



# **REQUEST FOR PROPOSAL (RFP)**

**for**

**Selection of an Event Management Agency (EMA)**

**for**

**Conducting Haryana Skill Conclave**

**under**

**Haryana Skill Development Mission (HSDM)**

**RFP No.: HSDM/RFP/EMA/SC/005**

**Haryana Skill Development Mission,  
Kaushal Bhawan, Plot no. IP-2, Sector-3  
Panchkula – 134109**

**E-Mail: [haryanasdm@gmail.com](mailto:haryanasdm@gmail.com)**

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**Notice Inviting Request for Proposal (RFP) for Selection of an Event Management Agency (EMA)**

**For Conducting Haryana Skill Conclave for Haryana Skill Development Mission (HSDM).**

The Haryana Skill Development Mission invites RFP from **reputed Industry associations and chambers, private institutions, organizations** etc. to conduct the Grand Event – Haryana Skill Conclave as an Event Management Agency. The Scope of work will have to be carried out and implemented in accordance with the specifications detailed in this Request for Proposal (RFP) document. The Request for Proposal Document may be downloaded from the Haryana Skill Development Mission's website <https://hsdm.org.in> or the e-tender portal <https://etenders.hry.nic.in>

## **1. Brief Background of 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 HSDM 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 Gap with a view to meet increasing market demand for skilled manpower".

## **2. Background of Skill Conclave**

The Haryana Skill Development Mission (HSDM) envisions empowering the youth in Haryana by imparting valuable skills that encourage entrepreneurship, innovation, education, and self-employment, thereby enhancing their earning potential. In a significant celebration of entrepreneurship and innovation, the Haryana Skill Development Mission is preparing to organize a transformative one-day Skill Conclave event. This event, featuring panel discussions, presentations, MoU's Exchanges, Launches, networking etc. is tentatively to be organized in Gurugram, Haryana or Panchkula, Haryana, or Chandigarh- UT region by March 2024. More than just an ordinary gathering, this multifaceted event would serve as a powerful platform uniting various stakeholders, including state government departments, industry experts, multinational companies (MNCs), established corporates and government departments and bodies from various states. The mission's objective is to facilitate meaningful interactions and outreach that resonate with the broader public, shedding light on the current state of skill development and entrepreneurship, creating a comprehensive experience.

During the one-day spectacle, participants can expect a range of activities designed to engage, educate, and inspire. This includes interactive and informative sessions fostering dynamic conversations and practical insights, enlightening panel discussions showcasing success stories and industry expectations, discussions on emerging job roles, future needs of industries, role of technology in automation etc.

In essence, the Mission envisions this Skills Conclave as a pivotal milestone in entrepreneurship and skill development in the state. It is positioned to make a substantial contribution to regional growth, innovation, and collaboration, marking it as an event poised to make a lasting impact on the journey toward progress and prosperity in the region.

To facilitate the above, HSDM intends to collaborate with an event management agency. This agency will assume responsibility for overseeing and executing the entire process involved in organizing the Haryana Skill Conclave, ensuring a seamless end-to-end experience.

The agency must have the capability to conduct the event on a grand scale and make it a successful state event, in alignment with the scope of work and have experience of conducting such similar events with State government or private sector. The bidding agency should have its In-house organizational capability to deliver quality output.

### 3. Schedule for Invitation of RFP

Details About RFP:

RFP No.: HSDM/RFP/EMA/SC/005

Sr. No.	Particulars	Details
1	Name and Address of the Client	Mission Director, Haryana Skill Development Mission (HSDM) Kaushal Bhawan, IP-2, Sector-3, Panchkula – 134109 (Haryana)
2	Web address from where RFP can be Obtained	<a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> and <a href="http://www.hsdm.org.in">www.hsdm.org.in</a>
3	Date of Issue of RFP	‘T’ means (14. 03. 2024)
4	Last date of Receiving Pre-bid Queries	The queries, if any, in the RFP must be mailed by T + 4 days, that is. Monday 18.03.2024 before 05:00 PM to: <a href="mailto:haryanasdm@gmail.com">haryanasdm@gmail.com</a> ; <a href="mailto:jd1.hsdm@gmail.com">jd1.hsdm@gmail.com</a> . The subject line of the mail should be “ <b>Query - RFP regarding Hiring of Event Management Agency for Conducting Haryana Skill Conclave</b> ”.
5	Last Date and Time for receipt/Submission of RFP	<b>T+ 15 days, that is 29.03.2024</b> up to 5:00 PM.
6	Technical Presentation of the Qualified Agencies	Will be informed later.
7	Proposal Validity Period	45 Days
8	Name of the Contact Officer	Joint Director, Haryana Skill Development Mission, Kaushal Bhawan, IP-2, Sector3, Panchkula 134109 Email ID - <a href="mailto:haryanasdm@gmail.com">haryanasdm@gmail.com</a> and <a href="mailto:jd1.hsdm@gmail.com">jd1.hsdm@gmail.com</a>

