



**Request For Proposal from Industry/ Industry
Association for engagement as Collaborative
Partner to conduct Skill Development Training
Programme(s) in the State of Haryana
under
Haryana Skill Development Mission (HSDM)
Govt. of Haryana (GoH)**

**Reference No: HSDM/RFP/SKILL TRAINING/003
Date of Publish:11.01.2024**

**HARYANA SKILL DEVELOPMENT MISSION
KAUSHAL BHAWAN, IP-2, NEAR MAJRI CHOWK,
SECTOR 3, PANCHKULA, HARYANA - 134109**

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ing Proposal(s)

Haryana Skill Development Mission

Government of Haryana

Reference No: HSDM/RFP/SKILLTRAINING/003

Haryana Skill Development Mission, Government of Haryana (Authority/ HSDM) invites Proposal(s) for conducting Skill Development Trainings across the State of Haryana.

Interested Applicants which can be an Industry / Industrial Unit/ Corporate House/ Industry Association/ Cluster/ Federation / Society / Trust etc. are requested to submit their proposals along with the necessary documents as indicated in this Document. This Document can be downloaded from www.hsdm.org.in and etenders.hry.nic.in. The last date of submission is 05.02.2024 till 5PM.

Interested Applicants fulfilling eligibility criteria can submit their detailed proposal by ensuring submission of all requisite documents and fees on etenders.hry.nic.in.

All the pages of the Proposal should be properly numbered.

Mission Director

The complete Document has been published on HSDM website for the purpose of downloading. The downloaded Document shall be considered valid for participation subject to the submission of required documents in soft & hard copy and requisite fee, if any. The Applicants are requested to refer this **Fact Sheet** comprising of important factual data in the Document.

Sr. No.	Particular(s)	Detail(s)
1.	Assignment Title	Request For Proposal from Industry/ Industry Association for engagement as Collaborative Partner to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Govt. of Haryana (GoH)
2.	Authority	Haryana Skill Development Mission
3.	Date of Publish	11.01.2024
4.	Last date of submission of Proposal	05.02.2024 till 5PM
5.	Proposal Submission	Interested Applicants fulfilling eligibility criteria can submit their detailed proposal by ensuring submission of all requisite documents and fees on etenders.hry.nic.in
6.	Cost of Document & mode of payment	NA
7.	Performance Security Deposit (PSD)	PSD of 6.5% of total training cost of the batch, which shall be adjusted from the payment to be made by HSDM for the first tranche, batchwise. No interest shall be paid

8.	Document Availability	www.hsdm.org.in and etenders.hry.nic.in
9.	Language of Proposal submission	English
10.	Proposal validity	180 days from the last date of submission of the proposal
11.	SPoC Details	Sh. Rahul Singla Principal Consultant PMU HSDM Contact: 8708986296

FINAL

Haryana Skill Development Mission (HSDM) is the apex body for all skilling initiatives in the State of Haryana. HSDM was established in 2015 with the aim and objective of enhancing the employability of the youth and empowering them to take part in the economic growth of Haryana and India, through skill trainings in modern and market driven professions at reasonable cost and monitoring its delivery and thereby reducing unemployment, poverty and socio-economic inequality.

Being a nodal agency for promotion of skill development, entrepreneurship & innovation in the State, HSDM has been entrusted to execute skill trainings under various Centrally and State sponsored schemes in the State of Haryana. To this effect, HSDM would like to engage an Industry / Industrial Unit/ Corporate House/ Association / Cluster / Federation / Society / Trust/ etc. **as a Collaborative Partner (CP)** with the aim to conduct Skill Development Trainings and to ensure prompt and easy initiation of Skill Trainings in the sectors having high potential of employment. Program quality and implementation will be monitored and evaluated by HSDM as per its quality standards, procedures and policies.

5 Eligibility Criteria

The eligibility criteria for submitting a proposal and engage with HSDM for imparting skill training is as under:

Parameter	Specific Requirement(s)	Document(s) Required
Nature of Entity	<p>The applicant should be either:</p> <ul style="list-style-type: none"> • A company registered under the Indian Companies Act, 2013 / 1956 OR • A registered proprietorship firm OR • A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 OR • A partnership firm registered under the Indian 	Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.

