



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

Selection of Agency for conducting Tracer Study of  
Skill Training provided by  
Haryana Skill Development Mission  
to the candidates belonging to all  
category/caste/religion.

(Under Skill Acquisition and Knowledge Awareness  
for Livelihood Promotion “SANKALP” Programme)

RFP No.: HSDM/RFP/TS/1181

Dated: 25.03.2022

**Haryana Skill Development Mission  
Government of Haryana**

**Skill Development and Industrial Training Department  
Kaushal Bhawan, IP-2, Sector-3  
Panchkula-134109**

**Website: [www.hsdm.org.in](http://www.hsdm.org.in)**

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## Table of Contents

1. Definitions.....	4
2. Abbreviations .....	5
3. Disclaimer .....	6
4. Background .....	7
4.1 About Haryana Skill Development Mission (HSDM).....	7
5. Fact Sheet .....	9
5.1 Key Dates and Time.....	9
5.2 Key Information.....	9
6. Instructions to Bidders .....	10
6.1 Introduction to RFP.....	10
6.2 Compliant Process/ Completeness of Response.....	10
6.3 Language of the Proposal .....	10
6.4 Right to Terminate the Process.....	10
6.5 Conflict of Interest .....	10
6.6 Confidentiality.....	11
6.7 Late Receipt of Technical Proposals .....	11
6.8 Disqualification .....	11
6.9 Right to Accept Any Proposal and to Reject Any or All Proposals.....	12
6.10 Signing of Contract.....	12
6.11 General Considerations .....	12
6.12 Proposal Validity.....	12
6.13 Liquidity Damages/ Penalty.....	13
6.14 Limitation of Liability .....	13
6.15 Earnest Money Deposit (EMD).....	13
6.16 Force Majeure.....	13
6.17 Applicable Laws and Resolution of Disputes .....	14
6.18 Signing of Agreement.....	15
6.19 Performance Guarantee (PG).....	15

*Request For Proposal (RFP)*

6.20 Data Protection.....	16
6.21 Nodal Officer for the Assignment.....	16
7. Eligibility Criteria.....	17
8. Implementation Schedule.....	19
8.1 Inception Report & Deployment of Team.....	19
8.2 Tracer Study Tool Design, Selection of Respondents & Pilot Study.....	19
8.3 Implementation of Tracer Study.....	19
8.4 Draft Report.....	19
8.5 Final Report.....	19
9. Payment Schedule.....	21
10. Objectives of the Study.....	22
10.1 Perceived Quality and Relevance of Skills Training Received by Candidate.....	22
10.2 Employability and Employment Status.....	22
10.3 Post Placement Status and Employment Outcomes.....	22
10.4 Employer Satisfaction.....	23
10.5 Skill Training for Entrepreneurship.....	23
11. Scope of Work.....	24
11.1 Developing Detailed Methodology, Indicators and Tools for the Study.....	24
11.2 Data Collection.....	24
11.3 Data Analysis and Report.....	24
11.4 Methodology.....	24
11.5 Desk Review.....	25
11.6 Quantitative Survey.....	25
11.7 Qualitative Survey.....	26
11.8 Analysis and Recommendations.....	26
11.9 Deliverables.....	27
12. Evaluation Criteria.....	28
13. Pre-Qualification and Technical Proposal – Standard Forms.....	31
14. Financial Proposal – Standard Forms.....	44

## **1. Definitions**

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- a) “Governing Law” means the laws and any other instruments having the force of law in the Client’s country, or in such other country, as they may be issued and in force from time to time.
- b) “Client” means the implementing Agency [Haryana Skill Development Mission (HSDM)] that signs the Contract for the
- c) e Services with the selected Agency.
- d) “Agency” means a legally-established professional consulting firm or consultant or an entity or bidder or applicant that has submitted their proposal that may provide the services to the Client under the Contract.
- e) “Contract” means a legally binding written agreement signed between the Client and the Agency.
- f) “Day” means a calendar day.
- g) “Key Personnel” means, experts or team allocated to the project.
- h) “Government” means the government of the Client’s State.
- i) “RFP” means the Request for Proposal to be prepared by the Client for the selection of Agency.
- j) “Services” means the work to be performed by the selected Agency pursuant to the contract.

## **2. Abbreviations**

<b>Terms</b>	<b>Description</b>
<b>EMD</b>	<b>Earnest Money Deposit</b>
<b>GoI</b>	<b>Government of India</b>
<b>HSDM</b>	<b>Haryana Skill Development Mission</b>
<b>MSDE</b>	<b>Ministry of Skill Development and Entrepreneurship</b>
<b>NSDC</b>	<b>National Skill Development Corporation</b>
<b>PG</b>	<b>Performance Guarantee</b>
<b>QP</b>	<b>Qualification Pack</b>
<b>RFP</b>	<b>Request for Proposal</b>
<b>SANKALP</b>	<b>Skills Acquisition and Knowledge Awareness for Livelihood</b>
<b>STT</b>	<b>Short Term Training</b>

### **3. Disclaimer**

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The information contained in this Request for Proposal (RFP) document or subsequently provided to bidders, whether verbally or in documentary form or any other form by or on behalf of the Client or any of their employees or advisers, is provided to bidder's 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 invitation by the Client to the prospective bidders or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their proposals pursuant to this Request for Proposal. This RFP may include information, which may reflect the assumptions arrived at by the Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder is therefore encouraged to conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any governing 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, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RFP. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select one or more bidders or to appoint the selected bidder, as the case may be, for the implementation of the Programme and the Client reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

## **4. Background**

### **4.1 About Haryana Skill Development Mission (HSDM)**

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. 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".

#### **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 the 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.

HSDM is entrusted with responsibility to drive a 'Skills Acquisition and Knowledge Awareness for Livelihood' (SANKALP) programme in Haryana. SANKALP is a Centre and State funded programme conceptualized by Ministry of Skill Development &

Entrepreneurship (MSDE), Government of India, with a special focus on decentralized planning and quality improvement. Two key components of SANKALP programme includes:

- a. Institutional Strengthening at the National and State Levels for Planning, Delivering, and Monitoring high-quality market relevant training.
- b. Improved Quality and Market Relevance of Skill Development Programmes.