**Note:** HSDM reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested agencies may keep track of the corrigendum issued that will be published on HSDM website [www.hsdm.org.in](http://www.hsdm.org.in).

### 4. Scope of Work

In the Haryana Skill Conclave, majorly these sub events mentioned above are proposed to be organized by hiring of an Agency/Partner.

**The broad scope of the Agency/Partner is to provide:**

1. Arrange and Coordinate with prospective Panellists and Moderators- session wise.
2. Venue of the 1-day event
3. Networking Lunch

4. Food Arrangements (Tea, High Tea, Lunch, Dinner etc.),
5. Marketing & Promotion Material,
6. Mementos, Certificates & Welcome Kits,
7. Photography, Videography, Event Film, Webcasting & Sound arrangements,
8. Travel, Accommodation & Local Conveyance
9. Overall Management and Coordination with Delegates, etc.
10. Handling Media and Publication

Based on the sub events mentioned above, below mentioned is an event wise detailed scope of work-

SI No.	Deliverables	Scope of Work
1	<b>Venue for Haryana Skill Conclave</b>	Major event set up areas and requirements from the venue are as below: <ol style="list-style-type: none"> <li>1. Registration Area/ Foyer</li> <li>2. Activity/ Stage Area</li> <li>3. Tea/ Food Area</li> <li>4. Main Hall/ Auditorium for Opening session, Panel Discussions, Talks, Presentations by dignitaries.</li> <li>5. Separate place to conduct Cultural Program</li> </ol>
2	<b>Dignitaries</b>  (shortlisted & finalized list of dignitaries and all communications related to them are to be discussed and finalized with HSDM officials, before initiation)	The dignitaries/ experts desired from the field of – <ol style="list-style-type: none"> <li>1. Top Industrialists/ Industries/ Associations</li> <li>2. Central/ State Government Departments</li> <li>3. Start Ups &amp; SMEs</li> <li>4. Academia</li> <li>5. International MNCs</li> <li>6. Leading Entrepreneurs</li> <li>7. Any Other Guests</li> </ol>
3	<b>Stage Decoration and Dias Management</b>	<ol style="list-style-type: none"> <li>1. Arrangement related to welcoming guests – Bouquets etc.</li> <li>2. Lamp Lighting</li> <li>3. Audio Visual &amp; Presentation Set up.</li> <li>4. Background Banner/ LED Backdrop/ Standees as per the scheduled sessions wise</li> <li>5. Stage Decoration</li> <li>6. Arrangement of Mementos, Shawls, and Leatherette Bags as gifts/ welcome kits</li> <li>7. Ensuring uninterrupted power supply</li> <li>8. Executives to assist in all processes</li> </ol>
4	<b>Overall Food Arrangements</b>  (Tea, High Tea & Snacks, Lunch, Dinner etc.)	The finalized venue is expected to provide a Networking Lunch, Dinner, and other food arrangements such as High Tea and Snacks etc. for the day. The estimated number of attendees would be approx. 300, i.e., 100 VIP guests and 200 other guests.  (tentative guest list count and dining items are to be shared by HSDM, 7 days before)