	Partnership Act, 1932 OR • A registered Industry Association/ Federation	
Years of Existence	Active and operational continuously anywhere in India for last three (03) years from the date of submission of Proposal.	Certificate of Incorporation, Certificate of Registration, Partnership deed, etc. reflecting years of existence.
Financial Strength/Turnover	The minimum average turnover of the Applicant in last 3 years (2022-23, 2021-22, 2020-21) should be 10 crores. In case of Industry Association / Cluster / Federation, minimum total turnover of all the members of such Association / Cluster / Federation for last year (2022-23) should be 20 crores.	Audited Financial Statements with • Certificate from statutory auditors/ CA clearly certifying the turnover requirements AND UDIN as per format given in Form 4 (a) or Form (b)
Employee/ Member Organization Strength	The minimum number of "On Pay Roll" employees should be 100 numbers. In case of Industry Association / Cluster / Federation, minimum number of member organizations should be 30 numbers.	Form 5 (a) or Form 5 (b)
Placement/ Employment	The applicant must be committed to provide a minimum of 70% Placement of the certified trainees, batchwise in its own organization. Preference should be given	Form 6

	to engage trainee as Apprentice in Optional Trade.	
Type of Job Roles (Training Target / Demand)	Any NSQF qualification/ Job role with better prospect for employment and career progression. <i>Please refer nqr website for NSQF job roles/ qualifications.</i>	Form 6
Training Centre(s)	Preferably have a Training Centre inside premises or in the industry (offering employment/ offering on-site job location). Such Training Centres should have requisite infrastructure according to NSQF prescribed guidelines.	Form 7 (Optional)
Mandatory Undertaking(s)	Applicant should not have been blacklisted by any Donor agency/ State Government/ Central Government or by any agency/department of the State/Central Government.	Form 8
Consortium/ Tie Ups/ Joint Ventures/ Subcontracting of any kind	Not Permitted. Would lead to automatic disqualification. Except for Industry Association/ Cluster/ Federation	NA
Forms	All Other Forms (as prescribed in this document) to be submitted	All Other Forms (as prescribed in this document) to be submitted

The broad responsibilities of Haryana Skill Development Mission (HSDM) and Collaborative Partner (CP) are listed below:

6.1 Responsibilities of Haryana Skill Development Mission (HSDM)

- I. HSDM will engage Collaborative Partner (CP) for providing Short Term Training (STT)/ Recognition of Prior Learning (RPL) training under any scheme of the Mission.
- II. HSDM will transfer the training cost per trainee to the CP as fixed by the HSDM which would be broadly based on the indicative common norms notified by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India (GoI) subject to amendments and modifications made from time to time by HSDM.
The batch wise total payment shall be released in instalments in the ratio 20:30:50, subject to amendments and modifications made from time to time by HSDM.
- III. The batch wise total payment will be released in installments as per terms & conditions of payment mentioned below:
 - a. 20% (1st Tranche) of training cost of the targets allotted will be released batchwise at commencement of training i.e. after batch formation, batch approval, actual start of training and submission of attendance.
 - b. 30% (2nd Tranche) of the training cost will be released batch-wise on completion of training and certification of trainees. The CP has to submit 70% verified placement data against certified trainees alongwith Offer letters (on its own letterhead)/ Apprentice Contract letter (mentioning collaborative partner as employer) of the trainee. In case of contractual employment, offer letter should clearly certify that the Principal Employer is the Collaborative Partner or the job site is of Collaborative Partner. If Collaborative Partner is an Industry Association/ Cluster/ Federation etc., the employment should be assured in associated members of such Association/ Cluster/ Federation etc. Due verification of submitted placement data may be done by HSDM & payment of 2nd Tranche will be released after verification of submitted placement data.
 - c. Payment will be made only for those candidates who are successfully trained and certified by the 3rd party assessor. If payment of 1st tranche has been released for the trainees who have either failed in assessment or having attendance less than 70%, then due recovery will be made from the CP during 2nd tranche payment.
 - d. Balance 50% (3rd Tranche) amount will be released batchwise to the CP after submission of at-least 70% placement data of the trainees against certified candidates as per guidelines of HSDM with an undertaking that the CP shall track the trainees and will submit the post placement report to the Mission. 3rd tranche payment will be subject to verification of placement data submitted by CP a

described in the 3rd tranche guidelines of the Mission (*can be obtained from Mission's website i.e www.hsdm.org.in*).

- IV. The Mission shall review the performance of CP at regular intervals and shall have all rights to revise/ withdraw the targets in case the performance of achieving the targets is not satisfactory and instructions will be issued accordingly to CP. In case targets are reduced, amount released as advance payment shall be adjusted accordingly from future payments or Performance Security Deposit (PSD).
- V. HSDM has full right to do financial recovery from future payments for any batch or Performance Security Deposit (PSD) related to any batch for any default by CP in execution of work allocated at any stage.
- VI. Penalties, blacklisting etc. may be imposed against the CP in case of discrepancy & non-compliance of Guidelines of HSDM & MSDE GoI.

