Placement Agencies

The category wise eligibility criteria are as under:

Category wise Eligibility Criteria			
Category	Description	Eligibility Criteria	List of Required Documents/Proofs
I	Skill Training Partners	<ul style="list-style-type: none"> <li>- The applicant organization must be incorporated &amp; registered in India, under any act and should be in operations for minimum of last 5 years.</li> <li>-Must have trained (NSQF) at least 5000 candidates under STT in any State/Central Government funded Scheme in last 5 years (cumulative)</li> <li>- Must have placed at least 40% of the certified candidates (STT) in the last 5 years</li> <li>- Must have at least 2 Training of Trainer (ToT) certified trainers employed by firm</li> <li>- Must have a positive net worth in last 3 years</li> <li>- Must have a minimum Annual Turnover of 5 Cr (Average in the last 3 years)</li> <li>- Must not have been blacklisted by any State/Central Govt. body for any prior engagement</li> </ul>	<ul style="list-style-type: none"> <li>(i) Incorporation Certificate</li> <li>(ii) State/Central authority Certificate regarding trainings (STT) &amp; placement.</li> <li>(iii) Self declaration along with ToT Certificates <b>(Annexure 3)</b></li> <li>(iv) Positive net worth &amp; turnover certificate signed by CA with UDIN</li> <li>(v) Income Tax return of last 3 FY (2019-20, 2020-21, 2021-22)</li> <li>(vi) Self-declaration on 100/- stamp paper duly notarized regarding no blacklisting</li> </ul>

II	NGO as Training Provider	<ul style="list-style-type: none"> <li>• Valid Registration under Societies Registration Act 1860 / Trusteeship Act / Section 8 Companies Act 2013.</li> <li>• The applicant organization must be incorporated &amp; registered in India, under any act and should be in operations for minimum of last 5 years.</li> <li>• Valid Registration under Section 12A &amp; 80G of Income Tax Act</li> <li>• Valid Registration under FCRA</li> <li>• Valid Registration on NGO Darpan Portal of NITI Aayog.</li> <li>• Minimum Average annual turnover of Rs.20.00 lakh in last three financial years i.e., 2019-20, 2020-21 &amp; 2021-22.</li> </ul> <p>Should have Positive Net worth in last 3 years in each year.</p> <ul style="list-style-type: none"> <li>• Experience of at least 3 years in conducting NSQF aligned Skill development Trainings under and State/Central govt.</li> </ul>	<p>Valid registration certificates</p> <p>Valid CA certified for Turnover</p> <p>FCRA Audit report for last 3 years.</p> <p>State/Central authority Certificate regarding training &amp; placement</p> <p>CA certified document for turnover and Positive Net worth with UDIN</p>
III	Industry Partner	<p>- The applicant organization must be incorporated &amp; registered in India, under any act and should be in operations for minimum of last 5 years.</p> <ul style="list-style-type: none"> <li>- Must have an annual turnover of at least 25 Cr (Avg. in last 3 years)</li> <li>- Must have a positive net worth in each of the last 3 years</li> <li>- Must have a staff of at least 50</li> </ul>	<ul style="list-style-type: none"> <li>(i) Incorporation Certificate</li> <li>(ii) State/Central authority Certificate regarding training /Apprenticeship</li> <li>(iii) Positive net worth certificate signed by CA</li> <li>(iv) Income tax return of last 3 FY (2019-20,</li> </ul>

		<p>personnel (on pay roll)</p> <ul style="list-style-type: none"> <li>- Must have a dedicated classroom type facility for conducting training and minimum required area - 5000 sq.ft.)</li> <li>- Must have trained certified at least 1000 candidates in skill development trainings/ Apprenticeships in last 3 years (cumulative)</li> <li>-Must not have been blacklisted by any State/Central Govt. body for any prior engagement</li> </ul>	<p>2020-21, 2021-22)</p> <ul style="list-style-type: none"> <li>(v) Self-declaration for training centre space <b>(Annexure 8)</b></li> <li>(vi) Self-declaration on 100/- stamp paper duly notarized regarding no blacklisting.</li> </ul>
IV	<p><b>Educational Institution /Universities</b></p>	<ul style="list-style-type: none"> <li>- The applicant organization must be incorporated &amp; registered in India, under any act and should be in operations for minimum of last 5 years.</li> <li>Must be an educational institute with approval from UGC/AICTE/PCI/MCI/Any other relevant affiliated Boards/Council</li> <li>- Must have an annual student admission of at least 1,000 over the last 3 years (cumulative)</li> <li>- Must have placed at least 50% students in last 3 years (cumulative)</li> <li>- For Higher Education Institution, must have received a minimum Cumulative Grade Point Average (CGPA) rating of 2.01 (out of 4) from NAAC assessment &amp; accreditation</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Must have foreign student admissions of at least 150 over the</li> </ul>	<ul style="list-style-type: none"> <li>(i) Incorporation certificate</li> <li>ii)Accreditation/Approval Certificates</li> <li>(iii) Self declaration regarding student admissions and placement <b>(Annexure 14)</b></li> <li>(iv) Self-declaration for training centre space <b>(Annexure 8)</b></li> <li>(v) Self-declaration on 100/- stamp paper duly notarized regarding no blacklisting</li> <li>vi) CA certified proof for Financials (fees, grants, revenue generation) for</li> </ul>