5	<b>Marketing and Promotional Materials</b>	<p>Specific methods of marketing and Promotion of Skill Conclave are to be planned, shared with HSDM, and finalized by authorities minimum 10 days prior to the event. Some modes could be:</p> <ol style="list-style-type: none"> <li>1. Flex printing.</li> <li>2. Banners, posters, Backdrops, Standees, flyers.</li> <li>3. Promotional Mails</li> <li>4. Digital Ads over relevant Govt. &amp; Pvt. Websites</li> <li>5. Govt. Social Media Handles</li> </ol>
6	<b>Mementos, Certificates Shawls, &amp; Welcome Kits</b>	<ol style="list-style-type: none"> <li>1. To design and provide mementos, shawls, and Certificates etc.</li> <li>2. Design and preparation of Welcome Kit (Bag, diary, note pad, pen, session notes) <ul style="list-style-type: none"> <li>• Mementos – of 4 different varieties- 3 No. – Topmost, 5 No. -2<sup>nd</sup> Top, 15 No. – 3<sup>rd</sup> Top, 50 No.- 4<sup>th</sup> Top.</li> <li>• Leatherette Bag- Size: L:40 x W:09 x H:31 cm (Approx.) Weight: 0.6 Kg (Approx.) Material: Leatherette. Capacity: 11L (Approx.)- 300 Pcs, along with good quality diary, note pad, pen along with session notes.</li> <li>• Shawls- 75 No.</li> <li>• Certificates- Certificates of Participation- 300 Nos.</li> </ul> </li> </ol> <p>Are to be planned, shared with HSDM, and finalized by authorities minimum 10 days prior to the event.</p>
7	<b>Photography, Videography, Event Film, Webcasting &amp; Sound arrangements</b>	<ol style="list-style-type: none"> <li>1. Comprehensive professional photography, encompassing group photographs, and high-definition videography for various activities throughout the entire event area.</li> <li>2. The Event Agency/Partner will furnish a live feed in the social media handles of HSDM, if asked.</li> <li>3. The agency/partner is obligated to supply the digital versions of all captured photos and videos on two sets (02 No.) of external hard disk drives for each event to HSDM.</li> <li>4. Provision of a spot mixer is required, inclusive of power and all necessary accessories.</li> </ol>
8	<b>Travel and Accommodation, Local Conveyance</b>	<ol style="list-style-type: none"> <li><b>1. Entire Travel-Plan-Coordinate-Management &amp; Accommodation:</b> <ul style="list-style-type: none"> <li>• Industries/ Associations</li> <li>• Start Ups &amp; SMEs</li> <li>• Academia</li> <li>• International MNCs</li> <li>• Leading Entrepreneurs</li> <li>• Any Other Guests</li> </ul> </li> <li><b>2. Local Travel-Plan-Coordinate- Management &amp; Accommodation:</b> <ul style="list-style-type: none"> <li>• Youth Empowerment &amp; Entrepreneurship Dept. officials</li> <li>• Other Haryana State Govt./ Department Officials</li> <li>• Government Officials coming from Other States</li> <li>• Supporting officials/ staff</li> </ul> </li> </ol>