6.2 Responsibilities of Collaborative Partner (CP)

The applicant(s) meeting the eligibility criteria and shortlisted by HSDM following due selection process shall be engaged as Collaborative Partner(s) (CPs) for imparting skill training in NSQF aligned courses. The responsibilities of the CP based upon important aspects of the skill development training eco-system are as below:

6.2.1 Mobilization, Counselling and selection

The youth will be mobilized keeping in view demographics that surrounds Industrial Area, SAKSHAM YUVA (DoE), Unemployed youth registered on PPP portal, ITI & School dropouts etc. The youth mobilized for training should be from Haryana having PPP Id meeting the eligibility criteria as mentioned in the prescribed QP or criteria fixed by the State Government. Only fresh candidates (i.e not already employed resources) should be mobilized if the target is allotted.

Candidate counselling should provide information to prospective trainees on the nature of work in the sector/ trade, availability of jobs, deliverables by the employer, entitlements, growth prospects and risks involved. This is aimed at helping both candidates and parents make informed choices and to match aptitude with aspirations.

Candidates desirous of being skilled and employed shall be uploaded on the designated MIS portal of the State in batches. Ideal batch size of 20 trainees is recommended for the training and shall not exceed 30 trainees per batch for STT and for RPL training batch size may be upto 50 trainees.

The Collaborative Partner shall preferably conduct training inside their premises or in the industry (offering employment/ offering on-site job location) only, however, batch size should not be below 20 trainees.

The quality of training is influenced by the quality of infrastructure at the training centres, trainers, content, training methods, assessment and certification. There are number of steps that the CP should take with respect to each of these. These are explained below.

6.2.2.1 Infrastructure

The following are the important aspects to be kept in mind with respect to infrastructure at the Training Centre (TC).

- a. The TC should be well equipped in accordance with requisite infrastructure according to NSQF prescribed guidelines for the QP for which training shall be imparted and should be approved as such by Mission.
- b. The branding guidelines of the Mission should be adhered to at the TCs. The branding guidelines are available at HSDM website www.hsdm.org.in << Resources << HSDM Branding Manual.
- c. Where residential training is proposed, own or rented accommodation, which is safe, secure, and with prescribed facilities should be available and should be approved as such by Mission.
- d. Availability of following at Training Centre:
 - AEBAS facility for both trainers and trainees.
 - Firefighting equipment.
 - First aid, hygiene, drinking water, canteen and washroom facilities.
 - Internet and email access of prescribed speed on all I.T. equipment using which all trainees can check their emails and browse the internet.
 - Power back up.
 - Projection and copying equipment.
 - CCTV (as approved by HSDM) recording facilities in classrooms, labs and common areas. HSDM has its own Command Centre for online monitoring of the TCs. The CCTV cameras should either be compatible with HSDM requirements or may be procured from HARTRON and rent for the same may have to be borne by CP.
- e. Training infrastructure may be owned, hired or on lease.

6.2.2.2 Qualification and Job Role

Any NSQF qualification/ Job role with better prospect for employment and career progression. The Qualifications and Job roles should be NSQF aligned

National Education Training (NCVET) or any other agency notified for the purpose by Ministry of Skill Development and Entrepreneurship (MSDE), Government of India (GoI). All such NSQF aligned courses should be active and be available on National Qualification Register (NQR). CP should refer www.nqr.gov.in for this purpose. The guidelines pertaining to such qualification/ job role should be adhered.

6.2.2.3 Trainers

The Trainer should either be a:

- ToT certified pertaining to job role for which he/she is engaged. OR
- Master's in Engineering pertaining to job role for which he/she is engaged. OR
- Experienced having at-least 5 years industrial experience.

6.2.2.4 Training Methods

The CP should ensure that training is delivered in an innovative and trainee friendly manner with adequate audio-visual tools and participatory methods keeping in mind that the background of the trainee. Trainers should be sensitive to these factors. They should be deployed in accordance with the batch size. Trainer Student ratio may be maintained at 1:20 to 1:30.