Within the component mentioned at (a.) above, it is mandated that a social audit be conducted in order to gauge the impact of Skill Development Programmes across the State and to bring out the transparency, accountability and efficiency of the Short Term Training (STT) and development schemes implemented by the Mission.

With this in view, the Mission plans to engage an Agency with proven track record and having a good understanding/experience, for conducting a Tracer Study of Skill Training provided by Haryana Skill Development Mission to the candidates belonging to all category/caste/religion.



## 5. Fact Sheet

### 5.1 Key Dates and Time

The proposal should be submitted online by visiting [etenders.hry.nic.in](http://etenders.hry.nic.in). Schedule for the process is highlighted in the table below:

S.No.	Key Activities	Date & Time
1.	Publication of RFP on <a href="http://etenders.hry.nic.in">etenders.hry.nic.in</a> and <a href="http://www.hsdm.org.in">www.hsdm.org.in</a>	25.03.2022
2.	Submission of Pre-Bid Queries	30.03.2022
3.	Pre-Bid Meeting (Online), if required	06.04.2022
4.	Issue of Pre-bid queries clarifications / Corrigendum, if any	11.04.2022
5.	Proposal Submission End Date	20.04.2022
6.	Opening of Submitted Proposals	22.04.2022
7.	Date of technical presentation by eligible bidders	29.04.2022

### 5.2 Key Information

Name of the Client/ Authority	Haryana Skill Development Mission (HSDM)
Source of the availability of RFP Document	<a href="http://etenders.hry.nic.in">etenders.hry.nic.in</a> and <a href="http://www.hsdm.org.in">www.hsdm.org.in</a>
Mode of Submission	Online
Online Platform for Submission	<a href="http://etenders.hry.nic.in">etenders.hry.nic.in</a>
Estimated Cost of Tender	Rs.50 Lakhs
Cost of RFP Document	INR 5000/- (Five Thousand Only)
Cost of EMD	INR 200000/- (Two Lakhs Only)
Performance Guarantee (PG)	10% of the total project cost amount/ value of the contract
SPOC	Shri Rahul Singla, Technical Consultant, HSDM
All queries related to RFP to be sent only to	<a href="mailto:haryanasdm@gmail.com">haryanasdm@gmail.com</a>

**P.S:** In case the eligibility conditions of the Applicant/ Bidder do not suffice the condition set by this RFP, the Proposal from such Applicants will be treated as invalid.

## **6. Instructions to Bidders**

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### **6.1 Introduction to RFP**

HSDM invites Technical and Financial Proposals for Selection of Agency for conducting a Tracer Study of Skill Training provided by Haryana Skill Development Mission to the candidates belonging to all category/caste/religion under various schemes.

Bidders are advised to study this RFP document carefully before submitting their proposals. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Failure to furnish all information required as mentioned in the documents or submission of a proposal not substantially responsive to RFP in every aspect will be at the Bidder's risk and may result in rejection of the proposal.

### **6.2 Compliant Process/ Completeness of Response**

Bidders are advised to study all instructions, forms, terms, requirements and other information in the documents carefully. Submission of the proposal should be deemed to have been done after careful study and examination of the document with full understanding of its implications. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders should:

- i. Include all documentation specified in this document.
- ii. Follow the format of this document and respond to each element in the order as set out in this document.
- iii. Comply with all the requirements as set out within this document.

### **6.3 Language of the Proposal**

The proposal as well as all the supporting documents relating to the proposal exchanged by the Bidder's shall be written in English language only. Proposal received in any other language shall not be evaluated.

### **6.4 Right to Terminate the Process**

HSDM may terminate the Proposal Evaluation process at any point of time, without assigning any reason thereof. HSDM makes no commitments, expression or implication that this process will result in a business transaction with anyone. This document does not constitute an offer by HSDM.

### **6.5 Conflict of Interest**

HSDM requires that the engaged Agency provide professional, objective and impartial services and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments/ jobs or their own corporate interest and act without any consideration for future work. Without limitation on the generality of the foregoing, the engaged Agency is considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

*Conflicting Relationships:* The engaged Agency that has/ had a business or family relationship with HSDM or a member of the Client's staff who is directly or indirectly

involved in any part of the project shall not be awarded the Contract. The engaged Agency will have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the norms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the Client comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment. The Agency shall submit only one proposal for this project. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified.

#### **6.6 Confidentiality**

- i. From the time, the submitted proposals are opened to the time the engagement is announced, the bidders should not contact HSDM on any matter related to its Proposal Evaluation. Information relating to the evaluation of proposals and award recommendations shall not be disclosed to the bidders who have submitted the proposals or to any other party not officially concerned with the process, until the publication of the engagement announcement.
- ii. Any attempt by shortlisted bidders or anyone on behalf of the bidders, to influence the Client during in the evaluation of the proposals or agreement award decisions may result in the rejection of its proposal.
- iii. Notwithstanding the above provisions, from the time of the proposals' opening to the time of engagement notification, if a bidder wishes to contact HSDM on any matter related to the selection process, it should do so only in writing.
- iv. The data collected by the agency will be the property of HSDM and the Government of Haryana. Its use by the bidder in any form during or after the study would lead to a legal action against the agency.

#### **6.7 Late Receipt of Technical Proposals**

- i. Technical Proposals received after the due date and specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained.
- ii. The Technical Proposals submitted by telex/telegram/fax/E-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- iii. HSDM reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

#### **6.8 Disqualification**

The proposal would be disqualified at any time during the Technical Evaluation process at the sole discretion of the HSDM, for the following reasons:

- i. Submission of Proposal after the due date and specified time.
- ii. Made misleading or false representations or irrelevant information in the proposal (including documents, forms, statements, attachments, etc.) submitted as proof of the eligibility requirements or as part of their proposal.

- iii. Incomplete proposals or proposals with incomplete information would be rejected. Bidders may be asked to submit any supplementary information / document / clarification after submission of proposal to HSDM. Any such request by HSDM for submission of additionally required information / clarification by Bidder would be made in writing.
- iv. Failure to meet any of the eligibility criteria as mentioned in the document.
- v. Blacklisted or bankrupt by the Government of India (GoI), any State Government or any other Government owned Agency including Quasi-Government sector organization or company or any Bank.
- vi. Bidders need to submit the proposal along with proper indexing, paging and singed copy of check list as given in this RFP, without which proposal will be deemed unresponsive and liable for rejection.