		<p>3. Stay arrangements in the same 5 Star hotel of 15 rooms with double occupancy &amp; breakfast where the daylong event is taking place.</p> <p>4. Stay arrangements in any nearby minimum 3 Star hotel of 40 rooms with double occupancy &amp; breakfast preferably closer to the event is taking place.</p> <p>The agency/partner would be responsible for providing all logistics support for comfortable stay of delegates including the pick and drop from the place of stay/ event site or from airport/ railway station etc. as per the given schedule finalized by HSDM officials.</p>																								
9	<b>Overall Management and Coordination with Delegates</b>	<p>The agency/partner would be responsible for overall management, coordination, and communication between HSDM and Delegates/ Dignitaries. The agency/partner would act as a bridge between HSDM and all Stakeholders for smooth execution of the program.</p> <ol style="list-style-type: none"> <li>1. Arranging / reaching out to Dignitaries and Experts, asking them to be a part of the Event</li> <li>2. Drafting and Sending off Invitations to dignitaries &amp; guests</li> <li>3. Sharing of Agenda notes</li> <li>4. Overall Management &amp; coordination with dignitaries and delegates / guests</li> <li>5. Finalizing Moderators and Panelists for each session and an overall Anchor/MC to run the show</li> </ol>																								
10	<b>Designing and Handling Media and Publication-Promotion and Coverage</b>	<p>Theme design, integrated media and communications strategy focusing on promoting the event and wide coverage, pre, post and during the event by leading English and Hindi Print and electronic media. The agency/partner should have previous experience in covering government events on a grand scale.</p> <p>The designing of the below print materials should be in mentioned specifications-</p> <table border="1"> <thead> <tr> <th>Print Type</th> <th>Pages</th> <th>Content</th> <th>GSM</th> </tr> </thead> <tbody> <tr> <td>Brochures Approx 300 pcs</td> <td>1Pg- both side print</td> <td>Highlights of activities of HSDM</td> <td>170 - Glossy</td> </tr> <tr> <td>Booklets Approx 100 pcs</td> <td>6-8Pgs- both sides print</td> <td>Overall and detailed notes by stakeholders of YEE of the event</td> <td>200 - Glossy</td> </tr> <tr> <td>One Pager Note Approx 200 pcs</td> <td>1Pg, one side print</td> <td>1 pager information about the event</td> <td>150 - Matte</td> </tr> <tr> <td>Certificates of Participation Approx 300 pcs</td> <td>1 Pg, one side print</td> <td>Certificate of Participation printed and signed</td> <td>200 - Glossy</td> </tr> <tr> <td>Flyers Approx 500 pcs</td> <td>1Pg, one side print</td> <td>Flyers to be shared as snapshot of the event</td> <td>100 – Matte/ Normal</td> </tr> </tbody> </table>	Print Type	Pages	Content	GSM	Brochures Approx 300 pcs	1Pg- both side print	Highlights of activities of HSDM	170 - Glossy	Booklets Approx 100 pcs	6-8Pgs- both sides print	Overall and detailed notes by stakeholders of YEE of the event	200 - Glossy	One Pager Note Approx 200 pcs	1Pg, one side print	1 pager information about the event	150 - Matte	Certificates of Participation Approx 300 pcs	1 Pg, one side print	Certificate of Participation printed and signed	200 - Glossy	Flyers Approx 500 pcs	1Pg, one side print	Flyers to be shared as snapshot of the event	100 – Matte/ Normal
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11	<b>Cultural Program/ Musical Concert</b>  In the evening	<ol style="list-style-type: none"> <li>1. The agency/partner would be responsible for conducting the Cultural Program during the eve of the 1-day Skill Conclave.</li> <li>2. Suggestions and preferences can be taken from HSDM officials before finalizing the artists for the event.</li> <li>3. The agency/partner would be responsible to conduct Initial Communication and invite artists/ band/ group inviting them to be part of the event.</li> <li>4. The agency/partner will coordinate and manage the travel, food &amp; accommodation/ lodging of the finalized artist/ band/ group in or near the venue of the event.</li> <li>5. To Provide stage, lighting, sound system set up, connection and equipment set up system at the venue for smooth flow of the program.</li> </ol>
12	<b>Networking Lunch and Dinner</b>	<p>The finalized Event Agency/Partner would be responsible for organizing the Networking Lunch and Dinner, during the day of the event.</p> <ol style="list-style-type: none"> <li>1. The Agency/Partner would be responsible for any branding or signage during the networking lunch.</li> <li>2. To design a designated area for sponsors or partners will have dedicated areas or branding opportunities.</li> <li>3. To Outline the arrangement of tables, seating, and any specific configurations for networking purposes.</li> <li>4. Specify the location of food stations, beverage stations, and any special features like branded signage or promotional material.</li> <li>5. To Specify the type of cuisine and dietary restrictions if any to the guests.</li> <li>6. To Indicate the number of participants and any special arrangements for VIP guests.</li> <li>7. Coordinate with the catering staff to manage the setup, serving, and cleanup, through executives.</li> </ol> <ul style="list-style-type: none"> <li>• Lunch &amp; Dinner arrangements for 100 VIP guests should be arranged separately.</li> <li>• Lunch &amp; Dinner arrangements of other remaining 200 guests should be arranged separately.</li> </ul>

### **Stakeholders for Haryana Skill Conclave:**

Ministry of Skill Development and Entrepreneurship (MSDE), State Industrial Training Institutes, State Skill Development Missions, State Governments Departments implementing Skill Development/ Educational programs, National Council for Vocational Education and Training (NCVET), National Skill Development Corporation (NSDC), Industries (Industrial Units/ Associations/ Clusters, Corporate Houses, MSMEs), Academia, Private & Government Universities, IITs/IIMs, International Organizations/ Collaborators, as well as Skill Ambassadors and Partner Country Representatives Awarding Bodies/ Assessment Agencies, Training Partners/ Providers (TPs), Training Centres (TCs) etc.

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

**Project Title:** Request for Proposal (RFP) for Hiring of Agency for conducting Skill Conclave for the state of Haryana under Haryana Skill Development Mission (HSDM) from **reputed**

**Industry Associations and Chambers, Private Institutions, Organizations etc.** to conduct the Grand Event.

**Date of issue: ‘T’ that is 14.03.2024.**

**Due/Last Date of Submission: T+ 15 days, that is 29.03.2024 Time: 5:00 PM (IST)**

The Haryana Skill Development Mission (HSDM) intends to enter an arrangement for the provision of services outlined in the **ToR (Term of Reference)** through evaluation process.

Any questions regarding the RFP must be sent by e-mail to the Joint Director, HSDM at [haryanasdm@gmail.com](mailto:haryanasdm@gmail.com) and [jd1.hsdm@gmail.com](mailto:jd1.hsdm@gmail.com) till T+4 days, that is Monday 18.03.2024 till **Time: 5:00 PM (IST)**.

**Note for Bidders:**

The Proposer is requested to take note of the following:

- i. Conditional proposals shall be summarily rejected.
- ii. The place, date and time of the Technical Presentation shall be notified separately.
- iii. Proposers are required to submit their technical proposal strictly as per the proposal format defined in the Annexures of this document.
- iv. A Proposal shall be rejected if it does not respond to important aspects of the TOR, if it fails to comply with the technical requirements. The technical evaluation criteria are same as given in Annexures of this document.
- v. The Agency will be selected based on the score achieved after the Technical Evaluation by the Committee.
- vi. In case successful bidder(L-1) fails to comply with the mandatory compliances after getting the project awarded, the bidder with the second lowest financial bid (L-2) may be selected for awarding the project, without any notice.
- vii. One project/assignment will be considered only once, in either category ‘A’ or ‘B’. Therefore, the bidders may choose to get their completed projects considered under either of the category’s ‘A’ or ‘B’ at their discretion subject to fulfillment of conditions, but not in both categories. – **Refer DATA SHEET- Agency’s Profile.**

**The proposals should be submitted online and consist of technical and financial bids. Proposals should be addressed to, “Mission Director, Haryana Skill Development Mission (HSDM), Kaushal Bhawan, Plot No IP-2, Sector-3, Panchkula – 134109”.**

Amendments/ Corrigendum if any shall be communicated by publishing the same on HSDM website [www.hsdm.org.in](http://www.hsdm.org.in) Agency would be solely responsible for ensuring that any subsequent corrigendum/ addendum issued by the Mission is also to be downloaded/ incorporated in the documents while preparing and submitting proposals.

The Technical Proposal must be prepared in the prescribed formats and submitted on or before 29.03.2024 by 5:00 pm IST, along with the requisite fee. The bid submitted must be accompanied by the non-refundable **Cost/Fee of Tender Document in the amount of Rs. 5,000 (Rupees Five Thousand)** only. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

Sd/-  
Mission Director  
Haryana Skill Development Mission

## 6. Data Sheet

1. General	
Sl No.	Reference
1.	State: Haryana, India
2.	Name of the Client: Haryana Skill Development Mission (HSDM) Method of selection: Bidders scoring more than 80 marks in Technical Evaluation will be eligible for financial bid opening and the bidder with the lowest financial bid will be selected as <b>T1</b> .
3.	Financial Quote to be submitted together with Technical Proposal: Yes <b>Name of the Assignment:</b> Hiring of Agency for Conducting Skill Conclave for state of Haryana under Haryana Skill Development Mission (HSDM)
4.	<b>Queries:</b> Any questions regarding the RFP must be received in writing (e-mail) to the undersigned as per the date mentioned in Schedule of Activities. Thereafter, no request for information will be considered.  To The Joint Director Haryana Skill Development Mission Email ID - <a href="mailto:jd1.hsdm@gmail.com">jd1.hsdm@gmail.com</a> and <a href="mailto:haryanasdm@gmail.com">haryanasdm@gmail.com</a>
2. Preparation of Proposals	
1.	This RFP has been issued in the English language. Proposals shall be submitted in English language only. All correspondence exchange shall be in English language only.
2.	Proposals must remain valid for <u>45</u> calendar days after the proposal submission deadline.
3.	Currency of Financial Proposal: INR only.
3. Submission, Opening and Evaluation of Proposals	
1.	Key Submissions / Document(s) Checklist: The Proposal shall comprise the following: Tech Forms I to Tech Form III is for Technical proposal and Tech IV for Financial Proposal. The proposal must be prepared in the prescribed formats and submitted with HSDM. The Bidders can download the tender documents from the Portal: <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> and the HSDM website i.e., <a href="https://hsdm.org.in">https://hsdm.org.in</a>
2.	<b>Evaluation of Technical proposal</b> <u>Technical Proposal Evaluation Criteria</u>

