



RFP No.: HSDM/RFP/SGA/006

REQUEST FOR PROPOSAL (RFP)
for
**Hiring of HARTRON Empanelled Consulting Agencies for
Conducting Skill Gap Analysis
for
State of Haryana under Haryana Skill Development Mission
(HSDM)**

**Haryana Skill Development Mission
Government of Haryana**

**Haryana Skill Development Mission,
Kaushal Bhawan, Plot no. IP-2, Sector-3
Panchkula – 134109
[Email: haryanasdm@gmail.com](mailto:haryanasdm@gmail.com)**

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Notice Inviting Request for Proposal (RFP) for Hiring of agency for Conducting Skill Gap Analysis for the state of Haryana under Haryana Skill Development Mission (HSDM).

The Haryana Skill Development Mission invites RFP from HARTRON empanelled reputed consultancy Agency (hereafter referred as 'Client') to undertake Skill Gap Analysis in the state of Haryana for the Mission. The Scope of work will have to be carried out 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. The Primary Objectives of HSDM:

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

- a) Increase employability of the youth and empower them to take part in the economic growth of Haryana and Country, through skill training in modern and market driven professions professional areas and monitoring its delivery, and thereby reducing unemployment, poverty, and socio-economic inequality.
- b) To provide skill training to the students passing out from schools, school dropouts, unemployed youth, informal sector workers, women, and other disadvantaged groups.
- c) To inspect & monitor the quality of training imparted.
- d) To map demand for skill sets in the market and formulate programs to meet such demand through high quality skill training.
- e) Develop self-employment opportunities and entrepreneurial skills for youth of Haryana.
- f) To act as a platform for job seekers and help in getting self-employment.
- g) To assist the State Government in formulating appropriate policy, legislation and/ or measures to fill the skill gap and constitute task forces for this purpose.
- h) To carry out or implement any other activities/ schemes which are beneficial to make the youth of the State of Haryana employable.

- i) Assist in creating an enabling environment to attract investment in professional and skill development sectors.
- j) To undertake the capacity building programs of various stakeholders working in the professional and skill development sector.
- k) To enter into any arrangement/ agreement with any person, company or association having similar objectives.

For the above, HSDM plans to engage a HARTRON empanelled consultancy agency to conduct skill gap analysis for the forthcoming next 10 years, focusing on providing skill gap projections majorly till 2030. It is recognized that the skill gap is the interplay of industry demand, supply through public, private & nonformal/ informal channels, labor force participation, aspiration, and employability of both new entrant and existing but unskilled/semiskilled workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas.

- The agency must have the capability to conduct skill gap analysis in accordance with the scope of work and have experience of research related work in government or private sector. In-house organizational capability to deliver quality output.
- The firm has the responsibility to store all the data and relevant information of project and provide the same to HSDM on a weekly basis or as & when demanded.
- The duration of the Engagement of agency for HSDM will be for a period of 06 months from the date of signing of the agreement. It is expected from the bidders to strictly adhere to the timelines and complete the assignment within stipulated timelines. However, the timelines may be extended if required as per circumstances and mutual agreement between the shortlisted bidder and client- HSDM.

3. Payment Terms and Resources Deployment:

The financials are to be calculated based on the actual quotations on the bid submitted. The calculations shall not be done based on man month rates finalized by HARTRON for the empaneled agencies but on a lumpsum basis. The invoices are to be submitted based on completion of project milestones. Refer payment clauses section below.

Mode of Submission of Proposal: **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 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 04.04.2024 by 5:00 pm IST, along with the requisite fee. The bid submitted must be accompanied by the **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

4. Schedule for Invitation of RFP

Details About RFP:

RFP No.: HSDM/RFP/SGA/006

Sr. No.	Particulars	Details
1	Name and Address of the Client	Haryana Skill Development Mission (HSDM) Kaushal Bhawan IP-2, Sector-3, Panchkula – 134109
2	Web address from where RFP can be Obtained	https://etenders.hry.nic.in and www.hsdm.org.in
3	Date of Issue of RFP	‘T’ That is – 14.03.2024
4	Last date of Receiving Pre-bid Queries	The queries, if any, in the RFP must be mailed by T + 7, That is 21.03.2024 end of the day before 05:00 PM to: haryanasdm@gmail.com . The subject line of the mail should be “Query - RFP regarding Hiring of Agency for Conducting Skill Gap Analysis”.
5	Last Date and Time for receipt/Submission of RFP	T + 21 days, That is 04.04.2024 up to 5:00 PM.
6	Technical Presentation of the Qualified Agencies	Will be informed later.
7	Proposal Validity Period	180 Days
8	Name of the Contact Officer	Joint Director, Haryana Skill Development Mission, Kaushal Bhawan, IP-2, Sector3, Panchkula 134109 Email ID - haryanasdm@gmail.com

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.

5. Request for Proposal (RFP)

Project Title: Request for Proposal (RFP) for Hiring of Agency for Conducting Skill Gap Analysis in the state of Haryana under Haryana Skill Development Mission (HSDM) from the Companies/ Agencies Empaneled with HARTRON for providing consultancy services to Departments or Government Organizations.

Date of issue: 14.03.2024

Due/Last Date of Submission: 04.04.2024 Time: 5:00 PM (IST)

Dear Sir/ Madam,

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

Any questions regarding the RFP must be sent by e-mail to the Joint Director, HSDM at haryanasdm@gmail.com.

Technical Evaluation

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 TOR. The agencies will be asked to make a detailed Presentation. The final awarding of the contract will be done to the agency based on the quality of the proposal and presentation. The empanelled company with the highest technical score will be selected as T1.