#### ***6.9 Right to Accept Any Proposal and to Reject Any or All Proposals***

HSDM reserves the right to accept or reject any or all proposals, at any time prior to the award of contract, without assigning any reason.

#### ***6.10 Signing of Contract***

After the notification of selection of Agency, HSDM will sign a contract with the selected Agency for the assignment. The contract template will be shared with the Bidder who becomes eligible for engagement, after final evaluation of its Proposal.

#### ***6.11 General Considerations***

- i. In preparing the proposal, the bidder is expected to examine this RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the proposal and will be the sole responsibility of the bidder.
- ii. The bidders shall bear all costs associated with the preparation and submission of its proposal. HSDM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the engagement process. HSDM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the engagement, without thereby incurring any liability to the bidder.
- iii. All correspondence and documents relating to the proposal exchanged between the Bidder and HSDM shall be in writing only.

#### ***6.12 Proposal Validity***

- i. The Bidder's Proposal must remain valid for at least 180 days after the proposal submission deadline. A bid valid for a shorter period shall be rejected by HSDM as non-responsive bid.
- ii. During this period, the bidder shall maintain its original proposal without any change.
- iii. In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Bidders to extend the period of validity of their proposals. The EMD shall also be extended for the corresponding period. A Bidder may refuse the request, and withdraw his proposal without forfeiting its EMD. A Bidder granting the

request shall not be permitted to modify its proposal. Such request and the responses shall be made in writing only.

- iv. Further, the Client may ask any information/ clarification/ document from any or all bidders before the notification of selection, if so required. Any such request for submission of any information/ clarification/ document from any or all bidders would be made in writing.

### **6.13 Liquidity Damages/ Penalty**

Delays in deliverables attributable to the bidder will be subject to a penalty of 0.75% of the total contract value per week delay per deliverable to a maximum amount of 15% of the contract value. For non-completion of targets, for each candidate shortfall the penalty will be 2 times the per candidate price (calculated from total cost of the project) of the successful bidder. This also will be within the overall 15% ceiling of liquidity damages.

### **6.14 Limitation of Liability**

In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Agency will be liable to HSDM for not more than the value of the overall fee to be paid to the Agency (including any amounts invoiced but not yet paid and for any amount that has not yet been invoiced).

### **6.15 Earnest Money Deposit (EMD)**

- i. Every bidder should submit the EMD amount of Rs.2,00,000/- (Two Lakhs Only) on [etenders.hry.nic.in](mailto:etenders.hry.nic.in) which is refundable, if not selected within 45 days of completion of agreement signing process.
- ii. The Selected Agency's EMD shall be refunded upon its submitting the Performance Guarantee (PG). In case the selected Agency fails to deposit the Performance Guarantee in scheduled time, the EMD submitted by it shall be forfeited and other penal action may be taken as considered by competent authority.
- iii. The EMD may be forfeited on account of one or more of the following reasons:
  - a) If the Agency withdraws the proposal during the period of proposal validity specified on the RFP document, or
  - b) If the Agency does not respond to the requests for clarification of the Proposal submitted, or
  - c) If the Agency fails to co-operate in the proposal evaluation process, or
  - d) Rejection of proposal on account of Corrupt and Fraudulent Practices, or
  - e) In the case of successful Agency fails:
    - to sign the agreement in time, or
    - to furnish Performance Guarantee.

### **6.16 Force Majeure**

- i. The selected Agency shall not be liable for forfeiture of its Performance Guarantee, Penalty, or Termination for default if and to the extent its delay in performance or

other failure to perform its obligations under the contract is the result of an event of Force Majeure.

- ii. "Force Majeure" shall mean any event or circumstance or combination of events or circumstances beyond the control of selected Agency that is not foreseeable, is unavoidable, and its origin is not due to the negligence or lack of care on the part of the selected Agency. Such events may include, but not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemic, or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- iii. If a Force Majeure situation arises, the selected Agency shall promptly notify the HSDM in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by HSDM, the selected Agency shall continue to perform its obligations under the contract as far as reasonably practical.
- iv. If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 30 days, either party at its option may terminate the contract without any financial repercussion on either side.
- v. In case a Force Majeure situation occurs with HSDM, the Mission may take the case with the selected Agency on similar basis.

#### ***6.17 Applicable Laws and Resolution of Disputes***

- i. The Contract shall be governed by the laws of the Union of India.
- ii. *Compliance with all applicable laws:* The Bidder shall undertake to observe, adhere to, abide by, comply with and notify the Department about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this RFP and shall indemnify, keep indemnified, hold harmless, defend and protect the Department and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
- iii. *Compliance in obtaining approvals/ permissions/ licenses:* The Bidder shall promptly and timely obtain all such consents, permissions, approvals etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/ Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the department and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to

conform or comply with the above and all other statutory obligations arising there from and the Department will give notice of any such claim or demand of liability within reasonable time to the bidder.

- iv. If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the contract or regarding a question, including the questions as to whether the termination of the contract agreement by one party hereto has been legitimate, both parties hereto shall endeavour to settle such dispute amicably.
- v. Any dispute which is not resolved amicably within 30 days from the date of last written communication from either Party shall be referred to the Administrative Secretary, Government of Haryana, Skill Development & Industrial Training Department who shall appoint an independent sole arbitrator in accordance with the provisions of the Arbitration and Conciliation Act, 1996 ("Arbitration Act"). The place of Arbitration shall be at Chandigarh only.
- vi. Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming the subject matter of the reference, any/all actions and proceeding arising out of or relative to the Contract shall lie only in the Principal Court of Competent Civil Jurisdiction at Panchkula only and no other court shall have the jurisdiction and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

#### ***6.18 Signing of Agreement***

After the notification of selection (award) to successful Bidder, the Agency is required to submit the Performance Guarantee (PG) and to sign the agreement within 15 days. This agreement would be treated as the letter of engagement to the Agency. The engaged Agency is expected to commence the work within 15 days from the date of agreement.