6.2.2.5 Assessment and Certification

- a. Trainees successfully completing the training shall be required to undergo a standardized assessment and shall be awarded certificate in the allotted NSQF job role by the Awarding Body duly recognized by National Council for Vocational Education Training (NCVET), preferably by Shri Vishwakarma Skill University (SVSU) or any other agency notified for the purpose by Ministry of Skill Development and Entrepreneurship (MSDE) or by the State Government.
- b. Batch-wise, the candidates fulfilling the eligibility conditions of job role and completing at least 70% attendance criteria shall be allowed for the assessment and certification.

6.2.3 Placement/ Employment

Placement may be defined as the process of facilitation of 'employment' (wage/self/apprentice) by virtue of which a candidate finds a job, or alternately, a company finds an employee. Placement refers to providing wage or self-employment or an apprenticeship to candidates, trained and certified under any scheme(s) of the Mission. While every effort is to be made to ensure that all the trainees get jobs, that match their aspirations and aptitude, a minimum placement of 70% of certified trainees, batch-wise, is a non-negotiable for claiming full cost of the project. The CP must

of the certified trainees, batchwise in its own organization. Preference should be given to engage trainee as Apprentice in Optional Trade.

For a candidate to be considered as placed, his/ her remuneration should not be below, the minimum wages of the State in which he/ she has been placed except for Apprenticeship.

6.2.4 Financial Accounts & Auditing

I. Performance Security Deposit (PSD): PSD of 6.5% of total training cost of the batch, which shall be adjusted from the payment to be made by HSDM for the first tranche, batchwise.

No interest shall be payable by the Authority/ HSDM to the CP on PSD.

II. 1st Tranche Payment: 20% of training cost of the targets allotted will be released batchwise at commencement of training i.e. after batch formation, batch approval, actual start of training and submission of attendance.

III. 2nd Tranche Payment: 30% of the training cost will be released batchwise on completion of training and certification of trainees. The necessary conditions for clearance of 2nd tranche payment raised by CP for a respective batch are as below:

- a. 1st Tranche must have been financially closed/ cleared.
- b. The CP has to submit 70% verified placement data against certified trainees alongwith Offer letters (on its own letterhead)/ Apprentice Contract letter (mentioning Collaborative Partner as employer) of the trainee. In case of contractual employment, offer letter should clearly certify that the Principal Employer is the Collaborative Partner or the job site is of Collaborative Partner. If Collaborative Partner is an Industry Association/ Cluster/ Federation etc., the employment should be assured in associated members of such Association/ Cluster/ Federation etc. Due verification of submitted placement data may be done by HSDM & payment of 2nd Tranche will be released after verification of submitted placement data.
- c. The CP must submit/ upload the placement data alongwith offer letters on HSDM Portal.
- d. Submission of complete attendance.

IV. 3rd Tranche Payment: The 50% remaining 3rd Tranche payment of training cost linked to outcome would be released to the CP for a respective batch subject to the following conditions:

- a. 2nd Tranche must have been financially closed/cleared.

- be eligible for 100% payment for outcome achievement if 70% or more certified trainees are placed (with at least 50% of the trainees passing out being placed in wage employment).
- If placement of batch is less than 50% of the certified trainees, then no payment will be made for 3rd tranche.
 - The entitlement of final payment would be only after successful placement of the certified trainees and their retention with valid documentary evidences as indicated in the check list of the 3rd tranche guidelines of the Mission (*can be obtained from Mission's website i.e www.hsdm.org.in*).
 - The CP has to make provision for post-placement support/ tracking for candidates placed. Candidates should continue to be in jobs for a minimum period of 3 months from the date of placement.
 - The CP must submit/ upload the placement data on HSDM portal.
 - The terms for 3rd tranche payment will be as per the table below:

Placement Achievement	Terms of Payment (3 rd Tranche)
If Placement is 70% or more (with at least 50% of the trainees passing out being placed in wage employment)	100% payment to be made subject to verification of placement data
If Placement is less than 50%	No payment will be made and remaining target may be revoked with show cause notice & no fresh target may be allocated to CP in future
If Placement is between 50% - 69% (with at least 50% of the trainees passing out being placed in wage employment)	Payment to be made on pro-rata basis defined as per following example(s).

Example 1:

Total number of trainees in a batch: 30

Total number of certified trainees in a batch: 25

Total number of placed trainees in a batch: 18

Total 3rd tranche payment amount per trainee: Rs.4500/-

Since in this case, 18 trainees have been placed out of 25 certified trainees which is above 70%, complete 100% 3rd tranche payment can be made i.e. Payment for all 25 certified trainees = Rs.4500X25 = Rs.112500/- subject to verification of the placement data.