		<p>last 3 years (Cumulative)</p> <ul style="list-style-type: none"> <li>- Receipt of funds from Academic Fees, Grants from State or central etc. must be at least 2.5 crore (Average for last 3 years)</li> <li>- Must have a dedicated infrastructure and facility for conducting training and minimum required area - 5000 sq. ft.)</li> <li>- Must not have been blacklisted by any State/Central Govt. body for any prior engagement</li> </ul>	<p>last 3 years with UDIN</p> <p>ii) self-declaration for admission under foreign category</p>
V	<p><b>Industry Associations /Special Purpose Vehicles (SPV)</b></p>	<ul style="list-style-type: none"> <li>- Must be legally incorporated in any state of India</li> <li>- Must have been in existence for at least 3 years</li> <li>- Must have at least 50 Active constituent industries (membership) and cumulative workforce of 500 (in constituent industries)</li> </ul> <p style="text-align: center;">OR</p> <p>Must be registered as a Special Purpose Vehicle (SPV) with at least 10 active constituent units and cumulative workforce of 200 (in constituent industries)</p> <ul style="list-style-type: none"> <li>- Must have dedicated infrastructure and facility for conducting training minimum required area - 5000 sq. ft.)</li> <li>- Must not have been blacklisted by any State/Central Govt. body for any prior engagement</li> </ul>	<p>Incorporation Certificate Registration certificate as SPV</p> <p>(ii) Details of constituent industries (<b>Annexure 15</b>)</p> <p>(iii) Self-declaration for training centre space (<b>Annexure 8</b>)</p> <p>(iv) Self-declaration on 100/- stamp paper duly notarized regarding no blacklisting</p>

<b>VI</b>	<b>Placement Agencies</b>	<ul style="list-style-type: none"> <li>- Must be legally incorporated in any state of India</li> <li>- Must have been in existence for at least 3 years</li> <li>- Must have facilitated at least 6000 placements in the last 3 years. (cumulative)</li> <li>- Must have a dedicated infrastructure and facility for conducting training (minimum - 30 candidates and minimum required area - 5000 sq. ft.)</li> <li>- Must have a positive net worth in each of the last 3 years</li> <li>- Must have a minimum annual turnover of 10 Cr (Average of last 3 years)</li> <li>- Must not have been blacklisted by any State/Central Govt. body for any prior engagement</li> </ul>	<ul style="list-style-type: none"> <li>(i) Incorporation Certificate</li> <li>(ii) Placement Details <b>(Annexure 16)</b></li> <li>(iii) Self-declaration for training centre space <b>(Annexure 8)</b></li> <li>(iv) Positive net worth certificate signed by CA</li> <li>(v) Income tax return of last 3 FY (2019-20, 2020-21, 2021-22)</li> <li>(vi) Self-declaration on 100/- stamp paper duly notarized regarding no blacklisting</li> <li>vii) Registration under Protector General of Emigrants for Foreign placements (if any)</li> </ul>
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Note: Government Entities/Universities/PSUs may submit their proposal regarding skill development trainings directly to Mission.

**PLEASE NOTE:**

1. Consortium/ Joint Ventures/ Subcontracting of any kind is not permitted.
2. Last 03 years means FY 2019-20, 2020-21, 2021-22
3. Last 05 years means FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22

Evaluation Matrix   Training Provider			
#	Parameter	Weightage	Support Documents for proof
1	Skilling Experience	35	<ul style="list-style-type: none"> <li>Trained Candidates (15 Marks)</li> <li>Placed Candidate (20 Marks)</li> <li>Total 35 Marks</li> </ul>
1.1	Number of certified Candidates in the last 5 years	15	(i) Certificate issued by respective State/Central Authority (ii) Candidate details ( <i>Annexure 1</i> )
1.1.1	More than 7000 candidates certified	15	
1.1.2	Between 6001-7000 candidates certified in STT	10	
1.1.3	Between 5001-6000 candidates Certified in STT	5	
1.2	Percentage (%age) of placements of Certified Candidates in the last 5 years	20	
1.2.1	More than 70% placements	20	
1.2.2	Between 61-70% placements	15	
1.2.3	Between 51-60% placements	10	
1.2.4	Between 40-50% placements	5	
2	Technical Capability	35	
2.1	Rating of Existing Active Training	5	(i) Certificate issued by NSDC