#### ***6.19 Performance Guarantee (PG)***

After the notification of selected bidder is issued, the successful bidder has to submit the Performance Guarantee (PG) (10% of the total project cost amount/ value of the contract), in the form of Demand Draft, in favour of "Haryana Skill Development Mission", failing which the agreement with HSDM will not be signed and the engagement of the Agency will stand cancelled, the EMD will be forfeited. **No interest shall be payable by the Client to the Agency on Performance Guarantee (PG).**

**Return of PG:** The PG shall be returned after adjustment for any deductions, after successful project completion.

**Forfeiture of PG:** PG shall be forfeited in any of the following conditions:

- a) When any of the terms and conditions of the Agreement is breached by Agency.
- b) When the Agency fails to provide the services as specified in the RFP, sanction order and agreement within the time frame provided.
- c) Poor quality or incomplete data.
- d) If the Agency is found to be indulged in any fraudulent or corrupt practices in the

implementation or proposal submission stage.

- e) If the Agency engages any other person/ firm/ Agency for Franchising/ Consortium/ Sub-contracting the work without the consent of HSDM.
- f) No interest will be paid by HSDM on the EMD or PG amount.

#### ***6.20 Data Protection***

- i. In the course of providing the services, the Agency may be compiling, processing and storing proprietary data relating to the Client. The Agency is responsible for complying with its respective obligations under the applicable data protection laws and regulations governing the proprietary data.
- ii. The Agency is required to follow the best practices for the data security regarding all the data made available to them and collected by them.
- iii. The Agency shall not the transfer the proprietary data to anyone otherwise this will lead to an offence of serious breach of trust. In such case HSDM will be bound to take stern legal action against the Agency.

#### ***6.21 Nodal Officer for the Assignment***

Haryana Skill Development Mission will appoint a Nodal Officer who will be responsible for coordinating with the selected Agency for provision of relevant data/ information related to the candidates and the study.



## 7. Eligibility Criteria

S.No.	Criteria	Mandatory Documents
1.	<b>Organization Details:</b> Applicant Organization is Registered for more than 5 years.	Certificate of Incorporation Copy of PAN card GST Registration Number.
2.	<b>Financial Capability:</b> Average turnover should be minimum 1 Crore in past three Financial years (FY 2018-19, 2019-20 and 2020-21).	Certificate of the same verified by a Registered Chartered Accountant with membership number should be submitted along with copy of audited P&L A/c and B/Sheets of all three years FY's (2018-19, 2019-20, 2020-21)
3.	<b>Experience:</b> Experience in conducting Tracer Studies or Impact Assessment studies or other such studies for any State/Central Government department/organization, for completion of at least three projects having minimum Contract Value of INR 25 lakhs each in the last 5 Financial years (FY 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21).	Work order AND Completion Certificate issued by Client, mentioning the contract name, contract value, year of award and year of completion of project.
4.	<b>Team Composition:</b> Team Leader (Minimum 1) Researchers (Minimum 2) and In-house Surveyors/Enumerators (Minimum 4) They should meet the minimum qualification criteria as mentioned in the Evaluation Sheet.	Declaration from HR department regarding qualification and experience of the deputed personnel with documentary evidence, also attach their CV.

*Request For Proposal (RFP)*

5.	<b>Declaration of not been Blacklisted/ Bankrupted/ Debarred by any State/Central Government Department or any other organization as on the date of submission of RFP.</b>	Declaration on non-judicial stamp paper of Rs 100/- duly notarized
6.	<b>Consortium/ Tie Ups/ Joint Ventures/ Subcontracting of any kind not permitted</b>	Would lead to automatic disqualification
7.	<b>Tender Fees</b>	To be submitted online
8.	<b>EMD</b>	To be submitted online

## **8. Implementation Schedule**

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### **8.1 Inception Report & Deployment of Team**

*(Within 30 days from the date of signing of contract)*

The Agency shall prepare an Inception Report within 30 days of signing the contract agreement. The report should detail out Road map, Sampling technique, Resource deployment plan, Flow charts and Timelines for activities including report submission, and obtaining HSDM's approval of the same.

### **8.2 Tracer Study Tool Design, Selection of Respondents & Pilot Study**

*(Within 60 days from the date of signing of contract)*

This includes study tool design, random selection of respondents, digitalizing of the survey questionnaire and obtaining their telephonic consent to take part in the tracer study, conduction of pilot study with 20-30 respondents from any five districts, submission of the pilot study report to HSDM and finalizing the survey tools based on acceptance of the pilot study report by HSDM.

The Agency will need to put in parallel teams to finalize survey questionnaire & tools, and also to simultaneously establish contact with the candidates (randomly selected) in equal proportion from each of the 22 districts, using the data provided by HSDM and obtain their consent telephonically for taking part in the study.

### **8.3 Implementation of Tracer Study**

*(Within: 120 days from the date of signing of contract)*

This includes conduction of field work - tracer study survey from the candidates who had given consent to the study. There should be multiple teams in order to ensure the study is done within the prescribed timelines. The tracer study shall be a face-to-face survey conducted at the candidates' home, office, workplace, or any other public venue mutually agreed between the Agency and candidate.

The Agency should randomly identify sufficient additional number of candidates and obtain their consent for study, in case the consented candidates are unavailable later during the actual survey. The final total number of candidates to whom the survey tool is administered and data submitted as part of final deliverable must not be less than the number indicated in by HSDM.

### **8.4 Draft Report**

*(Within: 150 days from the date of signing of contract)*

This includes consolidation of field survey data, grouping findings into thematic areas, presentation before HSDM and other stakeholders, and submission of draft descriptive report for acceptance by HSDM.

### **8.5 Final Report**

*(Within: 180 days from the date of signing of contract)*

After acceptance of the Draft Tracer Study Report by HSDM, the Agency has to submit the final descriptive report within 30 days from the date of acceptance. The reports shall

*Request For Proposal (RFP)*

incorporate suggestions/feedback of HSDM and be illustrated with images collected during the field study, survey findings, suggestions, recommendations, graphs, charts, and tables. All Reports/PPT/data (unless otherwise requested) are to be submitted in triplicate hard copies and soft copy.