Example 2:

Total number of trainees in a batch: 30

Total number of certified trainees in a batch: 25

placed trainees in a batch: 15

Total 3rd tranche payment amount per trainee: Rs.4500/-

Since in this case, 15 trainees have been placed out of 25 certified trainees which is below 70%, payment is to be made on pro rata basis which is explained below:

Total number of placed trainees in a batch: 15

Total 3rd tranche payment amount per trainee: Rs.4500/-

Payment for 15 placed trainees = Rs.4500 X 15=Rs.67500/- subject to verification of the placement data.

Example 3:

Total number of trainees in a batch: 30

Total number of certified trainees in a batch: 26

Total number of placed trainees in a batch: 12 or less than 12

No payment against 3rd tranche will be released.

Note: For more details, refer 3rd tranche guidelines of the Mission available on www.hsdm.org.in . **It should be noted that placement will be considered within 3 months from date of certification and not from date of completion.**

- V. The CP would maintain a separate bank account for the funds to be transferred by the Mission.
- VI. The CP shall be responsible for keeping accurate and systematic records in respect of the services in such form and detail which clearly identifies all relevant funds received from HSDM and payments made to its staff so as to enable HSDM to inspect the same at any point of time duly audited by its own auditors.

6.2.5 Other Important Instructions

Following should be kept in mind by the CP during implementation of the project:

- I. Maintain a register of all the batches undergoing skill training indicating name of the course with NSQF level, name of the students enrolled for the batch along with his/ her Father's / Mother's Name & address, date of start of course, date of completion of course, name of trainer etc.
- II. Maintain a separate file of each trainee containing application of the trainee, his/ her photograph, copy of address proof, copy of ID proof, copy of Aadhar Card, copy of PPP ID, mobile no., training details like course name, its duration, time period, assessment & certification details, placement details etc. along with other relevant documents.
- III. Maintain records in accordance with appropriate and accepted accountant practices reflecting its operation and utilization of grant.

dispute with trainee or any loss to the trainee whether physical or financial, CP will be responsible to settle the dispute as per law.

- V. The CP shall be engaged for the sole purpose of providing skill training. The CP shall not be or become directly or indirectly engaged, concerned or interested in any other business other than as envisaged herein from the financial grant provided by the Mission.
- VI. The training for the batch shall only be started by the CP, iff, that batch is approved by the concerned authority from the HSDM.
- VII. If at any stage, it is found that any document submitted by the CP is fake/ information provided is incorrect, CP shall be held responsible for the same and legal action shall be initiated accordingly.
- VIII. No fees in any form shall be charged by CP from any candidate (unless mandated by HSDM in writing). Violation of this would lead to malpractice by CP and if detected at any stage by HSDM, strict action would be taken against such CP as mentioned in the monitoring manual available at hsdm.org.in.
- IX. The CP shall not operate any other scheme or coaching institution in the same premises which conflicts with the interests of the Mission.
- X. The CP will ensure compliance of all processes and protocols related to various aspects of skilling as issued by Haryana Skill Development Mission. Any amendments/ modifications/ clarifications issued by HSDM from time to time will also be binding on the CP.
- XI. Infrastructure, equipment's, class rooms, size/quality & resources must be as per the standards prescribed in the course curriculum, until HSDM issues its own standards in future that are higher.
- XII. Evidences of Trainers/ Employees employed by CP must be evident and all transactions must be through banking. Any change/ resignation must be informed to HSDM.
- XIII. Only fresh candidates (i.e not already employed resources) should be mobilized by the applicant if target is allotted.

7 Terms and Conditions

7.1 Tenure of Engagement

The tenure of engagement will be 02 years subject to renewal based upon the performance as per guidelines and standards or any further circular orders issued by HSDM.

HSDM, at its discretion, can modify or terminate the contract earlier than the expiry of the above-mentioned period in the event of change in law or due to other relevant reason(s).

The eligible applicant may be called for a presentation by the Mission. The presentation shall be focussed on applicant's understanding of the project, approach & methodology, commitment towards livelihood generation of the trained youth, infrastructure and manpower availability.

Based on the review done by the Mission, target will be allotted basis demand submitted by District Skill Development Agency (DSDA) in respective job roles/ qualifications & districts and/or in accordance to the job roles demanded by the applicant in the proposal and/or as per the discretion of the HSDM.