S.No.	Evaluation criteria	Max. Marks
<b><u>Agency's Profile – 70 Marks</u></b>		
<b>A</b>	<p>The agency should have experience of working on assignments of conducting National/State level Summits, Conclaves, Conferences or Similar events with minimum value of INR 50 Lac or more in the last 7 years for Private and or Government clients.</p> <ul style="list-style-type: none"> <li>• Each Completed Assignments - 5 marks.</li> </ul> <p><b>Supporting Documents</b> – (Agency needs to furnish completion certificates or CA certified fee receipt certificates for supporting all the completed projects alongwith work order details for projects as per technical criteria.) <b>Refer FORM TECH II</b></p>	35
<b>B</b>	<p>Experience of conducting National/State level Summits, Conclaves, Conferences or Similar events with minimum value of INR 30 Lac or more in any Haryana State Government Department/Board/ Corporation/ Commission/ Mission/University etc. of Haryana or Chandigarh UT in the last 10 years.</p> <ul style="list-style-type: none"> <li>• Each Completed Assignments - 5 marks.</li> </ul> <p><b>Supporting Documents</b> – (Agency needs to furnish completion certificates or CA certified fee receipt certificates for supporting all the completed projects alongwith work order details for projects as per technical criteria.) <b>Refer FORM TECH II.</b></p>	35
<b>NOTE: The bidders may choose to get their completed projects considered under either of the category's 'A' or 'B' from the above as per conditions, at their discretion, but not in both categories.</b>		
3.	<b><u>Technical Presentation – 30 marks</u></b>	
	<p><b>C</b></p> <p>Technical Presentation (Project Understanding, Approach, Methodology, Timeline, Communication strategy, Innovation for implementing the Assignment)</p> <p><b>NOTE: Please bring sample Memento, Shawl, Kit Bag which are to be given to delegates, for the purpose of evaluation of their respective qualities by HSDM officials. Also, Printable material such as Brochures, Booklets, One Pager note, Flyers &amp; Newsletter samples for the purpose of finalising design and GSM quality of each of them.</b></p>	30
	<b>Total</b>	100

4.	<p><b>Methodology for Technical Evaluation:</b></p> <p>The following is the procedure for evaluation-</p> <p>The Proposal documentation furnished by the proposer shall be examined in detail to determine whether it is substantially responsive to the requirements set forth in this document. To reach such a determination, the Committee will examine the information supplied by the Proposer and shall evaluate the same as per the Evaluation criteria specified in this document. The Proposer will be required to make a presentation on technical and operational aspects of the proposal as per the Data Sheet of this document.</p> <ul style="list-style-type: none"> <li>• Bidders who qualify with 80% and above marks in the Technical Evaluation will be eligible for their Financial Bid opening.</li> <li>• The Bidder with the lowest financial bid will be selected for awarding the project, by HSDM.</li> </ul>
5.	<p><b>Bidder needs to submit Earnest Money Deposit (EMD) - Rs. 2,00,000/- (Two Lakhs Only)</b> on <a href="http://etenders.hry.nic.in">etenders.hry.nic.in</a> which would be refundable without any interest, if not selected.</p>
6.	<p><b>Performance Security Deposit (PSD)</b></p> <p>After finalises the Agency for awarding the assignment, the client will notify the successful agency to sign the contract and furnish Performance Security Deposit:</p> <p>6.1 Within 2 working days of receipt of the communication, the successful agency shall sign the contract and return it to the Mission Director, HSDM. The Performance Security Deposit shall also be submitted within 5 days of receipt of communication. The Performance Security Deposit from the bank shall be equal to 6.5% of the value of contract in form of Demand Draft, in favour of “Haryana Skill Development Mission” or can be deposited in the bank account of HSDM. In case bidder fails to sign the contract and/or deposit PSD in stipulated time, the EMD may be forfeited by the client and the bidder with the second lowest financial bid (L-2) may be selected for awarding the project, without any notice.</p> <p>6.2 Forfeiture of PSD:</p> <p>PSD shall be forfeited in the following cases:</p> <p>When any terms and condition of the contract is breached, or</p> <p>When the selected agency fails to commence the services or fails to provide deliverables after partially executing the contract / services.</p> <p>6.3 No interest shall be payable by the Client to the Agency on PSD.</p> <p><b>Note: If the shortlisted Agency/Partner desires, the amount of EMD may be adjusted in Performance Security Deposit (PSD), which is 6.5% of the total work order value.</b></p> <p><b>- Refer Point 7- PAYMENT TERMS in next page.</b></p>

## 7. Payment Terms

The total approved cost finalised between the Agency and HSDM will be paid to the agency from HSDM in 2 tranches, which would be 40:60 ratio. That is, 40% of the amount may be paid to the Agency/ Partner before the commencement of event. The remaining 60% amount will be paid after the successful completion of the event.