S.No.	Timeline	Deliverables
1.	T	Date of signing of contract
2.	T+30	1. Inception report
3.	T+60	1. Pilot Study Report 2. Final Survey Questionnaire
4.	T+120	1. Fortnight Report on field survey study (four reports between T+60 and T+120)
5.	T+150	1. Draft Report 2. Power Point Presentation
6.	T+180	1. Final Report 2. Database of all collected data from survey

## **9. Payment Schedule**

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The Payment Milestones for conducting the Tracer Study in the State of Haryana are as indicated below:

<b>S.No.</b>	<b>Milestone</b>	<b>Payment Schedule</b>
1.	Upon submission and approval of Inception Report	20% of the total cost of the project
2.	Upon submission and approval of Pilot Study Report & Survey Questionnaire	20% of the total cost of the project
3.	Upon completion of Field Survey Study and Report(s) Submission	10% of the total cost of the project
4.	Upon submission and acceptance of Draft Report by HSDM	20% of the total cost of the project
5.	Upon submission and approval of the Final Report by HSDM	30% of the total cost of the project

## **10. Objectives of the Study**

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The Mission plans to engage an Agency with proven track record and having a good understanding/experience, for conducting a Tracer Study of Skill Training provided by Haryana Skill Development Mission to the candidates belonging to all category/ caste/ religion. The study aims to gauge the impact of Skill Development Programmes across the State and to bring out the transparency, accountability and efficiency of the Short-term development schemes implemented by the Mission. Specific objectives of study are as follows:

### **10.1 *Perceived Quality and Relevance of Skills Training Received by Candidate***

- Awareness among candidates about the initiatives, schemes and other important functions of the HSDM
- Quality and relevance of the counselling received
- Accessibility and quality of the training center
- Quality, Design and Effectiveness of skill development programmes and training delivery, gaps if any
- Relevance of the skill training
- Training attendance status and barriers, if any

### **10.2 *Employability and Employment Status***

- Knowledge and skill enhancement of candidates
- Placement support services provided to the candidates
- Opportunities facilitated by the training provider to connect the candidates with labor market opportunities or self-employment, and any barrier
- Awareness and status of apprenticeship in optional trades
- Identifying the social and economic - enablers and barriers - faced by candidates in securing employment
- Time taken for candidates who have completed skill training in different sectors to get employment
- Degree of match (or mismatch) between skill training and employment
- Leading job roles and sectors
- The sectors with higher and quicker absorption of the trained candidates
- Assessment of factors influencing migration of trained candidates for employment.
- Level of Migration of candidates for work within and outside the State and India
- Impact of the COVID pandemic
- Understanding aspirations of the candidates

### **10.3 *Post Placement Status and Employment Outcomes***

- Changes in employment and income status of the candidates prior to and after receiving skill training
- Opportunity/ frequency of further advancement for the candidates

- Assessment of factors that facilitate job retention and persistency in jobs
- Duration for which candidates stay on job or frequency at which they change employers and its reasons
- On-the-job trainings and further up skilling/ reskilling experiences of candidates
- Perceived social and economic outcome of skill training and subsequent employment on candidate's family and the wider community
- Candidates' satisfaction level with employer, nature of job

#### **10.4 Employer Satisfaction**

- Awareness among employers about the initiatives, schemes and other important functions of the HSDM
- Facilities/services offered by employers to facilitate employment of candidates
- Understanding employer's expectations and requirements
- Assessment of gender difference in skillset required by the employer for the similar job roles.
- Assessing the views and satisfaction level of the employers on skills and aptitude of the candidates
- Ease of finding the right candidates as per changing industry demand
- Gender disaggregated challenges or barriers faced in retaining skilled employees

#### **10.5 Skill Training for Entrepreneurship**

- Reasons / rationale for self-employment, Orientation received from training to commence entrepreneurship initiatives, benefits/challenges of Entrepreneurship
- Support provided for self-employment (in terms of product development, information about various schemes, market linkages, financial linkages and mentoring) and success rate of Entrepreneurs
- Enhancement in skills with respect to meaningful participation in economic activities, skills to operate economic activities, and ability to negotiate with stakeholders in the value chain, quality of products and services, increase in productivity and efficiency

This tracer study would extend to the candidates who have been trained under various schemes offered by the Mission. The Agency should cover up all objectives mentioned above and make recommendations for further improvement in design and implementation of the skill development Programmes.

## **11. Scope of Work**

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The study will be carried out in the State of Haryana and it should administer all the key points and objectives as mentioned under Section 8 and Section 10 of the RFP document. Specific steps for delivering the assignment would be as follows:

### **11.1 Developing Detailed Methodology, Indicators and Tools for the Study**

- The selected Agency will review all the relevant documents including project documents, existing research of the issue and available data. The selected Agency will have discussion with key team members to understand the requirements of the proposed study. Based on the understanding the selected Agency will develop an elaborated research design and methodology.
- The selected Agency will develop appropriate quantitative and qualitative indicators responding to assessment objectives.
- Referring the research design and indicators, the selected Agency will develop detailed tools and share with the HSDM for feedback. Selected Agency will incorporate the feedback of the HSDM in the revised version of the tools.
- The selected Agency will conduct a small pilot to test the tools and methodology. Based on the experiences of pilot, tools and methodology would be finalized.

### **11.2 Data Collection**

- The selected Agency will conduct and implement the methodology and collect data against the key indicators and sub indicators. The data collection process would include quantitative and qualitative data collection from candidates using relevant data collection tool, in a digital format.
- Ensure data is entered, cleaned, processed and analysed at all stages appropriately.

### **11.3 Data Analysis and Report**

- Create detailed analysis framework and analyse the data collected accordingly.
- Develop draft report using the quantitative and qualitative data.
- Finalize report based on feedback of the Client on draft report.

### **11.4 Methodology**

For the assessment, mix-method of quantitative and qualitative surveys is proposed. The process of assessment should start with developing a 'Desk Review' by the study team. This process will include detailed analysis of published literature, secondary data and will provide a detail assessment around key study indicators. This will be followed by 'Quantitative survey' of sample of trained youths. This survey will provide quantitative information on assessment indicators. In parallel, a 'qualitative survey' should be conducted. The qualitative survey will help in explaining the quantitative results as well as will provide perspectives of different stakeholders. Based on the analysis of these three processes, a 'Draft Report' should be prepared and should be shared with HSDM for their feedback. By incorporating HSDM inputs, Final report should be submitted.