HSDM is NOT bound to select an Applicant or to appoint the Successful Applicant, as the case may be, for conducting Skill Development Training(s). HSDM reserves the right to reject all or any of the Successful Applicant(a) or Proposal Invitation without assigning any reason whatsoever.

Target will be allotted keeping in view the capacity, number of trainers, manpower / apprentice requirement provided by the selected agency/ ies and target available with the Mission or any other parameter defined by HSDM from time to time. Target can be allotted under any scheme of HSDM.

An agreement will be signed between HSDM and CP detailing the terms and conditions of the arrangement. All the terms and conditions as applicable under Haryana Skill Development Mission will be binding on the CP.

7.3 Eligible Beneficiary

The target group shall be the Youth of Haryana in Age group between 16-40 years and the upper age limit for women, PWDs, Transgender and Rehabilitated Bonded Labour, Victims of Trafficking, Manual Scavengers, HIV+ persons etc. shall be 45 years.

The preference shall be given to a candidate who;

- Is an unemployed youth or, school/ college dropout,
- Has the ownership of/ inclusion in BPL card/ EWS,
- Has the ownership of/ inclusion in Mukhyamantri Antodaya Yojna

And

- Possesses an Aadhaar card, PPP ID and a bank account.
- Any other Minimum educational Qualification and age criteria, as defined by the SSCs/ Awarding Body/ NCVET for the respective job roles/QP.

The relaxation in above comes under discretion and consent of HSDM and the entry requirement may be relaxed in case of Special Groups/ Special Projects.

Government Entities and Institution of Repute, Victim of Trafficking, Manual Scavengers, Transgender, Rehabilitated Bonded Labour and other vulnerable groups.

7.4 Sub-Contracting

The Training should preferably be conducted inside their premises or in the industry (offering employment/ offering on-site job location) only. The CP shall not subcontract or enter into a franchising mode with any party. At any stage if Mission detects franchising arrangement and CP shows inability to show appropriate documents, the targets shall be revoked, and PSD may be forfeited.

7.5 Monitoring and Supervision

Monitoring & Supervision will be done at various levels outcome by HSDM & District Skill Development Agency (DSDA) to ensure quality and outcome-based trainings. It would be done via technology-driven interventions as well as physical inspections.

7.6 Payment/ Training Cost

HSDM will transfer the training cost per trainee to the CP as fixed by the HSDM which would be broadly based on the indicative Common Cost Norms (CCN) notified by the Ministry of Skill Development & Entrepreneurship (MSDE), Government of India (GoI) subject to amendments and modifications made from time to time by HSDM.

The batch wise total payment shall be released in instalments in the ratio 20:30:50, subject to amendments and modifications made from time to time by HSDM.

7.7 Issue of Corrigendum

- a. The Corrigendum (if any) shall be posted on the www.hsdm.org.in and etenders.hry.nic.in. Applicants are advised to check the HSDM website frequently for all updates regarding this document.
- b. Any such corrigendum shall be deemed to be incorporated into this document and shall be considered as its part.

7.8 Language of Proposal

The Proposal prepared by the Applicant, as well as all correspondence and documents relating to the proposal exchanged by the Applicant and HSDM shall be written in English only.

[On the letterhead]

No.

Date:

To,

The Mission Director,

Haryana Skill Development Mission

Kaushal Bhawan

IP-02, Sector-3

Near Majri Chowk

Panchkula-134109

Sub: Proposal for engagement as Collaborative Partner to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Govt. of Haryana (GoH)

Reference Number: _____

Dated _____

Dear Sir,

Having examined the Document, Annexures, Addenda, thereto, we, the undersigned, in conformity with the said Document, offer to provide the said services defined in the Document upon the award of contract/ work order.

We agree to abide by this Proposal for a period of 180 days from the date of Proposal submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We agree to accept the Work Order in the form to be communicated by HSDM, incorporating all terms and conditions with such alterations or additions thereto as may be necessary to adapt such work order to the circumstances of the standard and notice of the award within time prescribed after notification of the acceptance of this Proposal.

We agree that if any day during the entire project duration, our act breaches the terms and conditions or we express our inability to execute the project, HSDM reserves all the rights to terminate the work order and appropriate penalty shall be applicable on us.

We hereby confirm that we do not have any conflict of interest in accordance with the Document.

The information furnished herein and as per the Proposal /documents / clarifications submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of the Document and are liable to any punitive action for furnishing false information /documents.

We have read the provisions of the Document, Annexure thereto and Addenda. We understand that any additional conditions, deviations, suggestions, assumptions, if any, found in our Proposal shall not be given effect to and shall not be binding on HSDM in case our Proposal is accepted.