The following is the procedure for evaluation:

The evaluation will also involve scoring each component of the proposal as per guidelines described in this TOR so that each proposal will be assigned an overall score. The Proposer will be required to make a presentation on technical and operational aspects of the proposal as per the Data Sheet of this TOR. 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

Any proposal received after the stipulated date and time shall not be considered.

Yours sincerely,

Sd/-

Mission Director

Haryana Skill Development Mission

6. Instructions to Agencies (ITA) and Data Sheet

6A. General Definitions & Instructions

<p>1. Definitions</p>	<p>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.</p> <p>b) “Client” means the implementing agency [Haryana Skill Development Mission (HSDM)] that signs the Contract for the Services with the selected Agency.</p> <p>c) “Agency” means a legally established professional consulting firm or consultant or an entity or bidder that may provide the services to the client under the contract.</p> <p>d) “Contract” means a legally binding written agreement signed between the Client and the Agency.</p> <p>e) “Day” means a calendar day.</p> <p>f) “Key Personnel” means, experts allocated to the project.</p> <p>g) “Government” means the government of the Client’s State.</p> <p>h) “ITA” mean the Instructions to Agencies that provide the agencies with all information needed to prepare their proposals.</p> <p>i) “RFP” means the Request for Proposal to be prepared by the client for the selection of agency.</p> <p>j) “Services” means the work to be performed by the selected agency pursuant to the contract.</p> <p>k) “TORs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed; Key Personnel qualification, experience, time commitment; payment terms and other information related to execution of the contract and services.</p> <p>l) “QCBS” means Quality Cost Based Selection</p>
<p>2. Introduction</p>	<p>2.1. The Client named in the Data Sheet intends to select an agency, in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2. The agencies are invited to submit a Technical Proposal as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. The proposal will be the basis for negotiating and ultimately signing the contract with the selected agency.</p>

3. Conflict of Interest	<p>3.1 The selected agency shall not receive any remuneration in connection with the assignment except as provided in the contract. The selected agency and its affiliates shall not engage in any activities that conflict with the interest of the HSDM under the contract.</p> <p>3.2 The agency is required to provide professional, objective, and impartial advice, always holding the client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.</p> <p>3.3 The agency has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the agency or the termination of its contract.</p> <p>3.3 Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the agency shall not be hired under the circumstances set forth below:</p>
a. Conflicting assignments	<p><u>Conflict among consulting assignments:</u> An agency (Including its key Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment of the agency for the same or for another client.</p>
b. Conflicting relationships	<p><u>Relationship with the Client's staff:</u> An agency (including its Key Personnel) that has a close business or family relationship with a professional staff of the client, or of implementing agency who are directly or indirectly involved in any part of (a) the preparation of the Terms of Reference for the assignment, (b) the selection process for the contract, or (c) the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the contract.</p> <p>Any other types of conflicting relationships as indicated in the Data Sheet.</p>
c. Agencies not to benefit from commissions, discounts etc.	<p>The agencies shall not except for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this contract or to the services or in the discharge of their obligations hereunder, and the agencies shall use their best efforts to ensure that any of the personnel and agents, or either of them, similarly shall not receive any such additional remuneration.</p>

<p>4. Corrupt and Fraudulent Practices</p>	<p>4.1 It should be kept in mind that all actions towards award of contract and its implementation on the ground must be fair, consistent, transparent, and based on highest standard of ethics. Similarly, agencies associated in the procurement of works & consultancy, are expected to observe the highest standard of ethics during procurement and execution of contracts. In pursuance to above:</p> <p>4.2 Proposal for award may be rejected, if it determines that the agency, recommended for award, and/or its employees, agents, key personnel have engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>4.3 Portion of the funds allocated to a contract may be cancelled, in full or in part, if it is determined that corrupt or fraudulent practices were engaged by the agency and/or its employees, agents, key personnel for getting the contract or during the execution of a contract.</p> <p>4.4 Client will reject the proposal and may forfeit the Performance Guarantee, if it is determined that the agency has engaged in corrupt & fraudulent practices in competing for, or, in executing the contract(s).</p> <p>4.5 An agency may be declared as ineligible, either indefinitely or for a stated period, to be awarded a contract, if it, at any time, determines that the firm has been engaged in corrupt or fraudulent practices in competing for or in executing the contract. To above provision, the terms, "Corrupt Practice" and "Fraudulent Practice", mean following: "Corrupt Practice" means offering, giving, receiving, or soliciting anything of value to influence the action of HSDM's official(s) in the procurement process or in the contract execution; and</p> <p>"Fraudulent Practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract and includes collusive practices among agencies (prior to or after proposal submission) designed to establish bid/ proposal prices at artificial, non-competitive levels and to deprive the client of the benefits of free and open competition.</p>
<p>5. Qualification to the bid/submitting proposal</p>	<p>Proposal may be submitted in accordance with the following category of firms only:</p> <p>5.1 Sole Firm: The Sole Firm will be responsible for implementation of end-to-end scope of work given in this tender. / Only sole firms are allowed to participate in bidding process. Sub-letting will be strictly not allowed in any form/ manner.</p>

<p>6. Resolution of Disputes</p>	<p>6.1 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.</p> <p>6.2 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, Youth Empowerment & Entrepreneurship (YEE) Department, Government of Haryana, 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.</p> <p>6.3 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.</p> <p>6.4 The CONTRACT shall be governed by the laws of the Union of India.</p>
<p>7. Force Majeure</p>	<p>7.1 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.</p> <p>7.2 "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.</p> <p>7.3 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.</p> <p>7.4 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.</p>

7.5 In case a Force Majeure situation occurs with HSDM, the Mission may take the case with the selected agency on a similar basis.