The **40% of the amount** will be paid to the Agency/ Partner based on the following milestones-

1. After Venue finalisation and approved by concerned HSDM officials
2. Sharing the entire guest list comprising of VIP guests (Industries, Associations, Start Ups & SMEs, Academia's, International MNC's, Leading Entrepreneurs etc. And approved by HSDM officials.
3. After finalisation and approval of the below from HSDM officials:
  - Marketing and Promotional materials – content, layout & design
  - Designing of Media and Publications - Brochures, Booklets, One Pager note, Flyers & Newsletter samples for the purpose of finalising design, layout, and GSM quality of each of these.
  - Mementos, Certificates, Shawls & Welcome Kits – design and quality of these items.

The remaining 60% of the finalised amount will be paid after the successful completion of the event and entire satisfaction of the HSDM.

## 8. Technical Proposal – Standard Forms

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

Checklist of Required Forms:

	Description	Page No.
Technical Proposal	TECH-I - Technical Proposal Submission Form	
	TECH-II Agency's Experience & Completion Certificates - Page Limit: Max. 15 pages	
	TECH-III - Project Understanding, Approach, Methodology, Timeline, Communication strategy, Innovation for implementing the Assignment - Work Schedule and Planning for Deliverables	
	TECH-IV – Financial Proposal	

## 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,  
Kaushal Bhawan, IP-2, Sector-3  
Panchkula 134109

Sir,

We, the undersigned, offer to conduct Haryana Skill Conclave for State of Haryana under Haryana Skill Development Mission, Government of Haryana in accordance with your Request for Proposal dated **14.03.2024**. We are hereby submitting our proposal, which includes Technical Proposal along with financial quote. 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) Our proposal shall be valid and remain binding upon us for the period specified in the Data Sheet.
- c) We have no conflict of interest as stated in the RFP.
- d) We meet the eligibility requirements as stated in RFP.
- e) In competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the client.
- f) 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:

(Company Seal) (Authorized Representative and Signatory)

Signature:

Name and Designation:

## 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 nature 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 in terms of deliverables or responsibilities assigned.

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

1. Provide here a brief description of the background and organization of your company.
2. Include organizational chart, a list of Board of Directors etc.

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

1. Format for furnishing agency's experience - work order details for projects. Agency needs to furnish completion certificates or CA certified fee receipt certificates for supporting all the completed projects as per technical criteria.
2. Bidding agencies are directed to define in which category they are considering each of their completed project in below mentioned 'A' and 'B' table, as bidders can choose either of the one. **(Refer note from Agency Profile Note Section)**
3. Bidders are directed to conduct a self-evaluation and obtain marks in the last column of the below table.

For Category 'A'

A	Sr. No.	Name & Work Location/ Venue	Client Details (Name, Address & Contact no.)	Work Order Value	Date(s) of Event	Brief details of project scope	Self-Evaluation Marks
	1						
	2						

For Category 'B'

B	Sr. No.	Name & Work Location/ Venue	Client Details (Name, Address & Contact no.)	Work Order Value	Date(s) of Event	Brief details of project scope	Self-Evaluation Marks
	1						
	2						

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal) (Authorized Representative and Signatory)

**Supporting Documents:** Copy of work order and fee receipt CA certificates and completion certificates of above-mentioned projects.



## Form TECH-III: Project Understanding & Deliverables

### **Approach, Methodology, Timeline, Communication Strategy, Innovation for Implementing the Assignment, Work Schedule, and Planning for Deliverables**

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

(Please refer to the Scope of Work to prepare this)

**1. Project Understanding, Approach, Methodology, Timeline, Communication strategy, Innovation for implementing the Assignment.**

**NOTE:** Please bring sample Memento, Shawl, Kit Bag which are to be given to delegates, for the purpose of evaluation of their respective qualities by HSDM officials. Also, Printable material such as Brochures, Booklets, One Pager note, Flyers & Newsletter samples for the purpose of finalising design and GSM quality of each of them.