We understand that if the details given in support of claims made above are found to be untenable or unverifiable, or both, our Proposal may be rejected without any reference to us. We also understand that if there is any change in our eligibility criteria status till the date of award of contract, it is our responsibility to inform HSDM of the changed status at the earliest.

We understand that HSDM is NOT bound to select an Applicant or to appoint the Successful Applicant, as the case may be, for conducting Skill Development Training(s). HSDM reserves the right to reject all or any of the Successful Applicant(a) or Proposal Invitation without assigning any reason whatsoever.

We further clearly understand that HSDM is not obliged to inform us of the reasons for non-acceptance/ rejection of our Proposal.

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Particulars of the Applicant

[On the letterhead]

(Strike out which is not applicable)

No.

Date:

S.No.	Particulars	Details
1.	Name of the Applicant	
2.	Office Address	
	Telephone Number	
	Fax No.	
	Mobile Number	
	Email Id	
3.	Nature of the Firm i.e., whether Registered Partnership Firm/ LLP, or a Private Limited Company, or a Public Limited Company incorporated in India, or a Proprietorship Firm, or an Industry Association/ Cluster/ Federation.	
4.	a) Name of the Contact Person authorized to sign proposal documents	
	b) Telephone No.	
	c) Mobile No.	
	d) Email ID	
5.	PAN No. of Applicant <i>(enclose a scanned copy of PAN Card of the firm)</i>	
6.	GST Registration No. <i>(enclose a scanned copy of GST registration number of the firm)</i>	
7.	Years of Existence	

S.NO.	Particulars		Details
8.	Employee/ Member Organization Strength		
9.	Financial Strength/ Turnover during last 03 years	Year	Turnover (Rs. Crores)
		FY 2022-2023	
		FY 2021-2022	
		FY 2020-2021	
		Average	

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Annexure Sheet for Eligibility Criteria

Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
Nature of Entity	<p>The applicant should be either:</p> <ul style="list-style-type: none"> • A company registered under the Indian Companies Act, 2013 / 1956 OR • A registered proprietorship firm OR • A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 OR • A partnership firm registered under the Indian Partnership Act, 1932 OR • A registered Industry Association/ Federation 	Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.		
Years of Existence	Active and operational continuously anywhere in India for last three (03) years from the date of submission of Proposal	Certificate of Incorporation, Certificate of Registration, Partnership deed, etc. reflecting years of existence.		

Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
Financial Strength/ Turnover	<p>The minimum average turnover of the Applicant in last 3 years (2022-23, 2021-22, 2020-21) should be 10 crores.</p> <p>In case of Industry Association / Cluster / Federation, minimum total turnover of all the members of such Association / Cluster / Federation for last year (2022-23) should be 20 crores.</p>	<p>Audited Financial Statements with</p> <ul style="list-style-type: none"> • Certificate from statutory auditors/ CA clearly certifying the turnover requirements AND UDIN as per format given in Form 4 (a) or Form (b) 		
Employee/ Member Organization Strength	<p>The minimum number of "On Pay Roll" employees should be 100 numbers.</p> <p>In case of Industry Association / Cluster / Federation, minimum number of member organizations should be 30 numbers.</p>	Form 5 (a) or Form 5 (b)		
Placement/ Employment	The applicant must be committed to provide a minimum of 70% Placement	Form 6		

Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
	of the certified trainees, batchwise in its own organization. Preference should be given to engage trainee as Apprentice in Optional Trade.			
Type of Job Roles (Training Target / Demand)	Any NSQF qualification/ Job role with better prospect for employment and career progression. <i>Please refer nqr website for NSQF job roles/ qualifications.</i>	Form 6		
Training Centre(s)	Preferably have a Training Centre inside premises or in the industry (offering employment/ offering on-site job location). Such Training Centres should have requisite infrastructure according to NSQF prescribed guidelines.	Form 7 (Optional)		

Parameter	Specific Requirement(s)	Document(s) Required	Compliance (Yes/ No)	Reference & Page Number
Mandatory Undertaking (s)	Applicant should not have been blacklisted by any Donor agency/ State Government/ Central Government or by any agency/department of the State/Central Government.	Form 8		
Forms	All Other Forms (as prescribed in this document) to be submitted	All Other Forms (as prescribed in this document) to be submitted		

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Form 4 (a)
Format for Financial Strength/Turnover
(Individual Entity)

On the basis of audited financial statements, I/ We hereby certify that:

- i. M/s..... (Name of Applicant), having registered office at.....
(Complete Address of Applicant), is in the business of..... .
- ii. The average turnover of the Applicant in last Three FY's (2022-23, 2021-22, 2020-21) is given below:

Financial Year	Turnover (INR Crore)	Average Turnover (INRCrore)
FY 2022-2023		
FY 2021-2022		
FY 2020-2021		

This certificate is issued based on documentary evidence and Audited Accounts produced to me and copies of which are available with me that I shall be able to produce if required by the HSDM. The certificate is true and correct to the best of my knowledge and belief.