	<b>Centres (TC) in Haryana</b>		(ii) Self-declaration with specifics <i>(Annexure 2)</i>
2.1.1	5-star accreditation of TCs	5	(iii) 5 Photographs of the centre
2.1.2	4-star accreditation of TCs	3	(iv) Ownership/lease agreement of the centre
<b>2.2</b>	<b>Training of Trainer (ToT) Certified Trainers</b>	<b>15</b>	(i) Self-declaration with specifics <i>(Annexure 3)</i>
2.2.1	More than 10 ToT certified trainers	15	(ii) ToT certificate for all trainers
2.2.2	Between 6-10 ToT certified trainers	10	(iii) Trainer qualification certificates (iv) Offer letter/Appointment letter for all trainers
2.2.3	Between 2-5 ToT certified trainers	5	
<b>2.3</b>	<b>Existing Residential Training facilities for candidates</b>	<b>5</b>	(i) Self-declaration with specifics <i>(Annexure 4)</i>
2.3.1	Existing residential facilities for candidates	5	(ii) Ownership/Lease agreement (iii) 5 Photographs of the facility
<b>2.4</b>	<b>Existing Transportation facilities for candidates</b>	<b>5</b>	(i) Self-declaration with specifics <i>(Annexure 5)</i>
2.4.1	Existing transportation facilities for candidates	5	(ii) Ownership/Contract agreement (iii) 2 Photographs of the facility
<b>3</b>	<b>Placement MoUs/Lol</b>	<b>10</b>	
<b>3.1</b>	<b>Placement MoUs/Lol</b>	<b>10</b>	(i) Lol from industry <i>(Annexure 7)</i> (ii) Self-declaration <i>(Annexure 6)</i>
3.1.1	Placement MoUs/Lol for more than 2000 candidates	10	
3.1.2	Placement MoUs/Lol for 1501-2000 candidates	5	
3.1.3	Placement MoUs/Lol for 1000-1500 candidates	3	
<b>4</b>	<b>Organisational Capability</b>	<b>20</b>	
4.1	<b>Number of Years of Existence</b>	<b>10</b>	(i) Incorporation certificate

4.1.1	More than 7 years of existence	10	mentioning nature of the organisation issued by concerned authority
4.1.2	Between 6.1-7 years of existence	5	
4.1.1	Between 5-6 years of existence	3	
<b>4.2</b>	<b>Financial Turnover (For Profit)</b>	<b>15</b>	(i) Income Tax Returns for the last 3 FY (2019-20, 2020-21, 2021-22)
4.2.1	More than 12 Crores INR per annum	15	
4.2.2	Between 8-11 Crores INR per annum	10	
4.2.3	Between 5-8 Crores INR per annum	5	
	<b>Maximum Possible Score</b>	<b>100</b>	

Evaluation Matrix   NGO Training Provider			
#	Parameter	Weightage	Support Documents for proof
1	Skilling Experience	30	<ul style="list-style-type: none"> <li>Trained Candidates (30 Marks)</li> <li>Total 30 Marks</li> </ul>
1.1	Number of certified Candidates in the last 3 years	30	(ii) Certificate issued by respective State/Central Authority  (ii) Candidate details <b>(Annexure 1)</b>
1.1.1	More than 4000 candidates certified	30	
1.1.2	Between 3001-4000 candidates certified	20	
1.1.3	Between 1500-3000 candidates certified	10	
2	Technical Capability	30	<ul style="list-style-type: none"> <li>Rating of Active Training Centre in Haryana (10 Marks)</li> <li>Training of Trainer (ToT) Certified Trainers (15 Marks)</li> <li>Residential Training Facility (5 Marks)</li> <li>Total 30 Marks</li> </ul>
2.1	Rating of Existing Active Training Centres (TC) in Haryana	10	(i) Certificate issued by NSDC (ii) Self-declaration with specifics <b>(Annexure 2)</b> (iii) 5 Photographs of the centre (iv) Ownership/lease agreement of the centre
2.1.1	5-star accreditation of TCs	10	
2.1.2	4-star accreditation of TCs	5	
2.2	Training of Trainer (ToT) Certified Trainers	15	(i) Self-declaration with specifics <b>(Annexure 3)</b> (ii) ToT certificate for all trainers (iii) Trainer qualification certificates (iv) Offer letter/Appointment letter for all trainers
2.2.1	More than 10 ToT certified trainers	15	
2.2.2	Between 6-10 ToT certified trainers	10	