### 11.5 Desk Review

Desk review should provide a detailed account of the context, spread and magnitude of the issue and should provide a detailed account of the background, vulnerability context, current livelihood & skill development initiatives, good practices etc. The review should be based on varied range of literature and data including census data, national sample survey, organizations surveys, specific skill development studies, published good practices, government publications etc.

### 11.6 Quantitative Survey

Quantitative survey should be core of the study and assess the magnitude on study indicators. Quantitative survey should be conducted using the structured questionnaire (both in English & Hindi language and Open & Close ended) and the youths skilled under skill development programmes will be the key respondents for quantitative survey. Tentative 54115 youths have been trained by the Mission under various skill development schemes in last three years. The sample size for quantitative survey should be able to provide district and state level estimates. Considering the requirements, sample size determination has been done using a high precision estimate to give a good estimate for each district.

It is proposed to cover approximately 10% trained youths for the quantitative survey. The sample of 10% will be proportionately distributed in the districts as per the number of youths trained in that district, the table below shows the indicative distribution of sample:

S.No.	District Name	Candidates Trained (Indicative)	Sample Size Proposed (Indicative)
1	Ambala	4082	408
2	Bhiwani	1481	148
3	Charkhi dadri	225	22
4	Faridabad	2594	259
5	Fatehabad	2018	202
6	Gurugram	2534	253
7	Hisar	4601	460
8	Jhajjar	1891	189
9	Jind	2052	205
10	Kaithal	2555	255
11	Karnal	3200	320
12	Kurukshetra	3982	398
13	Mahendragarh	1839	184

14	Nuh	2645	264
15	Palwal	1899	190
16	Panchkula	2162	216
17	Panipat	2117	212
18	Rewari	1234	123
19	Rohtak	4149	415
20	Sirsa	2593	259
21	Sonepat	1327	133
22	Yamunanagar	2935	293
<b>Total (Tentative)</b>		<b>54115</b>	<b>5408</b>

**The numbers in above table are indicative. The final numbers for survey (maximum 10% addition) will be finalized with the selected agency during execution of the project.**

**NOTE:**

Skill Training lifecycle includes mobilization, enrolment, training, assessment & certification and placement. Therefore, following should be adhered during sampling and surveying:

- In every district, allocated sample of youths should be randomly selected (keeping in view male/female, various schemes, education background, trained, certified and other important parameters).
- Minimum 80% of the district wise sample size proposed should be surveyed physically.
- Minimum of 10% of the district wise sample size should be verified and countersigned by the concerned public representative or local administration viz. Sarpanch, MC, MLA, MP, SDM, Deputy Commissioner etc. of the respective candidates on specific format duly approved by the Mission.
- Employers Satisfaction survey of Minimum of 10% of the placed candidates, so found in study, district wise should be done.

**11.7 Qualitative Survey**

Qualitative Survey should provide detail information on perception and actual experiences of different stakeholders. For qualitative survey, multiple methods of qualitative survey need to be used. Suggestive list of qualitative methods is as follows:

- i. Key Informant Interviews (KII) with officials, trainers, employers and other stakeholders.
- ii. Focus Group Discussions with youths, facility and functionality assessment of training institutions.

**11.8 Analysis and Recommendations**

The selected Agency would be required to formulate data analysis framework and suggest statistical tools that would be used to draw inferences. The analysis & recommendations should administer the key points and objectives of the study as mentioned under Section 8 and Section 10 of the RFP document.

### **11.9 Deliverables**

Following are the deliverables expected from the selected Agency (Timeline mentioned in Section 8):

- Inception Report detailing the research design including research questions, data collection methods, sampling method, data collection tools and data analysis plan.
- A report from the findings of the pilot survey conducted.
- Final survey questionnaire.
- A PowerPoint presentation on the broad findings from the tracer study conducted on full sample.
- A draft descriptive report containing inferences from the tracer study (covering all study objectives).
- Final descriptive report.
- Database of all collected data from survey in Stata software and Excel format (the final database to have a unique identifiable indicator for each candidate surveyed)

## 12. Evaluation Criteria

The evaluation of the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial Evaluation.

### Stage 1: Technical Evaluation comprising of Paper Based Evaluation and Presentation Evaluation:

The Technical Proposals of only those agencies shall be evaluated who qualify the Eligibility Criteria as stated in Section 7.

#### Technical Proposal Evaluation Criteria

S.No.	Evaluation Criteria	Score
1.	<b>Experience in conducting Tracer Studies or Impact Assessment Studies for any State/ Central Government department/ organization, for completion of at-least three projects having minimum Contract value of INR 25 lakhs each in last 5 years (FY 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21).</b>	<b>20</b>
	<i>5 and above projects</i>	20
	<i>4 projects</i>	12
	<i>3 projects</i>	10
2.	<b>Average turnover in past three Financial years (FY 2018-19, 2019-20 and 2020-21).</b>	<b>10</b>
	<i>Above 10 Crore</i>	10
	<i>Above 5 Crore to less than 10 Crore</i>	7
	<i>Minimum 1 Crore to 5 Crore</i>	5
3.	<b>Team Composition</b>	<b>20</b>
	<b>Team Leader (1)</b> <i>Must have Ph.D. degree in Engineering/ Economics/Statistics or Management</i> <i>Experience as a team leader: At least 15 years of overall work experience with similar experience of minimum 5 years related to Education, Skill Development, Technical &amp; Vocational Skills Training, livelihood program with minimum 1 project as team leader in tracer study or like studies.</i> <i>Minimum 1 similar project – 2 Marks</i>  <i>2 to 3 similar projects – 4 Marks</i> <i>4 or more similar projects – 6 Marks</i>	<b>6</b>
	<b>Researchers (2) – Max 3 Marks for each</b> <i>Must have Master's degree in Engineering/ Economics/Statistics or Management</i> <i>Proficient knowledge of Statistical softwares, Experience as a Researcher or Investigator.</i> <i>Should have minimum 3 years of experience in</i>	<b>6</b>