**2. Work Schedule and Planning for Deliverables**

SI No.	Deliverables	Week 1	Week 2	Week 3
D1				
D2				
D3				

**Note:** To get a thorough understanding of the day flow for the 1-day Skill Conclave, and to derive the timely deliverables, refer to the – Schedule Structure at the end of this document.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal) (Authorized Representative and Signatory)

## **Form TECH-IV: Financial Proposal**

**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.

## SCHEDULE STRUCTURE

Indicative Day flow of One day Skill Conclave				
Sl No.	Time Slot	Agenda Item	Venue	Duration
1	9:15 am to 10:00 am	Arrival of Dignitaries Registration	Foyer	45 mins
2	10:00 am to 11:30 am	<p><b><u>Inaugural Session</u></b></p> <p>On Dais – Hon’ble Chief Minister Also – Hon’ble Education Minister, Haryana Principal Secretary, YE&amp;E Director General, SDIT and Mission Director, HSDM</p> <p><b><u>Key Addresses</u></b></p> <ul style="list-style-type: none"> <li>• Welcome of dignitaries with bouquets</li> <li>• Lamp lighting and Saraswati Vandana</li> <li>• Welcome address.</li> <li>• Address by Chief Guest</li> <li>• Keynote Address</li> <li>• Address by Guest of Honour</li> <li>• Mementos Distribution</li> <li>• Vote of Thanks</li> </ul>	Auditorium	90 Mins
3	11:30 am to 11:45 am	High Tea	TBD	15 mins
4	11:45 am to 01:45 pm	<p><b><u>Panel Discussions</u></b></p> <ul style="list-style-type: none"> <li>• 3 Panel Discussions</li> <li>• 35 mins each including Mementos Distribution</li> <li>• Each Panel to Consist of 3-4 members and 1 Moderator.</li> <li>• Themes for these Panel Discussions should be on/around –               <ol style="list-style-type: none"> <li>a. Electric Vehicles &amp; 5G</li> <li>b. Drone &amp; Renewable Energy</li> <li>c. Emerging Technology</li> <li>d. Future Job Roles</li> <li>e. Industry Insights</li> <li>f. Incubating Start Ups</li> </ol> </li> </ul>	Auditorium	1 Hr 45 Mins

		<ul style="list-style-type: none"> <li>g. Institutional Good Practices</li> <li>h. ITI's in New India</li> <li>i. International Opportunities <ul style="list-style-type: none"> <li>• Mementos Distribution</li> </ul> </li> </ul>		
5	1:45 pm to 2:30 pm	Networking Lunch	Designated Dining Area	45 mins
6	2:30 pm to 2:45 pm	YEE LOGO Launch	Auditorium	15 mins
7	2:45 pm to 4:30 pm	<p><b><u>Presentation by various State Govts. and Private Institutions</u></b></p> <ul style="list-style-type: none"> <li>• 5-6 State Skill Development Mission's officials to present their Department's best practices, achievements, and Roadmap ahead.</li> <li>• 2 Govt. Universities</li> <li>• 2 Pvt. Universities</li> <li>• 2 IIT's/ T-Hub</li> <li>• Presentation of HSDM.</li> <li>• 7 mins to each SSDM teams.</li> <li>• Mementos Distribution</li> </ul>		1 Hr 45 mins
8	4:30 pm to 4:45 pm	High Tea	TBD	15 mins
9	4:45 pm to 5:30 pm	<ul style="list-style-type: none"> <li>• Signing/ Exchange of MoUs with 5-6 Industry Partners</li> <li>• Short Address by each signing Partner</li> <li>• Mementos Distribution</li> </ul>	Auditorium	45 mins
10	5:30 pm to 5:45 pm	<ul style="list-style-type: none"> <li>• Closing Remarks</li> <li>• Vote of Thanks</li> </ul>	Auditorium	15 mins
11	7:00 pm to 9:30 pm	<ul style="list-style-type: none"> <li>• Cultural Program</li> </ul>	Designated Place	2 hr 30 mins
12	9:30 pm to 10:30 pm	<ul style="list-style-type: none"> <li>• Networking Dinner</li> </ul>	Designated Dining Area	1 hr

**Note:** The schedule mentioned above is indicative in nature and is shared to provide an understanding of the day flow to the prospective Agencies willing to Bid. The final session wise detailed schedule must be prepared by the awardee agency in consent and consultation with the Officials of HSDM around the structure mentioned above.