2.2.3	Between 2-5 ToT certified trainers	5	
<b>2.3</b>	<b>Existing Residential Training facilities for candidates</b>	<b>5</b>	(i) Self-declaration with specifics ( <i>Annexure 4</i> )
2.3.1	Existing residential facilities for candidates	5	(ii) Ownership/Lease agreement (iii) 5 Photographs of the residential facility
<b>3</b>	<b>Placement MoUs/Lol</b>	<b>20</b>	
<b>3.1</b>	<b>Placement MoUs/Lol</b>	<b>20</b>	(ii) Lol from industry ( <i>Annexure 7</i> )
3.1.1	Placement MoUs/Lol for more than 3000 candidates	20	(ii) Self-declaration ( <i>Annexure 6</i> )
3.1.2	Placement MoUs/Lol for 2001-3000 candidates	10	
3.1.3	Placement MoUs/Lol for 1000-2000 candidates	5	
<b>4</b>	<b>Organisational Capability</b>	<b>20</b>	
<b>4.1</b>	<b>Number of Years of Existence</b>	<b>10</b>	(i) Incorporation certificate
4.1.1	More than 7 years of existence	10	mentioning nature of the
4.1.2	Between 6.1-7 years of existence	5	organisation issued by concerned
4.1.1	Between 5-6 years of existence	3	authority
<b>4.2</b>	<b>Average Financial Turnover for last 3 years</b>	<b>10</b>	(i) Income Tax Returns for the last 3
4.2.1	More than 30 lakh INR	10	FY
4.2.2	Between 20-30 lakh INR	5	(2019-20, 2020-21, 2021-22)
4.2.1	Between 10-20 lakh INR	3	
	<b>Maximum Possible Score</b>	<b>100</b>	

Evaluation Matrix   Industry Partner			
#	Parameter	Weightage	Support Documents for proof
<b>1</b>	<b>Technical Capability</b>	<b>50</b>	
<b>1.1</b>	<b>Existing space/Infrastructure/Facility for Training Centre</b>	<b>10</b>	(i) Self-declaration with specifics <i>(Annexure 8)</i>
1.1.1	Existing space/Infrastructure/Facility for training centre	10	(ii) Ownership/lease agreement (iii) 5 Photographs of the space
<b>1.2</b>	<b>Presence of at least 01(one) Training of Trainer (ToT) Certified Trainer</b>	<b>10</b>	(i) ToT certificate for trainer (ii) Trainer qualification certificates (iii) Self-declaration with specifics
1.2.1	Presence of at least 1 ToT Certified trainer	10	<i>(Annexure 3)</i>
<b>1.3</b>	<b>Prior experience skill training</b>	<b>10</b>	(i) Self declaration with specifics <i>(Annexure 9)</i>
1.3.1	Prior experience of at least 1000 trained under skill training	10	(ii) Certificate issued by respective State/Central Authority (iii) Candidate details <i>(Annexure 1)</i> (iv) 5 Photographs of In-house training centres
<b>1.4</b>	<b>Captive Placement capacity of Industry</b>	<b>15</b>	
1.4.1	Captive Placement for more than 50 candidates	15	(i) Self-declaration <i>(Annexure 11)</i> notarised
1.4.1	Captive Placement between 25-50 candidates	10	
<b>1.5</b>	<b>Existing Transportation Facilities</b>	<b>5</b>	(i) Self-declaration with specifics <i>(Annexure 5)</i>
1.5.1	Existing transportation facilities	5	(ii) Ownership/Contract agreement (iii) 2 Photographs of the facility