6B. Preparation of Proposals

1. General Considerations	1.1 In preparing the proposal, the agency is expected to examine the RFP in detail. Any sort of deficiencies in providing the information requested in the RFP may result in rejection of the proposal.
2. Cost of Preparation of Proposal	<p>2.1 The agency shall bear all costs associated with the preparation and submission of its proposal, and the client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.</p> <p>2.2 The client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the agency.</p>
3. Language	3.1 The Proposal, as well as all correspondence and documents relating to the proposal exchanged between the Agency and the Client, shall be written in ENGLISH Language only.
4. Documents comprising the Proposal	4.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.
5. Only One Proposal	5.1 The agency shall submit only one proposal in its own name. Any proposal submitted as part of a consortium or joint venture shall be disqualified and rejected. This also precludes Agency's staff from participating as Key Personnel in more than one proposal.
6. Proposal Validity	<p>6.1 The Data Sheet indicates the period during which the Agency's Proposal must remain valid after the Proposal submission deadline.</p> <p>6.2 During this period, the agency shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates, and the total price.</p>
a. Extension of Validity Period	<p>The client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the client may request, in writing, all agencies who submitted their proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>If the agency agrees to extend the validity of its proposal, it shall be done without any change in the original proposal and with the confirmation of the availability of the experts.</p> <p>The agency has the right to refuse to extend the validity of its proposal in which case such proposal will not be further evaluated.</p>

b. Substitution of Experts at Validity Extension	If any of the experts become unavailable for the extended validity period, the agency shall provide a written adequate justification and satisfactory evidence to the client and keeping them informed together with the substitution request.
c. Sub- Contracting	The agency shall not be entitled to sublet/ subcontract the services, neither in parts nor in entirety.
7. Clarification and Amendment of RFP	<p>7.1 The agency may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent to the client as indicated in the Data Sheet. Should the client deem it necessary to amend the RFP because of a clarification, it shall do so following the procedure described below:</p> <p>7.2 At any time before the proposal submission deadline, the client may amend the RFP by issuing an amendment in writing or by standard electronic means. Any such amendment / corrigendum will be uploaded on the website of Haryana Skill Development Mission.</p> <p>7.3 If the amendment is substantial, the client may extend the proposal submission deadline to give the interested agencies reasonable time to take an amendment into account in their proposals.</p>
8. Technical Proposal Format and Content	8.1 Depending on the nature of the assignment, the agency is required to submit a Full Technical Proposal (FTP), as indicated in the Data Sheet, and using the Standard Forms provided in the RFP.

6C. Submission, Opening and Evaluation

1. Submission of Proposal	<p>1.1 The agency shall submit a signed and complete proposal comprising the documents and forms as mentioned in the Data Sheet.</p> <p>1.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the proposal.</p> <p>1.3 An authorized representative of the agency shall sign the original submission letters in the required format.</p>
2. Confidentiality	<p>2.1 From the time the proposals are opened to the time the contract is awarded, the agency should not contact the client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of proposals and award recommendations shall not be disclosed to the agencies who submitted the proposals or to any other party not officially concerned with the process, until the publication of the contract award information.</p> <p>2.2 Any attempt by shortlisted agencies or anyone on behalf of the agency to influence improperly the client in the evaluation of the proposals or contract award decisions may result in the rejection of its proposal.</p> <p>2.3 Notwithstanding the above provisions, from the time of the proposals' opening to the time of contract award publication, if an</p>

	agency wishes to contact the client on any matter related to the selection process, it should do so only in writing at haryanasdm@gmail.com
3. Opening of Technical Proposal	3.1 Opening of Proposals: All the proposals received till the due date and time shall be opened by the Haryana Skill Development Mission (HSDM) indicated in the Schedule for Invitation of RFP.
4. Evaluation of Technical Proposal	<p>4.1 The agency is not permitted to alter or modify its proposal in any way after the proposal submission deadline. While evaluating the proposals, the client will conduct the evaluation solely based on the submitted Technical and Financial Proposals.</p> <p>4.3 The client's evaluation committee shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP.</p>
5. Evaluation	<p>The HSDM will determine whether the technical details along with documents furnished for services are quoted as per requirement/schedule/ annexures given in this RFP. The method of evaluation would be – QCBS.</p> <p>The weightage is assigned as per requirement i.e. 80% for Quality and 20% for Cost.</p> <p><u>The empanelled company/ bidder with the highest score is declared the winner and hence will be awarded the contract.</u></p>
6D. Negotiations and Award	
1. Negotiations	2 Agencies who scores overall highest score would be invited for contract negotiation at the office of Mission Director, Haryana Skill Development Mission, Panchkula.
2. Notification of Award and signing of Contract	<p>Before expiry of the period of proposal validity, the client will notify the successful agency with a request to sign the contract and furnish interest free Performance Security Deposit of 6.5% of the Work Order value, from a bank.</p> <p><u>Within 7 working days of receipt of the communication</u>, 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 working days of signing of MoU. The Performance Security Deposit from the bank shall be equal to 6.5% of the value of contract/ Work Order in form of Demand Draft, in favour of "Haryana Skill Development Mission". This PSD will be returned after the completion of work without any interest.</p>