## Request For Proposal (RFP)

	<i>undertaking impact evaluation/ Skill Gap Analysis/ Tracer study or like studies. Minimum 1 similar project – 1 Mark 2 to 3 similar projects – 2 Marks 4 or more similar projects – 3 Marks</i>	
	<b><i>In-house Surveyors/ Enumerators (up to 4) – Max 2Marks for each</i></b> <i>Must have Bachelors' Degree/ Diploma The person should have experience of conducting surveys and data collection. Minimum 1 similar project – 1 Mark 2 or more similar projects – 2 Marks</i>	<b>8</b>
<b>4</b>	<b>Technical Presentation</b> <b>{Approach, Methodology &amp; Detailed work plan for implementation (Using Gantt Chart)}</b> <b>(You are expected to also highlight how you will plan to abide by the timelines, ensure sufficient availability of consented participants, ethical conduct of survey, use of digital survey tools, indicative number of questions in the survey questionnaire, and thematic areas of final report in accordance with the objectives of this study)</b>	<b>50</b>
	<b>Total</b>	<b>100</b>

### Stage 2: Financial Evaluation

- i. The Financial Proposal shall be prepared using the information provided in Section 14 of the RFP.
- ii. The Agency must quote total price of the project/assignment by including all applicable taxes and duties, overhead & operational cost etc.
- iii. After the Technical evaluations have concluded, the financial proposals of all the qualified agencies will be opened in the presence of whosoever wish to be present for arriving at the Total Score.
- iv. Only those proposals with a minimum technical score of 70 shall be considered for financial evaluation. QCBS method shall be adopted for selection.
- v. The Proposal, that obtains the Highest Total Score (Score of Technical Bid + Score of Financial Bid), will be rated as the Most Preferred Bid and awarded the Contract.

**Stage 3: Quality cum Cost Based System (QCBS)**

**Technical and Financial Proposals will get weightages as under:**

Sr. No.	Assignment Name	Technical Proposal Weightage	Financial Proposal Weightage
1.	“Selection of Agency for conducting Tracer Study of Skill Training provided by Haryana Skill Development Mission to the candidates belonging to all category/caste/religion. (Under Skill Acquisition and Knowledge Awareness for Livelihood Promotion “SANKALP” Programme)”	70	30

**The combined evaluation shall be determined as below:**

$$S_{TECH} = \frac{\text{Technical Score of the Agency under consideration}}{100} * 70$$

$$S_{FINANCIAL} = \frac{\text{Lowest Financial Quote Amongst the Agencies}}{\text{Financial Quote of the Agency under consideration}} * 30$$

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

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

### **13. Pre-Qualification and Technical Proposal – Standard Forms**

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

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

Checklist of Required Forms:

<b>E-Tender Portal Tab Details</b>	<b>Form</b>	<b>Description</b>	<b>Page No.</b>
<b>Pre-Qualification Criteria</b>	PQ-I	Proposal Conditions Acceptance Letter & EMD Details	
	PQ-II	Agency's Details	
	PQ-III	Format for Submission of Information – Pre-Qualification Criteria	
<b>Technical Proposal</b>	TECH-I	Technical Proposal Submission Form	
	TECH-II	Agency's Experience Page Limit: Max. 20 pages	
	TECH-III	Work Schedule and Planning for Deliverables	
	TECH-IV	Team Composition, Key Personnel inputs and attached CV's Page Limit: Max. 30 pages	

**Form PQ-I: Proposal Conditions Acceptance Letter**

*(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 RFP document No.:.....

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

It is submitted that as per the terms of the bid document, an EMD of Rs.2,00,000/- (Two Lakhs Only) has been submitted online on etenders.hry.nic.in.

I understand that this EMD is liable for forfeiture as per terms and conditions mentioned in the RFP document.

I also understand that the decisions of the Mission shall be final regarding the proposal evaluation process.

Yours faithfully,

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)  
(Authorized Representative and Signatory)



**Form PQ-II: Agency's Details**

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

S.No.	Particular(s)	Details
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.	Average Turnover in past three financial years (i.e. FY 18-19, FY 19-20 and FY 20-21). {As mentioned in Annexure I}	
8.	Experience in conducting Tracer Studies or Impact Assessment studies or such studies for any State/ Central Government department/ organization having minimum Contract Value of INR 25 lakhs each in the last 5 years (FY 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21).	{ Number of Assignments }
9.	Whether Profiles of all Team Members as mentioned in the RFP Document has been shared	(Y/N)
10.	Name of Single Point of Contact (SPoC)	
11.	Address of SPoC	
12.	Phone No. and E-Mail of SPoC	
13.	Address for Official Communication	
14.	PAN	
15.	GSTIN	

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)  
(Authorized Representative and Signatory)

**Form PQ–III: Format for Submission of Information – Pre-Qualification Criteria**

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

**A – Agency’s Profile (Should not exceed 15 Pages):**

Provide a brief background and description of the firm.

**B- Eligibility Information / Pre-Qualification Criteria (Mandatory Clause):**

S. No.	Parameter	Documents to be provided	Compliance (Y/N)	Documentary evidence provided on Page Nos.
1.	The Agency must be incorporated & registered in India, under any Act and should be in operations for minimum of 5 years	Certificate of Incorporation Copy of PAN card GST Registration Number		
2.	Financial Capability: Average turnover should be minimum 1 Crore in past three Financial years (FY 2018-19, 2019-20 and 2020-21).	Certificate of the same verified by a Registered Chartered Accountant should be submitted alongwith copy of audited P&L A/c and B/Sheets of all three years FY’s (2018-19, 2019-20, 2020-21) (Annexure I)		
3.	Experience: Experience in conducting Tracer Studies or Impact Assessment studies for any State/Central Government department/organization,	TECH-II And Work order & Completion Certificate		

*Request For Proposal (RFP)*

	for completion of at least three projects having minimum Contract Value of INR 25 lakhs each in the last 5 Financial years (FY	issued by Client, mentioning the contract name,		
	2016-17, 2017-18, 2018-19, 2019-20 and 2020-21).	contact value, year of award and year of completion of project.		
4.	Team Composition: Team Leader (Minimum 1) Researchers (Minimum 2) and In-house Surveyors/ Enumerators (Minimum 4). They should meet the minimum qualification criteria as mentioned in the Evaluation Sheet	TECH-IV Declaration from HR department regarding qualification & experience of the deputed personnel with documentary evidence, also attach their CV.		
5.	Declaration of not been Blacklisted/Bankrupted /Debarred by any State/Central Government Department or any other organization as on the date of submission of RFP.	Declaration on non- judicial stamp paper of Rs 100/- duly notarized (Annexure II)		
6.	Consortium/ Tie Ups/ Joint Ventures/ Subcontracting of any kind not permitted	Would lead to automatic disqualification		
7.	Tender Fees	To be submitted online		
8.	EMD	To be submitted online		

Note:

1. The above information should be uploaded on while submitting proposal on **etenders.hry.nic.in** in the **“Pre-Qualification Criteria Tab”**.
2. If the Agency is found ineligible, the Technical Proposal shall not be evaluated.

