



**Expression of Interest (EoI)**

**Inviting the Agency/ies for creating a pool of ToT Certified Trainers in the State of Haryana for various schemes run by Haryana Skill Development Mission.**

**No.: HSDM/EoI/ToT Pool/ 2022/1518**

**Haryana Skill Development Mission  
Government of Haryana**

**Skill Development & Industrial Training Department,  
Kaushal Bhawan, IP-2, Sector-3  
Panchkula – 134109  
E-Mail: [haryanasdm@gmail.com](mailto:haryanasdm@gmail.com)**

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## 1. Invitation to the Agency/ies for creating a pool of ToT Certified Trainers in the State of Haryana for various schemes run by Haryana Skill Development Mission.

The Haryana Skill Development Mission (HSDM) invites EoI from reputed Agencies for creating a pool of ToT Certified Trainers in the State of Haryana for various schemes run by Haryana Skill Development Mission. The scope of work will have to be carried out in accordance with the specifications detailed in this document.

### **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".

### **The Primary Objectives of HSDM:**

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

- (i) Increase employability of the youth and empower them to take part in the economic growth of Haryana and India, through skill training in 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.

**Problem Background:**

Haryana Skill Development Mission (HSDM) was established in 2015 to encourage and promote skill development in the State by virtue of providing free of cost short term skill training(s) and certification to boost employability of the youths.

Through these years of implementation, despite of extending all provisions and facilities for training the youth in wide variety of job roles, there is a dearth of quality skilled manpower and salaries offered to them in the State and it has been figured out that there is a need to enhance the quality skill training and assessment being delivered through trainers and assessors across sectors. To address the requirement of quality trainings in short term skill training eco system, the Mission continues to mandate the trainings to be conducted through certified trainers and assessment through certified assessors.

The Mission has allocated skill training targets to various Training Partners for skilling/up-skilling/re-skilling the youth across the State. However, it has been observed that the trainings have not been initiated due to non-availability of ToT certified trainers which is a mandate for training providers to impart skill training.

Against this backdrop, the Mission plans to engage the agency/ies that can professionally plan & organize ToT and create a pool of ToT Certified Trainers in the State of Haryana for various schemes run by Haryana Skill Development Mission. The engagement of HSDM with the agency/ies will be completely Non-Financial and neither party will be liable to pay anything to each other.

Sd/-

Mission Director

Haryana Skill Development Mission

## 2. Schedule for Invitation of EoI

No.: HSDM/EoI/ToT Pool/ 2022/1518

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 document can be Obtained / Downloaded	<a href="http://www.hsdm.org.in">www.hsdm.org.in</a> or <a href="http://etenders.hry.nic.in">etenders.hry.nic.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	29.06.2022
5.	Last Date and Time for receipt of Proposal Document	11.07.2022 (5:00 PM)
6.	Technical Presentation of the Qualified Agencies	15.07.2022 (subject to confirmation)
7.	Proposal Validity Period	180 Days
8.	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

### 3. Eligibility Criteria

The empanelment of the agency/ies will be based upon technical presentation to be delivered by them which shall comprise of their approach & methodology to execute the project, understanding about skill development, Haryana and suitability for the State, human resources, and experience in executing such projects. The presentation will be taken by the Project Evaluation Committee (PEC) under the Chairmanship of Mission Director, Haryana Skill Development Mission. The decision of PEC shall be final and binding on all.

Preference will be given to agency/ies meeting following criteria:

- a. Agency in operations and incorporated & registered in India, under any Act.
- b. Agency having turnover of Rs.1,00,00,000 (One Crore) or above in FY i.e 2020-21 or 2021-22 (CA Certified proof to be attached).
- c. Agency with positive net worth (CA Certified proof to be attached).
- d. Agency having a prior experience of conducting/ organizing ToT training and certification.
- e. Agency having requisite facilities and infrastructure/ tie-up's.
- f. Agency having adequate number of Master trainers.
- g. Agency having in depth knowledge of norms for the respective sectors, desired infrastructure, equipment and consumables, eligibility, pay-outs etc, in compliance to instructions/ guidelines by Ministry of Skill Development and Entrepreneurship (MSDE) for ToT certifications.

## 4. Terms of Reference (ToR)

**Invitation to the Agency/ies for creating a pool of ToT Certified Trainers in the State of Haryana for various schemes run by Haryana Skill Development Mission.**

### 1. Scope of Work:

An indicative scope of work is mentioned below, and it should be delivered by the selected agency/ies in its entirety, however the list is not exhaustive and additional task may be given as per the direction of HSDM and is on case to case basis.

- Preparation and approval of time bound strategy for organizing ToT from authorized agency and aligning the certified trainers with the Training providers of the Mission.
- Comply with accreditation norms for the respective sectors, ensuring desired infrastructure, equipment and consumables are available for delivering quality training programs.
- Selection of right candidate according to the eligibility of the QP and organizing ToT from the authorized agency.
- The agency must ensure compliance to instructions/ guidelines by Ministry of Skill Development and Entrepreneurship (MSDE) for ToT certifications.
- The cost/ pay-out of ToT certification for any course/ job role/ trade should be as prescribed MSDE or less.
- The agency would be required to share the complete database of the ToT certified trainers who may be deployed by Training Providers of the Mission as per requirements.
- The Mission will assist the agency/ies by providing database of candidates interested to undergo ToT in different job roles.

### 2. Commercials

- **It will be a completely Non-Financial MoU between HSDM and the agency.**
- The candidate/ training provider will be responsible for bearing the cost of ToT certification.
- The agency will be free to charge fees from training provider or authorized agency imparting ToT.

### 3. Terms and Conditions

- The association/ MoU, will be signed/ valid for 03 years, which can be extended basis satisfactory performance evaluation of the project.
- The agency must comply to scope of work and other conditions mentioned in this document.
- The agency must create a pool of atleast 100 ToT certified trainers across various sectors.
- Violation/ Non-compliance will lead to termination of MoU.
- The use of name, logo and/or official emblem of HSDM on any publication(s), document or paper is allowed only, after seeking explicit prior permission in writing from the Mission.

#### **4. General Instructions**

- The document for EOI may be downloaded free of cost from the website [www.hsdm.org.in](http://www.hsdm.org.in).
- 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.
- 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.
- 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.
- Shortlisted agency/ies will be required to give a presentation to HSDM Project Evaluation Committee (PEC) under the Chairmanship of Mission Director, Haryana Skill Development Mission explaining end to end implementation plan of project with timelines. The decision of PEC shall be final and binding on all.

## **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)



### 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	