6E. Termination Clauses

<p>1. Termination by HSDM</p>	<p>1.1 The Haryana Skill Development Mission (HSDM) may, by not less than 15 days written notice of termination to the agency such notice to be given after the occurrence of any of the events, terminate this Contract if:</p> <p>1.2 The agency fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within fifteen 15 days of receipt of such notice of suspension or within such further period as HSDM may have subsequently granted in writing; or</p> <p>1.3 The agency becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary; or</p> <p>1.4 If the selected agency fails to perform the tasks as per the satisfaction of the Mission. In such cases, the decision of Mission Director, HSDM shall be final and binding on agency; or</p> <p>1.5 The agency fails to comply with any final decision reached because of arbitration proceedings; or</p> <p>1.6 The agency submits to HSDM a statement which has a material effect on the rights, obligations, or interests of HSDM and which the agency knows to be false; or</p> <p>1.7 Any document, information, data, or statement submitted by the agency in its proposal, based on which it was considered eligible or successful, is found to be false, incorrect, or misleading; or</p> <p>1.8 As the result of Force Majeure, the agency is unable to perform a material portion of the services for a period of not less than fifteen 15 days.</p> <p>1.9 Any damage caused to the reputation of the Client due to any mismanagement in handling or execution of the activity by the agency.</p>
<p>2. Termination by Agency</p>	<p>2.1 The agency may, by not less than 1 months written notice to the Haryana Skill Development Mission (HSDM), such notice to be given after the occurrence of any of the events, terminate the contract if:</p> <p>2.2 HSDM is in material breach of its obligations pursuant to the contract and has not remedied the same within 60 (sixty) days (or such longer period as the agency may have subsequently agreed in writing) following the receipt by HSDM of the agency's notice specifying such breach; or</p> <p>2.3 As the result of Force Majeure, the agency is unable to perform a material portion of the services; or</p> <p>2.4 HSDM fails to comply with any final decision reached because of arbitration.</p> <p>2.5 If the Agency terminates the contract in whole or in part, the amount of Performance Security Deposit (PSD) will be fully forfeited.</p>

6F. Payment Clauses

The financials are to be calculated based on the actual quotations on the bid submitted. The calculations shall not be done based on man month rates finalized by HARTRON for the empaneled agencies but on a lumpsum basis. The invoices are to be submitted based on completion of project milestones. Refer payment clauses section below.

HSDM will not direct the bidders on anything pertaining to resource deployment and allocation, number of resources, their qualifications and area of expertise etc.

Note: Each output will only be considered completed when the deliverables are signed off as approved by the HSDM officials for all its technical, administrative, and financial aspects.

Phase	Description of Milestone/ Approved Output	Preferred Duration of Completion & Percentage of Payment released
1	Submission of inception report (including detailed Survey strategy, approach, methodology, tools, and initial site Observations). Questionnaire/Interview questionnaire should be vetted by HSDM. (2 set of hard copies & 2 set of editable soft copies)	10 days from the issue of Work Order and 5% Work Order Value released
2	Results of 10% of the survey were done with relevant sector-wise stakeholders, industries, youth and government offices and education institutions for sector-wise for each District. (2 set of hard copies & 2 set of editable soft copies)	31 days from the issue of Work Order and 5% Work Order Value released
3	Results of 70% of the survey were done with relevant sector-wise stakeholders, industries, youth and government offices and education institutions for block wise and sector-wise for each District. (2 set of hard copies & 2 set of editable soft copies)	90 days from the issue of Work Order and 10% Work Order Value released
4	Interim Report on Demand as per the scope of study mentioned in the RFP. (2 set of hard copies & 2 set of editable soft copies)	120 days from the issue of Work Order and 10% Work Order Value released
5	Draft report on Skill Gap Analysis, training need and aspiration analysis as per scope of study mentioned in RFP.	140 days from the issue of Work Order and 20% Work Order Value released

	(2 set of hard copies & 2 set of editable soft copies)	
6	Final reports on Skill Gap Analysis, training need and aspiration analysis along with recommendations to address the Skill Gap. (2 set of hard copies & 2 set of editable soft copies)	160 days from the issue of Work Order and 20% Work Order Value released
7	Acceptance of Final Report (2 set of hard copies & 2 set of editable soft copies)	180 days from the issue of Work Order and the remaining 30% Work Order Value released

Note:

1. No timelines will be extended for completion of work. But in case of exception, the same must be intimated beforehand to the client- HSDM in writing seeking their approval. However, these extensions in timeline will also affect the disbursement of % of payment based on the deliverable. I.e. Payments will be made based on completion of tasks in phases.
2. The selected bidder must adhere to all the stages of deliverables and none of them can be merged or clubbed together without written approval/ consent of the client – HSDM.

6. Data Sheet

1. General

SI No.	Reference
1.	State: Haryana, India
2.	Name of the Client: Haryana Skill Development Mission (HSDM) Method of selection: The empanelled company with the highest score will be selected as T1 .
3.	Financial Quote to be submitted together with Technical Proposal (Tech 4): Yes Name of the Assignment: Hiring of Agency for Conducting Skill Gap Analysis for state of Haryana under Haryana Skill Development Mission (HSDM)
4.	Queries: Any questions regarding the RFP must be received in writing (e-mail) as per the date mentioned in Schedule of Activities. Thereafter, no request for information will be considered. <div><div>To The Mission Director Haryana Skill Development Mission</div><div>Email ID - haryanasdm@gmail.com</div></div>

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>180</u> calendar days after the proposal submission deadline.
3.	Shortlisted Agencies may in no way engage with the Key Personnel as proposed by the other Non- shortlisted Agency.
4.	Currency of Financial Proposal: INR only

3. Submission, Opening and Evaluation

1.	<p>Key Submissions / Document(s) Checklist:</p> <p>The Proposal shall comprise the following:</p> <p>Tech Forms I to Tech Form III is for Technical proposal and Tech IV for Financial Proposal.</p> <p>The proposal must be prepared in the prescribed formats and submitted with HSDM.</p> <p>The Bidders can download the tender documents from the Portal: https://etenders.hry.nic.in and the HSDM website i.e., https://hsdm.org.in</p> <p>The Bidders must pay the EMD fees online of Rs 200000 (Two Lakh Rupees) using a secure electronic payment gateway available in the Haryana E-Tender portal.</p>																	
2.	<p>Evaluation of Technical proposal</p> <p><u>Technical Proposal Evaluation Criteria</u></p> <table><tr><td>Sl. No.</td><td>Evaluation Criteria</td><td>Max. Marks</td></tr><tr><td colspan="3"><u>Agency's Profile – 50 Marks</u></td></tr><tr><td>1.</td><td><p>The agency should have experience of working in assignments of market demand Studies/ market research/ Gap Analyses/ survey and impact assessments comprising primary survey studies in at least one state or for central govt or for private sector in the last 10 years.</p><ul style="list-style-type: none">7.5 marks for each completed assignment of Rs. 50 Lacs (max 4 projects).</td><td>30</td></tr><tr><td>2</td><td><p>Average Annual Turnover of the agency should be minimum 25 Cr. and above in the last 3 Financial Years i.e. (2020-21, 2021-22, 2022-23)</p><p>(CA certified certificate to be furnished for the same)</p></td><td>10</td></tr><tr><td>3</td><td><p>Experience of Advisory Assignments in Skill Development Projects with any Governments/ State Government Agencies in India with minimum value of INR 2 crore.</p><p>Agency for Consulting, or technical advisory in skill Development/ Vocational Education and Training projects. May include projects under NSDC, MSDE, MoRD etc. and other skill development</p></td><td>20</td></tr></table>			Sl. No.	Evaluation Criteria	Max. Marks	<u>Agency's Profile – 50 Marks</u>			1.	<p>The agency should have experience of working in assignments of market demand Studies/ market research/ Gap Analyses/ survey and impact assessments comprising primary survey studies in at least one state or for central govt or for private sector in the last 10 years.</p> <ul style="list-style-type: none">7.5 marks for each completed assignment of Rs. 50 Lacs (max 4 projects).	30	2	<p>Average Annual Turnover of the agency should be minimum 25 Cr. and above in the last 3 Financial Years i.e. (2020-21, 2021-22, 2022-23)</p> <p>(CA certified certificate to be furnished for the same)</p>	10	3	<p>Experience of Advisory Assignments in Skill Development Projects with any Governments/ State Government Agencies in India with minimum value of INR 2 crore.</p> <p>Agency for Consulting, or technical advisory in skill Development/ Vocational Education and Training projects. May include projects under NSDC, MSDE, MoRD etc. and other skill development</p>	20
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		<p>programs such as DDUGKY, PMKVY etc. (Please note that the list is indicative and not exhaustive)</p> <p>Each project of 05 marks will be awarded up to the cap of 20 marks.</p>	
		<p>Additional marks will be awarded if agency has ongoing work experience with the state of Haryana for Education/ Entrepreneurship/ Skill Development with the minimum value of INR 1 crore.</p> <p>Each project of 05 marks will be awarded up to the cap of 10 marks</p>	10
		<u>Technical Presentation – 30 marks</u>	
		<p>Technical Presentation (Project Understanding, Approach, Methodology, Monthly key tasks/Timeline, Communication strategy, Innovation for implementing the Assignment)</p>	30
		Total	100
3.	<p>Penalty:</p> <p>3.1 If the agency uses the brand/name of the client for any other commercial purpose without its permission, agency will be liable to pay the penalties imposed by the client.</p> <p>3.2 If any due deliverables during the quarter are not submitted/completed as per work schedule, the agency shall be liable to pay penalties as imposed by the client. The submission of partial/ unsatisfactory deliverables shall not be considered for payment.</p> <p>3.3 If the deliverables are not acceptable to the client, and defects are not rectified to the satisfaction of the client, the agency shall be liable for penalties imposed by the client.</p> <p>In any of above case, total penalty amount shall not exceed the amount paid by the client to the agency under this contract.</p>		
4.	<p>Limited Liability:</p> <p>Liability of the Consultant - "Under no circumstances shall the liability of the Consultant if any, exceed the amount of fee received for services under this Agreement".</p> <p>"In no event shall the aggregate liability of the Consultant, its partners, directors, consultants, employees, agents, affiliates and other personnel for damage exceed the amount of the fees that the Consultant has received in connection with this Agreement".</p>		
5.	<p>The Service provider should be permitted to retain copies of all documents and other information as it may be required for legal or professional regulatory purposes. Further it should be permitted to use the deliverables for its own purposes.</p> <p>Retention of Copies: The Service Provider may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that it owns or has the right to use in performing the services. Notwithstanding the delivery of any reports, the agency retains all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the services), and in any working papers compiled in connection with the services."</p>		
6.	<p>Indemnification: The Service Provider shall indemnify the Client in full for any failure in performance on account of its default or non-fulfilment of its obligations and the same is performed by the client or any other agency engaged by the Client. In such case all the costs and expenses incurred by the client are recoverable from the Service Provider.</p>		

	<p>Department must also indemnify the Service Provider for losses/ damages suffered:</p> <p>(i) Due to any third-party claims</p> <p>(ii) Due to any fraud, misrepresentation, or omission of facts by the Client or any of its personnel.</p>
7.	<p>Earnest Money Deposit (EMD) - Rs. 2,00,000/- (Two Lakhs Only) on etenders.hry.nic.in which is refundable without interest, if not selected. If selected, the same can be adjusted with the performance security deposit's (PSD) amount.</p>
8.	<p>Performance Security Deposit (PSD)</p> <p>Before expiry of the period of proposal validity, the client will notify the successful agency to sign the contract and furnish Performance Security Deposit:</p> <p>8.1 Within 3 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 4 working days of signing the contract. 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 account of HSDM.</p> <p>8.2 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>8.3 No interest shall be payable by the Client to the Agency on PSD.</p>

7. 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 Page Limit: Max. 30 pages	
	TECH-III - Project Understanding, Approach, Methodology, Monthly key tasks/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 do/conduct Skill gap study 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) Except as stated in the ITA & Data Sheet, we undertake to negotiate a contract based on the proposed Key Personnel. We accept that the substitution of Key Personnel for reasons other than those stated in ITA may lead to the penalty and or termination of contract negotiations.
- g) 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:

Designation:

Date:

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. Agency needs to furnish completion certificates or CA certified fee receipt certificates for supporting all the completed projects as per technical criteria.

Sr. No.	Name & Work Location	Client Details (Name, Address & Contact no.)	Work Order Copy & mention. Order Amount	Start Date	End date	Work Order Completion Certificate	Brief details of project scope

- (ii) CA certified Average Annual Turnover certificates of last 3 Financial Years – (2020-21, 2021-22 and 2022-23).

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 certificate (in case of ongoing projects) or completion certificate of above-mentioned projects.

Form TECH-III: Project Understanding, Approach & Methodology

Monthly key tasks/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 Scope of Work to prepare)

1. Project Understanding, Approach, Methodology, Monthly key tasks/Timeline Communication strategy, Innovation for implementing the Assignment.
2. Work Schedule and Planning for Deliverables

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

(i) List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

(ii) Duration of activities shall be indicated in a form of a bar chart.

(iii) Include a legend, if necessary, to help read the chart.

(iv) Agency is required to do sampling indicating youth, employer, industry association, training services providers, government departments labour and skill development department, educational institutions in the form of qualitative, quantitative, focus group discussions and detailed interview forms. Covering districts and blocks of state of Haryana. Agency should provide details of sampling in technical proposal.

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 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.

Term of Reference

Hiring of Agency for Conducting Skill Gap Analysis for state of Haryana under Haryana Skill Development Mission (HSDM).

a. Objective of Skill Gap Study:

The key objectives that this study aims to achieve are:

- District-wise assessment of the available sector-specific skills and the required skills
- To understand skill development ecosystem and the relevance of course curriculum in the current and future industrial scenarios
- To identify government schemes on skill development and their awareness among the various business entities
- To identify the startup potential and self-employment opportunities in Haryana
- To assess and identify steps that can be taken to bridge the current and future skill gap.
- To provide sector-wise job role wise skill gap in 22 districts of Haryana
- To identify the requirement of jobs in emerging sectors and areas
- To evaluate the need and impact of online training and physical training in skill development

b. Stakeholders of Skill Gap Study:

- | | |
|---|-------------------------|
| • Government bodies and subsidiary bodies | • Industries |
| • State Administration | • Sector Skill Councils |
| • District Administration | • Assessors |
| • Project Implementing Agencies | |

8. Scope of Work:

The scope of work of both the studies shall include but not necessarily be limited to the following:

- Socio-economic Profile:** Detailed analysis of demographic and socio economic factors such as population, population growth trends, population density, urbanization, overall literacy, female literacy, healthcare indices, school education, higher/vocational education, dropout rates, domestic product, per capita income, labour force participation, worker participation rate, migration, primary (Agriculture and Agri allied), secondary (Industries and manufacturing) & tertiary sector (Services) profiles of the concerned district.
- Sectoral Focus:** The study should focus on analysing manpower skilling requirements both for manufacturing and service sectors from the perspective of district level high growth sectors such as industrialization and technology, along with localized sectors that have potential at the district level. Study will also document about the sector wise deficiency and demand in various skills in the next five to seven years. Government policies of related sectors may also be studied, specially focusing on data from Industries and Commerce department and Employment Department to understand thrust and growth targets for different sectors in the state, which would translate to priority sectors from the perspective of investment in manpower skilling as well.
- Opinion of Stakeholders:** Detailed interaction should be conducted with various stakeholders, such as youth, vulnerable section of society, Industry bodies like FICCI, CII etc, Industry Partners and Private Skill Training Providers, Government Departments with Skill Training mandate and Industry Players/ Industry Associations, Department of School Education and Higher Education, Department of Industries, Industry Clusters, Technical Education,

Department of Employment Generation and Training and any other Department providing Skill Training, to understand their perspectives on manpower training and placement.

- d. **Manpower Supply Demand Gap:** Manpower supply-demand gap would be the difference between projected workforce participation and industrial manpower requirements, estimated till 2030.
- e. **Skill Set Mapping** – Besides identifying the skills available in state and industry demand for the existing job roles, the study would identify the traditional and emerging job roles which are not identified in the Sector Skill Councils (SSC) job roles list. The recommendation will focus on understanding the manpower gaps in district across the sectors and ways to bridge the gap.
- f. **Migration Issues:** Migration, internal within the state, outside the state and outside the country, is one of the characteristics of new age labour mobile economy. Within this context, it is important to identify and understand various migration patterns. The knowledge of this would be important to design suitable skill development opportunities and post-employment support to the migratory workers.
- g. **Candidate aspiration mapping:** To understand the aspiration of the candidates belonging to rural in terms of expected remuneration, Job location, post placement facilities and other suitable payments and perks; the agency/s should conduct aspiration mapping for the prospective candidates who may be enrolled under the DDU-GKY Scheme.

9. Analysis and Recommendation:

The analysis and recommendation should include but not necessarily, limited to following areas.

- a) Suggest suitable interventions / recommendations to address the skills gap.
- b) Sector-wise gap in skills - demand vs. supply (qualitative and quantitative).
- c) List out in demand job roles by sector, sub-sector including National Skills Qualification Framework (NSQF) level at district, considering the urban, sub urban and rural bifurcations.
- d) Changes required for training as per the industry expectations with respect to infrastructure and training methodology.
- e) Need for developing or upgrading available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc. keeping in mind the futuristic skills requirements both for existing skilling courses and recommended courses.
- f) Recommendation regarding skill development and support for the mobile/ migratory workers.
- g) The study should also recommend the job roles in which training can be imparted to the special categories such as Person with Disability (PwD), Transgenders, and other vulnerable groups.
- h) Study should list out different mobilization initiatives as per the respective districts so that participation of the youths towards the skill development schemes can be maximized.
- i) The Field Level survey conducted by the Agency should be documented with necessary photos and tabulations.

Sampling

Agencies are required to do sampling indicating youth, employer, industry associations, training services providers, government departments, labour, and skill development department, educational (both Technical and Higher) department, institutions such as ITI's, Polytechnics, Engineering Colleges, Universities in both Government and Private categories in the form of qualitative, quantitative, focus group discussions and detailed interview forms. Sampling should cover all the districts and blocks of the state of Haryana. The sample size must constitute the

representation of the population, all sections, all relevant govt. and private bodies/ industries and stakeholders under the study.

Quantitative survey should be core of the study and assess the magnitude on study indicators. This should be conducted using the structured questionnaire. The sample size for quantitative survey should be able to provide district and state level estimates. To get a fair and proportionate participation of all the above-mentioned stakeholders, a broad categorisation, and a sample size (number/ unit) has been defined against each of them. The Quantitative Survey's sample size should comply with the pre-defined numbers given below under the 4 categories, namely –

BROAD CATEGORY	SAMPLE SIZE (NUMBER)	DEFINITION
Industries	1000	The survey should cover minimum 1000 industries spread across Haryana. It should also comprise of micro, small, medium, and large category of industries, preferably in equal distribution. This should also comprise of service-based industries, industry associations/ chambers of commerce etc.
Youth	5000	The youth participation shall include youth (preferably in the age group of 15 to 35 years) from rural, urban, and semi urban areas, both literate and illiterate, in all forms of gender, and students from both schools and colleges from across Haryana.
Government Departments	5 Departments and 3 to 5 officials from each of them	Government departments would include participation of officials from across levels from the district offices and shall comprise of officials from Department of Labour, Higher Education, School Education, Youth Empowerment & Entrepreneurship (Youth, Skill Training, Employment), Sports, Agriculture, Health etc. besides other prominent departments from 22 districts of Haryana.
Education Institutes	1500 Institutions	The educational institutions should comprise of participation of ITI's, Polytechnics, Skill Training Institutes, Technical/ Vocational Institutes, Medical Institutes, Engineering Colleges, Secondary & Senior Secondary schools and Universities in both Government and Private categories spread across rural, urban, and semi urban areas across the state of Haryana.

Considering the requirements, a sample size determination has been done using a high precision estimate to give a good proportionate estimate for each district, which is mentioned below. Therefore, it is proposed to the bidder to cover the minimum % number mentioned below for each district to get the 100% of responses for the quantitative survey.

Sl. no	Districts	Industries %	Nos.	Youth %	Nos.	Govt. Depts. %	Nos.	Education Institutes %	Nos.
1	Ambala	4	40	4.4	220.00	5	3 to 5	4	60
2	Gurugram	16	160	5.9	295.00	5	3 to 5	15	225
3	Kurukshetra	3	30	3.8	190.00	5	3 to 5	7	105
4	Rohtak	19	190	4.2	210.00	5	3 to 5	5	75
5	Panipat	10	100	4.7	235.00	5	3 to 5	2	30
6	Karnal	2	20	5.9	295.00	5	3 to 5	7	105

7	Sonipat	8	80	5.7	285.00	5	3 to 5	9	135
8	Rewari	1	10	3.7	185.00	4	3 to 5	6	90
9	Jhajjar	2	20	3.7	185.00	5	3 to 5	4	60
10	Panchkula	3	30	2.2	110.00	5	3 to 5	5	75
11	Jind	1	10	5.2	265.00	4	3 to 5	2	30
12	Fatehabad	1	10	3.7	185.00	4	3 to 5	2	30
13	Yamuna Nagar	6	60	4.7	235.00	5	3 to 5	2	30
14	Hisar	2	20	6.8	340.00	5	3 to 5	7	105
15	Bhiwani	1	10	4.3	215.00	4	3 to 5	3	45
16	Kaithal	1	10	4.2	210.00	4	3 to 5	2	30
17	Faridabad	13	130	7.2	360.00	5	3 to 5	7	105
18	Charkhi Dadri	1	10	2.2	110.00	4	3 to 5	2	30
19	Sirsa	2	20	5.2	260.00	4	3 to 5	4	60
20	Mahendragarh	1	10	3.6	180.00	4	3 to 5	2	30
21	Mewat	1	10	4.3	215.00	4	3 to 5	1	15
22	Palwal	2	20	4.3	215.00	4	3 to 5	2	30
	TOTAL	100%	1000	100 %	5000	100%	66 to 110	100%	1500

RFP - Hiring of HARTRON Empanelled Consulting Agencies for Conducting Skill Gap Analysis for State of Haryana under Haryana Skill Development Mission (HSDM)

About the Organization

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".

About the Proposal

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

- Increase employability of the youth and empower them to take part in the economic growth of Haryana and Country, through skill training in modern and market driven professions professional areas and monitoring its delivery, and thereby reducing unemployment, poverty, and socio-economic inequality.
- To provide skill training to the students passing out from schools, school dropouts, unemployed youth, informal sector workers, women, and other disadvantaged groups.
- To inspect & monitor the quality of training imparted.
- To map demand for skill sets in the market and formulate programs to meet such demand through high quality skill training.
- Develop self-employment opportunities and entrepreneurial skills for youth of Haryana.
- To act as a platform for job seekers and help in getting self-employment.
- To assist the State Government in formulating appropriate policy, legislation and/ or measures to fill the skill gap and constitute task forces for this purpose.
- To carry out or implement any other activities/ schemes which are beneficial to make the youth of the State of Haryana employable.
- Assist in creating an enabling environment to attract investment in professional and skill development sectors.

- To undertake the capacity building programs of various stakeholders working in the professional and skill development sector.
- To enter into any arrangement/ agreement with any person, company or association having similar objectives.

For the above, HSDM plans to engage a HARTRON empanelled consultancy agency to conduct skill gap analysis for the forthcoming next 10 years, focusing on providing skill gap projections majorly till 2030. It is recognized that the skill gap is the interplay of industry demand, supply through public, private & nonformal/ informal channels, labor force participation, aspiration, and employability of both new entrant and existing but unskilled/semiskilled workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas.

- The agency must have the capability to conduct skill gap analysis in accordance with the scope of work and have experience of research related work in government or private sector. In-house organizational capability to deliver quality output.
- The firm has the responsibility to store all the data and relevant information of project and provide the same to HSDM on a weekly basis or as & when demanded.
- The duration of the Engagement of agency for HSDM will be for a period of 06 months from the date of signing of the agreement. It is expected from the bidders to strictly adhere to the timelines and complete the assignment within stipulated timelines. However, the timelines may be extended if required as per circumstances and mutual agreement between the shortlisted bidder and client-HSDM.

Objective of Skill Gap Study:

The key objectives that this study aims to achieve are:

- District-wise assessment of the available sector-specific skills and the required skills
- To understand skill development ecosystem and the relevance of course curriculum in the current and future industrial scenarios
- To identify government schemes on skill development and their awareness among the various business entities
- To identify the startup potential and self-employment opportunities in Haryana
- To assess and identify steps that can be taken to bridge the current and future skill gap.
- To provide sector-wise job role wise skill gap in 22 districts of Haryana

- To identify the requirement of jobs in emerging sectors and areas
- To evaluate the need and impact of online training and physical training in skill development

Stakeholders of Skill Gap Study:

- Government bodies and subsidiary bodies
- Industries
- State Administration
- Sector Skill Councils
- District Administration
- Assessors
- Project Implementing Agencies

Scope of Work:

The scope of work of both the studies shall include but not necessarily be limited to the following:

- Socio-economic Profile: Detailed analysis of demographic and socio economic factors such as population, population growth trends, population density, urbanization, overall literacy, female literacy, healthcare indices, school education, higher/vocational education, dropout rates, domestic product, per capita income, labour force participation, worker participation rate, migration, primary (Agriculture and Agri allied), secondary (Industries and manufacturing) & tertiary sector (Services) profiles of the concerned district.
- Sectoral Focus: The study should focus on analysing manpower skilling requirements both for manufacturing and service sectors from the perspective of district level high growth sectors such as industrialization and technology, along with localized sectors that have potential at the district level. Study will also document about the sector wise deficiency and demand in various skills in the next five to seven years. Government policies of related sectors may also be studied, specially focusing on data from Industries and Commerce department and Employment Department to understand thrust and growth targets for different sectors in the state, which would translate to priority sectors from the perspective of investment in manpower skilling as well.
- Opinion of Stakeholders: Detailed interaction should be conducted with various stakeholders, such as youth, vulnerable section of society, Industry bodies like FICCI, CII etc, Industry Partners and Private Skill Training Providers, Government Departments with Skill Training mandate and Industry Players/ Industry Associations, Department of School Education and Higher Education, Department of Industries, Industry Clusters, Technical Education, Department

of Employment Generation and Training and any other Department providing Skill Training, to understand their perspectives on manpower training and placement.

- Manpower Supply Demand Gap: Manpower supply-demand gap would be the difference between projected workforce participation and industrial manpower requirements, estimated till 2030.
- Skill Set Mapping – Besides identifying the skills available in state and industry demand for the existing job roles, the study would identify the traditional and emerging job roles which are not identified in the Sector Skill Councils (SSC) job roles list. The recommendation will focus on understanding the manpower gaps in district across the sectors and ways to bridge the gap.
- Migration Issues: Migration, internal within the state, outside the state and outside the country, is one of the characteristics of new age labour mobile economy. Within this context, it is important to identify and understand various migration patterns. The knowledge of this would be important to design suitable skill development opportunities and post-employment support to the migratory workers.
- Candidate aspiration mapping: To understand the aspiration of the candidates belonging to rural in terms of expected remuneration, Job location, post placement facilities and other suitable payments and perks; the agency/s should conduct aspiration mapping for the prospective candidates who may be enrolled under the DDU-GKY Scheme.

Analysis and Recommendation:

The analysis and recommendation should include but not necessarily, limited to following areas.

- Suggest suitable interventions / recommendations to address the skills gap.
- Sector-wise gap in skills - demand vs. supply (qualitative and quantitative).
- List out in demand job roles by sector, sub-sector including National Skills Qualification Framework (NSQF) level at district, considering the urban, sub urban and rural bifurcations.
- Changes required for training as per the industry expectations with respect to infrastructure and training methodology.
- Need for developing or upgrading available educational/ training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/ training methodology etc. keeping in mind the futuristic skills requirements both for existing skilling courses and recommended courses.
- Recommendation regarding skill development and support for the mobile/ migratory workers.

- The study should also recommend the job roles in which training can be imparted to the special categories such as Person with Disability (PwD), Transgenders, and other vulnerable groups.
- Study should list out different mobilization initiatives as per the respective districts so that participation of the youths towards the skill development schemes can be maximized.
- The Field Level survey conducted by the Agency should be documented with necessary photos and tabulations.

How to Apply

Mode of Submission of Proposal: 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”.

Deadline: 27.05.24 up to 5:00 PM.