*Request For Proposal (RFP)*

3. The HSDM reserves the right to verify the claims made by the Agency and to carry out capability assessment of the Agency and the decision of HSDM shall be final in this regard.

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

**Annexure I**

**Format for Annual Turnover**

*(Duly stamped & signed by the Authorized Representative on the letterhead of the Agency and certified by a Chartered Accountant mentioning membership number)*

On the basis of audited financial statements, I/ We hereby submit that M/s.....  
.....  
(Name of Agency), having registered office at.....  
(Complete Address of Agency), is in the business of..... Their  
annual turnover and average turnover in past three FY's is given below:

S.No.	Financial Year	Annual Turnover (INR)
1.	2018-19	
2.	2019-20	
3	2020-21	
<b>Average Turnover</b>		

For and on behalf of:

Signature: Name: Designation: Date: (Company Seal)  
(Authorized Representative and Signatory)

Note:

1. The document should be duly certified by a Practicing Chartered Accountant mentioning membership number.
2. Copy of audited P&L A/c and B/Sheets of all three years FY's (2018-19, 2019-20, 2020-21) to be attached.

**Annexure II**

**Self-Declaration for not been Blacklisted/ Bankrupted/ Debarred**

*(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 / bankrupted/ debarred / declared ineligible for corrupt or fraudulent practices by any Donor Agency/ State Government/ Central Government or by any Agency/department of the State/Central Government.

**Form TECH-I: Technical 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,

We, the undersigned, offer to set up the **Agency for conducting Tracer Study** for Haryana Skill Development Mission, Government of Haryana in accordance with your Request for Proposal dated 25.03.2022. We are hereby submitting our proposal, which includes Technical Proposal and a Financial Proposal uploaded on [etenders.hryv.nic.in](http://etenders.hryv.nic.in)

We hereby declare that:

- a) All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the Client.
- b) 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 the RFP.
- e) This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
- f) Our proposal shall be valid and remain binding upon us for the period of time specified in the Section 6 “Clause 6.12”.
- g) We have no conflict of interest as stated in the RFP.
- h) We meet the eligibility requirements as stated in RFP.
- i) We understand that any work sanctioned in pursuance to the bidding 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) In competing for (and, if the award is made to us, in executing) the contract, we

*Request For Proposal (RFP)*

undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.

- k) Except as stated in the RFP document, we undertake to negotiate a contract on the basis of the proposed Team members. We accept that the substitution of Team member(s) may lead to the penalty and or termination of contract negotiations.
- l) Our proposal is binding upon us and subject to any modifications resulting from the contract negotiations.

We undertake, if our proposal is accepted and the contract is signed, to initiate the services related to the assignment no later than the date advised by the Client.

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

Thanking You,

Yours sincerely,

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)



**Form TECH-II: Agency's Experience**

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

Give a brief description of the Agency and an outline of the recent experience of the Agency that is most relevant to the assignment under this RFP. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Agency), and the Agency's role/involvement.

**TECH-II A: Agency's Organization**

- (i) Provide here a brief description of the background and organization of your company.
- (ii) Include organizational chart, a list of Board of Directors etc.

**TECH-II B: Agency's Relevant Experience**

- (i) Format for furnishing Agency's experience - work order details for projects previously executed. Agency needs to furnish completion certificates for supporting all the completed projects as per Technical criteria.

Sr. No.	Name & Work & Location	Client Details (Name, Address & Contact no.)	Work Order Ref. No. & Date	Work Order Amount	Stipulated Date of Completion	Actual Date of Completion	Work Status (completed, in-progress, unfinished)	Any Other Information

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

**Form TECH-III: Work Schedule and Planning for Deliverables**

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

*(Please refer Section 8, 10 &11 to prepare)*

S. No.	Deliverable(s)	Months					
		1	2	3	4	5	6
D-1							
D-2							
D-3							
....							
.....							

For and on behalf of:

Signature: Name: Designation: Date:

(Company Seal) (Authorized Representative and Signatory)

**Form TECH-IV: Team Composition, Key Personnel Inputs and attached CV's.**

(Declaration from HR department regarding qualification & experience of the deputed personnel)

<b>Proposed Position</b>	{e.g., Team Lead....}
<b>Name of Expert/ Key Personnel</b>	{Insert full name}
<b>Date of Birth</b>	(Day/Month/Year)
<b>Educational Qualification</b>	
<b>Experience</b>	
<b>E-Mail Id</b>	
<b>Contact Number</b>	

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization</b>	<b>Position</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-Present]			

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):**

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

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Name of Expert	Signature	Date
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Name of Authorized Representative of the Consultant (Same who signs the Proposal)	Signature	Date
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## **14. Financial Proposal – Standard Forms**

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As per the Financial Bid/ Proposal Document available on the e-tender portal titled: “Financial Proposal”.

Please note that the Financial Proposal is to be submitted on [etenders.hry.nic.in](http://etenders.hry.nic.in) by clicking the tab titled “Financial Proposal”.

No scanned copy etc. of the financial proposal is to be submitted/uploaded anywhere else during submission of the proposal. Non-adherence shall lead to rejection of the proposal submitted by the Agency.

The Financial Bid/ Proposal should include all applicable taxes and duties (Central, State and Local governments), overhead & operational cost etc.

### **Format for Pre-Bid Query**

<b>S.No.</b>	<b>Reference Page No. in the RFP</b>	<b>Section and Clause No.</b>	<b>Observation/ Clarification sought</b>	<b>Suggestion by the prospective Agency</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				

***Pre-bid query form sends us via E-mail to haryanasdm@gmail.com before the mentioned date i.e 30/03/2022.***