<b>2</b>	<b>Organisational Capability</b>	<b>45</b>	
<b>2.1</b>	<b>Number of years of existence</b>	<b>10</b>	
2.1.1	More than 7 years of existence	10	(i) Incorporation certificate issued by concerned authority
2.1.2	Between 6.1-7 years of existence	5	
2.1.3	Between 5-6 years of existence	3	
<b>2.2</b>	<b>Financial Turnover</b>	<b>20</b>	
2.2.1	More than 50 Crores INR per annum	20	(i) Income tax returns for the last 3 FY (2019-20, 2020-21, 2021-22)
2.2.2	Between 35.1-50 Crores INR per annum	10	
2.2.3	Between 25-35 Crores INR per annum	5	
<b>2.3</b>	<b>Total Manpower Engaged</b>	<b>10</b>	
2.3.1	More than 100 manpower engaged	10	(i) Employee details (ii) <b>(Annexure 12)</b>
2.3.2	Between 71-100 manpower engaged	5	
2.3.3	Between 50-70 manpower engaged	3	
<b>2.4</b>	<b>Apprentice engagement in last 3 years</b>	<b>5</b>	
2.4.1	More than 10% of manpower	5	(i) Self-declaration with specifics <b>(Annexure 13)</b> (ii) Copy of apprentice contracts or certified report from AAA/SAA
2.4.2	Between 5.1-10% of manpower	3	
2.4.3	Between 2.5-5% of manpower	2	
<b>3</b>	<b>Maximum Score</b>	<b>100</b>	

Evaluation Matrix   Educational Institutes/Universities			
#	Parameter	Weightage	Support Documents for proof
<b>1</b>	<b>Education Experience</b>	<b>35</b>	
<b>1.1</b>	<b>Annual student intake</b>	<b>15</b>	(i) Student & placement data ( <i>Annexure 14</i> ) for last one year
1.1.1	More than 1500 students	15	
1.1.2	Between 1501-2000 students	10	
1.1.3	Between 1001-1500 students	05	
<b>1.2</b>	<b>% of passing out students receiving campus placements (avg. last 3 years)</b>	<b>20</b>	
1.2.1	More than 80% campus placements	20	
1.2.2	Between 71-80% campus placements	15	
1.2.3	Between 61-70% campus placements	10	
1.2.4	Between 50-60% campus placements	5	
<b>2</b>	<b>Technical Capability</b>	<b>50</b>	
<b>2.1</b>	<b>Existing space for dedicated training centre at campus</b>	<b>10</b>	(i) Self-declaration with specifics ( <i>Annexure 8</i> )
2.1.1	Existing space for training/practical	5	(ii) Ownership/lease agreement
2.1.2	Existing space for Theory Classes	5	(iii) 5 Photographs of the space
<b>2.2</b>	<b>ToT Certified trainers</b>	<b>15</b>	(i) ToT certificate for trainer
2.2.1	More than 10 ToT certified trainers	15	(ii) Trainer qualification certificates
2.2.2	Between 6-10 ToT certified trainers	10	(iii) Self-declaration with specifics
2.2.3	Between 2-5 ToT certified trainers	5	( <i>Annexure 3</i> )
<b>2.3</b>	<b>Existing residential facilities for candidates</b>	<b>5</b>	(i) Self-declaration with specifics ( <i>Annexure 4</i> )
2.3.1	Existing residential facilities for students	5	(ii) Ownership/Lease agreement (iii) 5 Photographs of the facility
<b>2.4</b>	<b>Existing transportation facilities for</b>	<b>5</b>	(i) Self-declaration with specifics

	<b>students</b>		<b>(Annexure 5)</b>
2.4.1	Existing transportation facilities for students	5	(ii) Ownership/Contract agreement (iii) 2 Photographs of the facility
<b>2.5</b>	<b>Placement Lol/MoU</b>	<b>10</b>	
2.5.1	Placement MoUs/Lol for more than 500 candidates	10	
2.5.2	Placement MoUs/Lol for 251-500 candidates	5	(i) Lol from industry ( <i>Annexure 7</i> )
2.5.3	Placement MoUs/Lol for at least 250 candidates	2	
<b>2.6</b>	<b>Existing Learning Management System (LMS)</b>	<b>5</b>	
2.6.1	Existing Learning Management System (LMS)	5	(i) Link to LMS with sample login credentials
<b>3</b>	<b>Organizational Capability</b>	<b>15</b>	
<b>3.1</b>	<b>NAAC A&amp;A CGPA Rating</b>	<b>15</b>	
3.1.1	More than 3.25	15	
3.1.1	More than 3.01-3.25	10	Valid Certificate issued by Govt. authority/NAAC
3.1.2	Between 2.76-3.00	7.5	
3.1.3	Between 2.51-2.75	5	
3.1.4	Between 2.01-2.50	2.5	
	<b>OR</b>		
3.1.	<b>More than 150 Students admitted under foreign category in Education institute/University in last 3 years</b>	<b>15</b>	Self-declaration certificate with details of candidates
	<b>Maximum Possible Score</b>	<b>100</b>	

Evaluation Matrix   Industry Association/Special Purpose Vehicles			
#	Parameter	Weightage	Support Documents for proof
<b>1</b>	<b>Technical Capability</b>	<b>45</b>	
<b>1.1</b>	<b>Existing space/Infrastructure/Facility for training centre in Industry</b>	<b>10</b>	(i) Self-declaration with specifics ( <i>Annexure 8</i> )
1.1.1	Existing space for training centre	10	(ii) Ownership/lease agreement (iii) 5 Photographs of the space
<b>1.2</b>	<b>Presence of at least 1 ToT certified trainers</b>	<b>10</b>	(i) ToT certificate for trainer (ii) Trainer qualification certificates
1.2.1	Presence of Two or above ToT Certified trainers	10	(iii) Self-declaration with specifics ( <i>Annexure 3</i> )
1.2.2	Presence of at One ToT Certified trainers	5	
<b>1.3</b>	<b>Prior experience of in-house skill training (minimum duration of 3 months)</b>	<b>10</b>	(i) Self declaration with specifics ( <i>Annexure 9</i> )
1.3.1	Prior experience of in-house training	10	(ii) Details of trained candidates ( <i>Annexure 10</i> ) (iii) 5 Photographs of in-house training centre
<b>1.4</b>	<b>Capacity for Captive Placement</b>	<b>15</b>	
1.4.1	Captive Placement for more than 100 candidates	15	(i) Self-declaration ( <i>Annexure 11</i> ) notarised
1.4.2	Captive Placement between 50-100 candidates	10	
<b>2</b>	<b>Organisational Capability</b>	<b>50</b>	
<b>2.1</b>	<b>Number of years of existence</b>	<b>10</b>	
2.1.1	More than 5 years of work experience	10	(i) Incorporation certificate issued by concerned authority
2.1.2	Between 4.1-5 years of work experience	5	
2.1.3	Between 3-4 years of work experience	3	
<b>2.2</b>	<b>Number of constituent industries (members) for industry associations</b>	<b>20</b>	(i) Constituent industry details ( <i>Annexure 15</i> )

2.2.1	More than 201 constituent industries	20	
2.2.2	Between 101-200 constituent industries	10	
2.2.3	Between 50-100 constituent industries	5	
<b>OR</b>			
<b>2.2</b>	<b>Number of constituent industries</b>	<b>20</b>	
2.2.1	More than 40 constituent industries	20	(i) Constituent industry details <b>(Annexure 15)</b>
2.2.2	Between 21-40 constituent industries	15	
2.2.3	Between 10-20 constituent industries	7	
<b>2.3</b>	<b>Total Workforce (cumulative of all constituent industries) for industry</b>	<b>10</b>	
2.3.1	More than 2000	10	(i) Employee details <b>(Annexure 12)</b>
2.3.2	Between 1001-2000	5	
2.3.3	Between 500-1000	3	
<b>OR</b>			
<b>2.4</b>	<b>Total Workforce (cumulative of all constituent industries) for Special Purpose Vehicles</b>	<b>10</b>	
2.4.1	More than 300	10	(i) Employee details <b>(Annexure 12)</b>
2.4.2	Between 201-300	5	
2.4.3	Between 100-200	3	
<b>2.6</b>	<b>Receiving any monetary grants from any State/Central Government</b>	<b>10</b>	
2.6.1	More than 3 Crores	10	(i) Sanction order from Govt. department
2.6.2	Between 2.1 Crores - 3 Crores	8	
2.6.3	Between 1 Crores - 2 Crores	5	
<b>3</b>	<b>Prior skilling experience under any State/Central Skill Development Scheme in the last 3 years</b>	<b>5</b>	(i) Certificate issued by State/Central Authority
	<b>Maximum Possible Score</b>	<b>100</b>	

Evaluation Matrix   Placement Agency				
#	Parameter	Weightage	Support Documents for proof	
<b>1</b>	<b>Placement Experience</b>	<b>35</b>		
<b>1.1</b>	<b>Number of placements in the last 3 years</b>	<b>15</b>	(i) Placement details <b>(Annexure 16)</b>	
1.1.1	More than 9000 candidates	15		
1.1.2	Between 7501-9000 candidates	10		
1.1.3	Between 6000-7500 candidates	5		
<b>1.2</b>	<b>Percentage of foreign/overseas placements (out of all candidates placed)</b>	<b>10</b>		
1.2.1	More than 60% foreign placements	10		
1.2.2	Between 31-60% foreign placements	5		
1.2.3	Between 10-30% foreign placements	3		
<b>2</b>	<b>Technical Capability</b>	<b>25</b>		
<b>2.1</b>	<b>Existing space/Infrastructure/Facility for training centre</b>	<b>10</b>		(i) Self-declaration with specifics <b>(Annexure 8)</b>
2.1.1	Existing space for training centre	10	(ii) Ownership/lease agreement (iii) 5 Photographs of the space	
<b>2.2</b>	<b>ToT Certified Trainers</b>	<b>15</b>	(i) ToT certificate for trainer	
2.2.1	More than 10 ToT certified trainers	15	(ii) Trainer qualification certificates	
2.2.2	Between 6-10 ToT certified trainers	10	(iii) Self-declaration with specifics <b>(Annexure 3)</b>	
2.2.3	Between 2-5 ToT certified trainers	5		
<b>3</b>	<b>Placement MoUs/Lol</b>	<b>20</b>		
<b>3.1</b>	<b>Placement MoUs/Lol</b>	<b>10</b>	(i) Lol from industry <b>(Annexure 7)</b>	
3.2.1	Placement MoUs/Lol for more than 2000 candidates	10		
3.2.2	Placement MoUs/Lol between 1001-2000 candidates	5		

<b>3.2</b>	<b>Foreign Placement MoUs/Lol</b>	<b>10</b>	
3.2.1	Placement MoUs/Lol from foreign entities for more than 25 candidates	10	(i) Lol from industry ( <i>Annexure</i> ↗)
3.2.2	Placement MoUs/Lol from foreign entities between 15-25 candidates	5	
<b>4</b>	<b>Organisational Capability</b>	<b>15</b>	
<b>4.1</b>	<b>Number of years of existence</b>	<b>5</b>	
4.1.1	More than 5 years of work experience	5	(i) Incorporation certificate issued by concerned authority
4.1.2	Between 4.1-5 years of work experience	3	
4.1.1	Between 3-4 years of work experience	2	
<b>4.2</b>	<b>Financial Turnover</b>	<b>10</b>	
4.2.1	More than 20 Cr INR per annum	10	(i) Income tax returns for the last 3 FY (2019-20, 2020-21, 2021-22)
4.2.2	Between 15.1-20 Cr INR per annum	5	
4.2.1	Between 10-15 Cr INR per annum	3	
<b>5</b>	<b>Prior Skilling Experience</b>	<b>5</b>	
5.1	Prior experience of skill training under any State/Central Skill Development Scheme	5	(i) Certificate issued by State/Central Authority
	<b>Maximum Possible Score</b>	<b>100</b>	

**PLEASE NOTE:**

1. The minimum cut-off score for all above mentioned categories is 50 marks out of 100. Only those proposals/ applicants with a minimum score/mark of 50 shall be called for Technical Proposal Presentation.
2. The technical proposal presentation carries 50 Marks. The minimum cut off score for technical proposal presentation is 25 marks.
3. The Technical proposal presentation shall be evaluated on basis Applicant's understanding of Skill Development, approach & methodology for skilling in Haryana, Applicant's faculty, infrastructure, track record etc.

- 4. Merely meeting the cut-off score will not assure/ lead to target distribution to the applicant organization.**
- 5. The Total marks scored by the applicant organization in document verification (as per respective table/ evaluation matrix above) and score of technical proposal presentation will form the basis for target distribution. Only those proposals that scores 90 marks out of 150 marks shall be considered for Target distribution under various schemes of the Mission.**
- 6. The Mission decision in this will be final and binding on all applicant organizations.**

**Annexure 1: Candidate & Placement Details (Excel Format)**

**Candidate Details**

#	Name	Contact Number	State	Scheme	Job Role/Course	Training Year

**Placement Details**

#	Name	Contact Number	State	Scheme	Job Role/Course	Training Year	Placement Industry Name	Placement Industry Contact Number

## Annexure 2: Training Centre Details

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

Submit the following details and necessary documents for your existing training centre

Head	Details
Name of Training Partner	
Name of Training Centre	
Address of Training Centre	
District	
SPOC Name	
SPOC Contact Number	
Total Area	
Equipped for which course	
Name of Trainer	
Contact details of Trainer	

In addition to this, submit the following documents:

- (i) Ownership/Lease/Rent agreement mentioning details of the address and area
- (ii) 5 Photographs capturing the entire space and equipment
- (iii) Certificates of all trainers issued by NSDC
- (iv) Skill India Certificate for the Training Centre (indicating rating)

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

**Annexure 3: Trainer Details**

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

Trainer Name	Contact Number
Trainer 1	
Trainer 2	
Trainer 3	
Trainer 4	
Trainer 5	

In addition to this, submit the following documents:

- (i) Copy of trainer qualification certificates
- (ii) Copy of ToT certificate issued by NSDC

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

#### **Annexure 4: Self-declaration for residential facility**

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

We, (Name of Agency), hereby submit our residential facility details to the Haryana Skill Development Mission as a part of our proposal for imparting short term training under (Name of scheme) scheme.

<b>Head</b>	<b>Details</b>
Occupational capacity at the facility (beds)	
Total area of the residential facility	
Separate facility for males & female (yes/no)	
Name of supervisor of residential facility	
Contact of supervisor of residential facility	

In addition to this, also submit the following:

- (i) Ownership/lease agreement stating the infrastructure capacity
- (ii) 5 Photographs of your residential facility capturing the space and amenities

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

**Annexure 5: Self-declaration for transportation facility**

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

We, (Name of Agency), hereby submit our transportation facility details to the Haryana Skill Development Mission as a part of our proposal for imparting short term training under (Name of scheme) scheme.

<b>Head</b>	<b>Details</b>
# of buses/carriage vehicles	
# of drivers	
Radial distance in which service is offered	

In addition to this, also submit the following:

- (i) Ownership/Contract agreement mentioning the details of the facility
- (ii) 2 Photographs of your transportation facility

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

**Annexure 6: Self-declaration for captive placement (Training Partner)**

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

**To whomsoever it may concern**

We, (Name of Agency), hereby express our commitment to absorb all candidates which we intend to train in (Name of the course) under (Name of scheme) scheme as per norms prescribed by the Haryana Skill Development Mission.

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

## **Annexure 7: Placement Letter of Intent**

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

**To whomsoever it may concern**

We, (Name of Industry), hereby express our commitment to absorb XX candidates which will be trained by (Name of Educational Institute) in (Name of the course) under (Name of Scheme) scheme as per norms prescribed by the Haryana Skill Development Mission.

Industry SPOC Name:

Industry SPOC Contact Number:

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

### Annexure 8: Training Centre Details

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

Submit the following details and necessary documents

Head	Details
Name of Agency	
Address of Agency	
Address of Training Centre	
District	
Total Area	

In addition to this, submit the following documents:

- (i) Ownership/Lease/Rent agreement mentioning details of the address and area
- (ii) 5 Photographs capturing the entire space

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

### Annexure 9: Self-declaration for in-house training

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

We, (Name of Agency), hereby submit our in-house training details to the Haryana Skill Development Mission as a part of our proposal for imparting short term training under (Name of Scheme) scheme.

Head	Details
Training capacity at the training centre	
Training centre equipped for which training	
# of trainers employed currently	
Trainer Name	
Trainer Contact Number	
# of annual trainings conducted ( in last 3 years)	
# of manpower trained (in last 3 years)	

In addition to this, also submit the following:

- (i) Ownership/lease agreement of your in-house training centre
- (ii) 5 Photographs of your in-house training centre capturing the space and equipment

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

**Annexure 10: Candidate details for in-house skill training (Excel Format)**

#	Name	Contact Number	Designation	Job Role/Course	Training Year

**Annexure 11: Self-declaration for captive placement (Industry)**

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

**To whomsoever it may concern**

We, (Name of Agency), hereby express our commitment to absorb all candidates which we intend to train in (Name of the course) under HSDM Skill Development scheme as per norms prescribed by the Haryana Skill Development Mission.

In addition to this, provide either of the following documents:

- (i) Manpower hiring (year-on-year) in the last three years
- (ii) Projected investment plan for the next three years

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

**Annexure 12: Employee Details (Excel Format)**

#	Name	Contact Number	Designation	Year of Joining

**Annexure 13: Self-declaration for apprentice engagement**

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

We, (Name of Agency), hereby submit our apprenticeship details (xx apprentices in the last 3 years i.e. x% of our workforce) to the Haryana Skill Development Mission as a part of our proposal for imparting short term training under (Name of Scheme) scheme.

#	Year	# of apprentices engaged

In addition to this, submit the following documents:

(i) Copy of contracts issued for all apprentices engaged

For and on behalf of:

Signature:

Name (Authorized Representative and Signatory):

Designation:

Date:

Place:

**Annexure 14: Student & Placement Details (Excel Format)**

**Candidate Details**

#	Name	Contact Number	Course	Joining Year

**Placement Details**

#	Name	Contact Number	Course	Passing Year	Placement Industry Name	Placement Industry Contact Number

**Annexure 15: Constituent (Member) industries details (Excel Format)**

#	Industry Name	Industry SPOC Name	Industry SPOC Contact Number	Designation	Total Workforce

## Annexure 16: Placement Details (Placement Agency)

#	Name	Contact Number	State	Job Role/Course	Training Year	Placement Industry Name	Placement Industry Contact Number	Foreign Placement (Yes/No)	Country of foreign placement	Salary