Signature with Seal	
Name of the Statutory Auditor/CA	
Name of the Audit Firm	
Address	
Email address	
Contact No.	
UDIN	
Date	
Place	

Supporting Documents:

- Copy of audited financial statements for past three consecutive FY's (2022-23, 2021-22, 2020-21).

Form 4 (b)

**Format for Financial Strength/Turnover
(Industry Association/Cluster/ Federation)**

On the basis of audited financial statements, I/ We hereby submit that M/s.....(Name of Applicant), having registered office at (Complete Address of Applicant), the members of the Association/ Cluster/ Federation has annual turnover of Rs. from all activities, in FY 2021-22.

This certificate is issued based on documentary evidence and Audited Accounts produced to me and copies of which are available with me that I shall be able to produce if required by the HSDM. The certificate is true and correct to the best of my knowledge and belief.

Signature with Seal	
Name of the Statutory Auditor/CA	
Name of the Audit Firm	
Address	
Email address	
Contact No.	
UDIN	
Date	
Place	

Supporting Documents:

- *Copy of audited financial statements of all members of the Association/ Cluster/ Federation for last FY i.e (2021-22).*

[On the letterhead]

No.

Date:

Form 5 (a)
Format for Employee Strength
(Individual Entity)

We, M/s (Name of Applicant), having registered office at (Complete address of Applicant), have a strength of (Number) employee. The details are as below:

Category	Number of Employees
On Company Roll	
On Contract	
Outsourced	
Total	

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Form 5 (b)

Format for Number of Members in Association / Cluster/ Federation

We, M/s (Name of Applicant), having registered office at (Complete address of Applicant), have a strength of (Number) members in the Association / Cluster / Federation. The details are as below:

Category	Number of Members	Total Employee Strength of all members
Association / Cluster/ Federation		

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

FINAL

Job Roles (Training Target / Demand)

[On the letterhead]

No.

Date:

We, M/s (Name of Applicant), having registered office at (Complete address of Applicant) wish to associate with Haryana Skill Development Mission and impart skill trainings in NSQF aligned job roles. The demand for training numbers is as below:

S.No.	Job Role (NSQF)	QP Code	Sector	District	Demand for Training Target (Number)	Residential/ Non- Residential	Total Number of Candidates required (Employment/ Apprenticeship)	Salary offered per candidate per month (INR)

Important Note:

- Total number of candidates required (employment/ apprenticeship) should be at-least 70% of Demand for Training numbers.

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

Existing Training Centre(s), if any

S.No.	Complete Address of TC with district	Job Role(s) for which requisite infrastructure is available at TC	Approx size of i) Classroom ii) Lab/ Workshop	AEBAS Available (Yes/ No)	ToT certified Trainer Available (Yes/ No)	Reference Page Number where required document is placed
			i) Classroom Area: ii) Lab/ Workshop Area:			

Important Note:

- HSDM may conduct the inspection of the Training Centre proposed in our Proposal, whenever desired.

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: Date:

[On the letterhead of the organization]

No.

Date:

To,
The Mission Director,
Haryana Skill Development Mission
Kaushal Bhawan
IP-02, Sector-3
Near Majri Chowk
Panchkula-134109

Sub: Proposal for engagement as Collaborative Partner to conduct Skill Development Training Programme(s) in the State of Haryana under Haryana Skill Development Mission (HSDM), Govt. of Haryana (GoH)

Reference Number: _____ Dated _____

Dear Sir,

We confirm that our company or firm, _____, is as on the date of submission of this Proposal: -

- A. Has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and not been blacklisted/ debarred by any State Govt./ Central Govt./ Board, Corporations and Government Societies / PSU for any reason.
- B. Has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.
- C. And their directors, partners and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications within a period of three years as on date of submission of the proposal or not have been otherwise disqualified pursuant to debarment proceedings.

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address: Location: Date: