# REQUEST FOR PROPOSAL FOR

**IMPLEMENTING DISTRICT-WISE & SECTOR-WISE SKILL GAP STUDY IN ALL THE DISTRICTS OF HIMACHAL PRADESH**

**RFP No. NRLM 25/2020-21-DDU-GKY-**

Dated: 30-07-2022

**Government of Himachal Pradesh**

**Department of Rural Development**

**Himachal Pradesh State Rural Livelihood Mission (HPSRLM)**

**Khalini, Shimla-171002**

**Phone no: 0177-2970081/82, E-mail;-ddugkyhp@gmail.com**

#### Notice inviting Request for Proposal (RFP) for Implementing District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh

The Himachal Pradesh State Rural livelihood Mission (HPSRLM), Department of Rural Development, H.P. invites RFP from reputed agencies with proven track record of having a thorough understanding and good experience for Implementing District-Wise & Sector-Wise Skill Gap Study.

1. The duration of this engagement to Implement District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh will be for a period of 3 months from the date of signing of contract.
2. The details regarding eligibility criteria, scope of work, application procedures, selection methodology and other terms and conditions have been clearly stated in this RFP document.
3. The Agency shall be selected merely on financial bid. Technical bid will merely be criteria for qualifying for financial bid.
4. Amendments / Corrigendum if any shall be posted on the website www.himaajeevika.hp.gov.in
5. Technical and Financial bids must be prepared in the prescribed formats and submitted to the office of HPSRLM at Khalini, Shimla within specified date and time.
6. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.
7. The decision of Chief Executive Officer, HPSRLM in respect of above mentioned one or all conditions shall be final.

#### Chief Executive Officer

#### HPSRLM, Deptt. Of Rural Development

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| **Schedule for Invitation of RFP** | | | | |
|  | **A** | Name of the Client | **Himachal Pradesh State Rural livelihood Mission(HPSRLM)** | |
| **B** | Address from where the RFP can be obtained | www.himaajeevika.hp.gov.in  **after 2:00 PM (30-07-2022)** | |
| **C** | Address where response to  RFP has to be submitted | **Office of Chief Executive Officer, HPSRLM, Barowalias House, Ground Floor, Khalini, Shimla-171002** | |
| **D** | Issue of RFP Document | 30-07-2022 | |
| **E** | Date for submission of Pre Bid Queries | Before 5:00 PM on 10-08- 2021 through email.  Email ID: [ddugkyhp@gmail.com](mailto:ddugkyhp@gmail.com), nrlmhp@gov.in | |
| **F** | Last Time and date of submission of response to RFP | 22/ 08 /2022 by 4:00 pm | |
| **G** | Time, Place and date for opening of technical Qualification Criteria | On 24 /08 /2022/at . 2: 00 pm at office of HPSRLM  **Address: Himachal Pradesh State Rural Livelihood Mission**  **Office of Chief Executive Officer, HPSRLM, Barowalias House, Ground Floor, Khalini, Shimla-171002** | |
| **H** | Earnest Money Deposit | INR 1,00,000 (Indian Rupees One lakh only) in the form of a Demand Draft which has to be submitted in Hard copy to the HPSRLM before the due date along with the proposal. | |
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**Request for Proposal (RFP)**

**Assignment Title: Implementing District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh**

**Date of issue: 30 /07 / 2022**

**Due Date of Submission: 22/08 / 2022 before 4;00 Pm**

Dear Sir/ Madam,

HPSRLM intends to enter into an arrangement for the provision of services outlined in the Terms of Reference (ToR) through a competitive bidding process. In this respect, HPSRLM would like to invite organizations/Agencies to submit details with respect to Technical and Financial proposals as outlined in this RFP.

Any questions regarding the RFP must be received in writing (e-mail) to the undersigned as per the date and time mentioned in Schedule for Invitation of RFP. Thereafter, no request for information will be considered.

* 1. An agency/ firm will be selected merely on financial bid.

The proposal, Technical and Financial should be submitted offline latest by the date and time mentioned in Schedule for Invitation of RFP. Any proposals received after the stipulated date and time shall not be considered.

Chief Executive Officer,

Himachal Pradesh SRLM

E:mail- ddugkyhp@gmail.com

**Section 1 – Pre-Qualification Criteria**

1. Response to the Request for Proposal (RFP) are invited from qualified and experienced agencies for Implementing District-Wise & Sector-Wise Skill Gap Study in Himachal Pradesh.
2. The objectives and expected deliverables of the Services which will be carried out by the selected firms has been provided in Section 5 - Terms of Reference
3. The agencies which are interested in being considered for this assignment should fulfill the following criteria:
4. The Bidder shall be a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, a society registered under the Societies Act or a Trust, operating for the last 2 years.

C. The bidder should have positive net worth in the three (3) financial Years (i.e., FY 2019-20, FY 2020-21, FY 2021-2022) as revealed by audited balance sheet & CA Certificate.

D. Experience of working as an Agency with Central Govt./ MSDE / NSDC/ Multilateral Funding Agency for implementing any Research projects / field studies

> INR 20 lakhs in the past 3 years

1. The Bidder should not have been banned / blacklisted by any Central / State Government / National Regulator/ Departments / PSUs in India as on bid submission date under a declaration of ineligibility for corrupt or fraudulent practices
2. The bidder under no conditions will be allowed to sublet any part of the work to any other agency. If at any stage of the entire project, it comes to the notice of the HPSRLM that part of the work /assignment has been outsourced to any other agency the entire assignment will be subject to cancellation.

* **The Total duration of the Services will be maximum 3 months.**
* **Maximum limit for financial bid shall be up to INR 40 lakhs (INR Forty lakhs rupees only)**

1. Agencies which are interested in being considered for the assignment, should submit information in the format indicated in the **Attachment 1** to this letter for expression of interest / pre-qualification criteria.
2. The response to RFP should be separately packed in three parts (**Part A** - for Pre- Qualification Criteria, **Part B** - for Technical Proposal & **Part C** - for Financial Proposal)
3. In case any false information is provided or information is concealed then the bids of such bidders shall be cancelled, and HPSRLM will have the rights to initiate appropriate action against the Bidder.

#### Chief Executive Officer

#### Himachal Pradesh State Rural Livelihood Mission

**Attachment 1**

**Format for submission of information – Pre-Qualification Criteria**

**A- Agency’s Profile:**

Provide a brief background and description of the Agency. The brief description should include registered office address, date of incorporation of the Agency, core business of the agency, global presence if any, brief on operations in India etc.

#### B- Eligibility Information / Pre-Qualification criteria:

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| **S.No.** | **Parameter** | **Supporting documents to be**  **provided** | **Compliance (Y/N)** | **Documentary evidence provided**  **on Page Nos.** |
| **a.** | The Bidder shall be a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, a society registered under the Societies Act or a Trust, operating for the last 3 years. | Certificate of incorporation and GSTIN |  |  |
| **b.** | The bidder should have positive net worth in the three (3) financial Years (i.e., FY 2019-20, FY 2020-21, FY 2021-2022).as  Revealed by audited balance sheet & CA Certificate. | Copy of the audited Profit and Loss  Account / Balance Sheet / CA Certificate of the three years |  |  |

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| **S.No.** | **Parameter** | **Supporting documents to be provided** | **Compliance (Y/N)** | **Documentary evidence provided on Page Nos.** |
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| **c.** | Experience of working as a agency with Central Govt./ MSDE / NSDC/ National Level Corporate house/ Multilateral Funding Agency for implementing any Research projects / field studies > INR 20 lakhs in the past  3 years | Copy of Signed Contract / LOA / MoU as issued by the client |  |  |
| **d.** | The Bidder (including parent and subsidiary) should not have been banned /blacklisted by any Central /State Government  /National Regulator/ Departments /PSUs in India as on bid submission date under a declaration of ineligibility for  corrupt or fraudulent practices | Self-certification from the  Authorized Signatory |  |  |

**Note:**

1. **The above information shall be enclosed in “Part A”**
2. **If the applicant is found ineligible, then the Technical (in Part B) and financial (in Part C) Proposals shall not be opened.**

**Section 2 - Instructions to Agencies**

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| **A. General Definitions & Instructions** | |
| **Definitions** | 1. “Governing Law” means the laws and any other instruments having the force of law in the country. 2. “Client” means the implementing agency [Himachal Pradesh State Rural Livelihood Mission (HPSRLM] that signs the Contract for the Services with the selected Agency 3. “Agency” means a legally-established professional Agency/ firm or an entity that may provide the Services to the Client under the Contract. 4. “Contract” means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents 5. “Day” means a calendar day. 6. “Experts” means, personnel allocated to the project. 7. “Government” means the government of the Client’s state. 8. “ITA” (Section 2 of the RFP) mean the Instructions to Agencies that provide~~s~~ the shortlisted Agencies with all information needed to prepare their Proposals.   (i) “RFP” means the Request for Proposals to be prepared by the  Client for the selection of Agencies   1. “Services” means the work to be performed by the Agency pursuant to the Contract. 2. “TORs” (Section 5 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the agency, and expected results and deliverables of the   Assignment. |
| **2. Conflict of Interest** | 2.1The Agency is required to provide professional, objective,  and impartial advice, at all times holding the Client’s interests |

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|  | paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.   * 1. 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.      1. Without limitation on the generality of the foregoing, and unless stated otherwise, the Agency shall not be hired under the circumstances set forth below: |
| **a. Conflicting activities** | (i) Conflict between consulting activities and non-consulting services: an agency that has been engaged by the Client to provide non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those works, or non-consulting services. Conversely, a firm/agency hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation. |
| **b. Conflicting assignments** | (ii) Conflict among consulting assignments: Agency (including its Experts) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the agency for the same or for another Client. |
| **c. Conflicting relationships** | 1. Relationship with the Client’s staff: Agency (including its Experts) 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 (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) 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. |

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| **3 Corrupt and Fraudulent Practices** | HPSRLM requires compliance with its policy regarding corrupt and fraudulent/ prohibited practices as set forth by the Govt. of Himachal Pradesh (GoHP)  In further pursuance of this policy, Agency shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, services providers, or suppliers to permit the client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the client. |
| **4. Eligibility** | The client permits Agencies from the country (INDIA) to offer services for its financed projects.  Furthermore, it is the Agency responsibility to ensure that its Experts, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established in the document |
| **a. Restrictions for Government- owned Enterprises** | Government-owned enterprises or institutions in the Client’s country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client  To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budget support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow funds, and can be liable for repayment of debts and be declared bankrupt; and it is not competing for a contract to be awarded by the government department or  agency which, under the applicable laws or regulations, is its |

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|  | Reporting or supervisory authority or has the ability to exercise influence or control over it. |
| **b. Restrictions for public employees** | Government officials and civil servants of the GoHP are not eligible to be included as Experts in the Agency`s Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the GoHP, and they   1. are on leave of absence without pay, or have resigned or retired; 2. are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring (in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in GoHP, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Agency’s Proposal.; and 3. Their hiring would not create a conflict of interest. |
| **5. Qualification to the bid** | Bids may be submitted in the following category of bidders only:  **Sole Bidder:**  The Sole Bidder will be responsible for end to end scope of work given in this RFP  **Consortium:**  Consortium shall not be allowed to participate in the bid. |
| **6. Governing Law** | The Contract shall be governed by and interpreted in accordance with the laws of the State (Himachal Pradesh) / the Country (India) and under the jurisdiction of Himachal Pradesh High Court.  Dispute Resolution: Any unresolved disputes under this Agreement shall be subject to the exclusive jurisdiction of Himachal Pradesh High Court at Shimla. |

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| **7. Force Majeure** | * For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other 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. * Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder * Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder * The Himachal Pradesh State Rural Livelihood Mission (HPSRLM) will decide the eventuality of Force Majeure which will be binding on both the parties |
| **B. 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** | 2.1 The Agency shall bear all costs associated with the preparation and submission of its Proposal, and the HPSRLM (Client) shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. 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. |
| **3. Language** | 3.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Agency and the client, will be as specified in the **Data Sheet**. |
| **4. Documents Comprising the**  **Proposal** | 4.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**. |

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| **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. |
| **6. Proposal Validity** | * 1. **The Data Sheet** indicates the period during which the Agency’s Proposal must remain valid after the Proposal submission deadline.   2. During this period, the Agency shall maintain its original Proposal without any change, including the availability of the Experts, the proposed rates and the total price. |
| **c. Sub-Contracting** | The Agency shall not be entitled to subcontract the Services without prior written consent of the HPSRLM |
| **7. Clarification and Amendment of RFP** | 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 need to be sent by e-mail, to the Client’s address indicated in the **Data Sheet**. |

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| **8. Technical Proposal Format and Content** | * 1. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive. |
| **9. Financial Proposal** | 9.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. |
| **a. Price Adjustment** | 9.2 . The Assignment is time bound and for a duration exceeding the stipulated time no price adjustment provision would apply. |
| **b. Taxes** | 9.3 The Financial quote should be inclusive of all taxes for the purpose of evaluation. |
| **c. Currency of Proposal** | 9.4 The Agency may express the price for its Services in Indian National Currency as stated in the **Data Sheet**. |
| **d. Currency of Payment** | 9.5 Payment under the Contract shall be made in Indian National Currency. |

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| **C. Submission, Opening and Evaluation** | |
| **10. Submission, Sealing, and Marking of Proposals** | * 1. The Agency shall submit a signed and complete Proposal comprising the documents and forms. The submission has to be done offline by submitting the bid documents to HPSRLM office   2. An authorized representative of the Agency shall sign the original submission letters in the required format for Pre- qualification criteria and both the Technical and Financial Proposals   3. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.   4. Similarly, the original Financial Proposal shall be followed by the name of the assignment, name and address of the Agency, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”   5. An authorized representative of the Agency shall sign the original submission letters in the required format for Pre- qualification criteria and both the Technical and Financial Proposals. |
| **11. Confidentiality** | * 1. From the time the Proposals are opened to the time the Contract is awarded, the Agency should not contact the HPSRLM 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 agency who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.   2. Any attempt by shortlisted Agencies or anyone on behalf of the Agency to influence improperly the HPSRLM in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal   3. Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if agency wishes to contact the HPSRLM on any matter related to the selection process, it should do so only in writing. |
| **12. Opening of Technical Proposals** | 12.1 Opening of Bids: All the bids received till the due date and time will be opened by the Committee formed by Himachal Pradesh State rural Livelihood Mission (HPSRLM) |

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| **13. Proposals Evaluation** | * 1. The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.   2. The Agency is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the HPSRLM will conduct the evaluation solely based on the submitted Technical and Financial Proposals. |
| **14. Evaluation of Technical Proposals** | 14.1 The HPSRLM evaluation committee shall evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria. |
| **15. Public Opening of Financial Proposals** | 15.1 After the Technical evaluations have concluded the financial proposals of all the qualified Bidders in technical evaluation will be opened. |

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| **Release of funds** | **Conditions for Release of Payment to Agency:**  Please refer to Section 5 of the document for the milestones & payment schedules. All payments will be strictly done as per the conditions put in the Section 5.  The invoice will be generated and submitted on achieving defined milestones. If there is no objection in terms of performance, deliverable or invoice value then the invoice and the deliverables will be deemed accepted by HPSRLM. |

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| **Award of Contract** | After completing the work the competent authority of HPSRLM will award the contract to the selected agency. |
| **E. Termination Clauses** | |
| **Termination for Default** | * HPSRLM may, without prejudice to any other remedy for breach of contract, by a written notice of default, terminate the contract in whole or in part. * If the selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by HPSRLM or * If the selected bidder/agency fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or * If the selected bidder/agency, in the judgment of HPSRLM, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract. * If the selected bidder/agency commits breach of any condition of the contract * If HPSRLM terminates the contract in whole or in part, amount of Performance guarantee shall be forfeited. |
| **Termination for Insolvency** | HPSRLM may at any time terminate the Contract by giving a written notice if the selected bidder/agency becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected bidder/agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the HPSRLM |
| **Termination for Convenience** | * HPSRLM by a written notice of 15 days sent to the selected bidder may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination will specify that termination is for the HPSRLM convenience, the extent to which performance of the selected bidder under the Contract is terminated, and the date upon which such termination becomes effective. |

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| **Termination by the Himachal Pradesh State Rural Livelihood Mission (HPSRLM)** | HPSRLM may, by not less than 15 (fifteen)days’ written notice of termination to the Agency, such notice to be given after the occurrence of any of the events, terminate this Agreement if:   * 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 HPSRLM may have subsequently granted in writing; * 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; * The Agency fails to comply with any final decision reached because of arbitration proceedings. * The Agency submits to HPSRLM a statement which has a material effect on the rights, obligations or interests of HPSRLM and which the Agency knows to be false; * Any document, information, data or statement submitted by the Agency in its Proposals, based on which the Agency was considered eligible or successful, is found to be false, incorrect or misleading; or |
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| **Performance Guarantee**  **F. Performance Guarantee and Liquidity Damages** | * Within 30 days from the date of Letter of Invitation (LOI) from the Himachal Pradesh State Rural livelihood Mission , the successful agency/ company/firm shall furnish the Performance Guarantee (PG) of an amount equal to 10% of its Financial Proposal, by way of Bank Guarantee issued by one of the Nationalized/Scheduled Commercial Banks in India for the due performance of the Assignment in the format at Appendix-A. The Performance Guarantee shall be for a period of Twelve (12) months. * Refund of PG: The PG shall be refunded within six months from the date of successful completion of the assignment. * Forfeiture of PG: PG shall be forfeited in the following cases:   + When any terms and condition of the contract is breached.   + When the selected Bidder fails to commence the services or fails to provide deliverables after partially executing the purchase/work order |

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| **Arbitration , Governing Laws and Jurisdiction** | The provisions of this RFP shall be governed by and construed in accordance with Indian law. The Parties undertake to resolve any unforeseen events and all disputes arising out of or in connection with this RFP, including any question regarding its existence, validity  , penalties, termination, through amicable discussions between the Parties.  In case any such disputes are not settled amicably then all such disputes shall be finally settled by the Secretary, Department of Rural Development, Govt. of HP  In case any disputes are not settled amicably then all such disputes shall be finally settled by a sole arbitrator appointed in accordance with the Arbitration and reconciliation act in force. The award of the sole arbitrator shall be a reasoned award and shall be final and binding on both the parties. The arbitration proceedings shall be held in Himachal Pradesh High Court. |

**Instructions to Agencies (ITA)**

**G. Data Sheet**

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| **A. General** | |
| **ITC**  **Clause** | **Reference** |
| **1.** | **State:** Himachal Pradesh, India |
| **2.** | **Name of the Client:** Himachal Pradesh State Rural Livelihood Mission (HPSRLM)  **Method of selection:** Lowest financial Bid |
| **3.** | **Financial Proposal to be submitted together with Technical Proposal**: Yes  **The name of the assignment is**: “Services for Implementing District-Wise, Sector-Wise Skill Gap Study in All Districts of Himachal Pradesh” |
| **4.** | **Pre – Bid Queries**: Any questions regarding the RFP must be received in writing (e-mail) to the undersigned as per the date mentioned in Schedule of Activities. Thereafter, no request for information will be considered.  [Email-ddugkyhp@gmail.com](mailto:Email-ddugkyhp@gmail.com), nrlmhp@gmail.com |
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| **6.** | **This RFP has been issued in the** English language.  **Proposals shall be submitted in** English language**.**  **All correspondence exchange shall be in** English language or Hindi language. |
| **7.** | **The Proposal shall comprise the following**:  Part -A  **with Pre-Qualification Criteria – EMD, , Power of Attorney of Authorized Signatory, Notarized Self-Declaration, etc** |

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|  | **FULL TECHNICAL PROPOSAL (FTP):**  **Technical Proposal (PART-B)**  AND  **PART- C with the Financial Proposal (PART-C)** |
| **8.** | **Statement of Undertaking is required:** No |
| **9.** | **Participation of Key Experts and Non-Key Experts in more than one Proposal is permissible:** No |
| **10.** | **All Key Experts proposed for the engagement must be on the payroll of the bidder.** |
| 11. | **Proposals must remain valid for** *180* calendar days after the proposal submission deadline |
| **12.** | **Clarifications may be requested no later than** *date & time mentioned in schedule of activities***.**  The contact information for requesting clarifications is:  **Name:**\_Chief Executive Officer  **Address:-** Himachal Pradesh State Rural livelihood Mission, Deptt. Of Rural Development, Barowalias House, ground floor, Khalini , Shimla-171002  **Email**[\_ddugkyhp@gmail.com](mailto:_ddugkyhp@gmail.com) |
| **13.** | **Shortlisted Agencies may** in no way engage with the Key experts as proposed by the other Non- shortlisted Bidder. |
| **14.** | **Costs & per diem to be provided:**  Out of Pocket Expenses (which needs to be covered in the bid amount) shall include the following: |

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|  | 1. Per diem allowance, including hotel, for resources of the agency for travel for purposes of the Services 2. Cost of travel by the most appropriate means of transport and the most direct practicable route 3. Communications costs; 4. Cost of purchase or rent or freight of any equipment required to be provided by the Agency; 5. Cost of reports production (including printing) and delivering to the HPSRLM; 6. Other allowances where applicable and provisional or fixed sums (if any) |
| **15.** | **The Financial Proposal shall be stated in the following currencies:** INR only |
| **C. Submission, Opening and Evaluation** | |
| **16.** | **The Agency must submit:**   1. Pre-Qualification Criteria: one (1) original, , EMD, Power of Attorney of Authorized Signatory, Notarized Self-Declaration, etc 2. Technical Proposal: one (1) original 3. Financial Proposal: one (1) original |
| **18.** | **The Proposals must be submitted no later than: Date: 22-08-2022**  **Time: before** 4:00 pm  *of 22-08- 2022* |
| **20.** | **Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:** |

* 1. **HPSRLM will evaluate only the pre-qualified proposals as per the criteria stated in Section 1**
  2. **Technical Proposal Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Evaluation criteria** | **Max. Marks** |
| **1** | **Experience of Bidder** (furnish certification or work order or contract document which is conclusive evidence to indicate the completion of task) | **30 marks** |
| 1.1 | Experience of working as an Agency with Central Govt./ MSDE / NSDC/ Multilateral Funding Agency for implementing any Research projects / field studies > INR 30 lakhs in the past 3 years |  |
| **2** | **Key Experts** (as per the technical proposal Form Tech  6) **–** all key personnel shall be deployed for Himachal Pradesh State Rural livelihood Mission, on full time basis – Team Leader and other key experts. | **30 marks** |
| **2.1** | Project Lead -----------------------1 position-6 marks | **CVs of the Key experts to be provided with the proposals** |
| 2.1 | Team Leader -------------------2 position\*3 mark each—6 mark |
| 2.1 | Subject Matter Experts (3 position-3 mark each=9 marks |
| 2.3 | Analysts / Team Members (9 positions-1 mark each= 9 marks |
| **3** | No of assignments (non Govt) (any field study/ survey/ research study) completed in last three years  1-3 assignments= 10 marks  4-7 assignments= 15 marks  8-10 assignments= 20 marks | **40 marks**  **Proof of completion of work to be provided** |

|  |  |
| --- | --- |
|  |  |
| **21.** | **The minimum score for Technical Qualification is 60** |
|  |  |
| **24.** | **Expected date and address for contract negotiations: Date**: will be communicated |

|  |  |  |
| --- | --- | --- |
|  | * No of Government assignments completed any field study/ survey/ research study) completed in last three years   1-3 assignments= 5 marks  4-7 assignments= 10 marks |  |
|  | **Total** | **100** |

|  |  |
| --- | --- |
|  |  |
| **25.** | **Earnest Money Deposit (EMD):**  INR 1, 00,000 (Indian Rupees Two lakh fifty thousand only) in the form of a Demand Draft in favour.  of the “ CEO, Himachal Pradesh State Rural livelihood Mission**”,**  The EMD of unsuccessful Bidder shall be refunded within 30 days of completion of agreement signing process. The Selected Bidder’s EMD shall be refunded upon the Bidder submitting the performance guarantee. In case the selected agency fails to deposit the Bank Guarantee towards Performance Guarantee in scheduled time, the EMD submitted by it shall be forfeited and other penal action may be taken as considered by competent authority. Kindly note:  Proof of submission of EMD must be placed by the bidder in the Part A with Pre – Qualification criteria (Cover A). If the Bidder fails to furnish the proof for the same , the response document will not be evaluated further. The Bidder also needs to submit Physical copy of the Demand Draft prepared in support of the submission of the EMD to Himachal Pradesh State Rural livelihood Mission in an envelope clearly subscribed as Demand Draft for EMD for selection of agency for conducting skill gap analysis in the Districts of Himachal Pradesh. |
| **26.** | **Performance Guarantee (PG)**  Within 30 days from the date of Letter from HPSRLM, the successful Agency company / firm shall furnish the Performance Guarantee (PG) of an amount equal to 10% of its Financial Proposal, by way of Bank Guarantee issued by one of the Nationalized / Scheduled Commercial Banks in India for the due performance of the Assignment in the format at Appendix-A. The Performance Guarantee shall be for a period of twelve (12) months.  Refund of PG: The PG shall be refunded within six months from the date of successful completion of the assignment.  Forfeiture of PG: PG shall be forfeited in the following cases:   * When any terms and condition of the contract is breached. * When the selected Bidder fails to commence the services or fails to provide deliverables after partially executing the purchase / work order |

|  |  |
| --- | --- |
| **27.** | **Penalty Clause**  The Agency is expected to deliver all the key deliverables on time . In case of delayed submission of the documents at every stage of payment penalties will be imposed on the Agency. The quanta of penalty have been clearly mentioned in the Penalty Grid mentioned in a separate Section of the RFP. |

*Form TECH-1*

**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

#### To:

**Chief Executive Officer**

Himachal Pradesh State Rural livelihood Mission,

Barowalias House, ground floor, Khalini, Shimla-171002

Dear Sir,

We, the undersigned, offer to act as **Implementing Agency for conducting skill gap analysis in all the districts of Himachal Pradesh** in accordance with your Request for Proposals dated /

/ 2022. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal separately.

We hereby declare that:

1. 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
2. Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
3. We have no conflict of interest as stated in the RFP
4. We meet the eligibility requirements as stated in RFP
5. 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.
6. 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 if indicated in the Data Sheet.

We understand that HPSRLM is not bound to accept any Proposal that the HPSRLM receives.

We remain, Yours sincerely,

Authorized Signature: Name and Title of Signatory: Name of Agency : In the capacity of:

Address:

Contact information (phone and e-mail):

*Form TECH-2* **(FOR FULL TECHNICAL PROPOSAL ONLY) Agency**

**ORGANIZATION AND EXPERIENCE**

**A - Organization**

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

*Form TECH-4* **(FOR FULL TECHNICAL PROPOSAL ONLY)**

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE**

a description of the approach, methodology and work plan for performing the assignment.

## Section 4 - Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal 2. FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

**FORM FIN-1**

**FINANCIAL PROPOSAL SUBMISSION FORM**

{Location, Date}

#### To:

#### CEO,

**Himachal Pradesh State Rural livelihood Mission**

Dear Sir,

We, the undersigned, offer to provide **Services for Conducting District-wise, Sector-Wise Skill Gap Study in Himachal Pradesh** in accordance with your Request for Proposal dated

/ / 2022

Our attached Financial Proposal is for the amount of {Indicate corresponding to the amount(s) {Insert amount(s) in words and figures}, *including of all taxes in accordance with the ITA & Data Sheet.*

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature {In full and initials}: Name and Title of Signatory: In the capacity of: Address: E-mail:

**FORM FIN-2 SUMMARY OF COSTS (IN INR ONLY)**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **INR (Figures)** | **INR (Words)** |
| **Fee Component for a period of 3 Months (I)** |  |  |
| **Overheads and Operational Cost (II)** |  |  |
| **Taxes and Duties (III)** |  |  |
| **Any other Costs (IV)** |  |  |
| **Financial Proposal (Grand Total = I+II+III+IV)** |  |  |

Authorized Signature {In full and initials}: Name and Title of Signatory: In the capacity of: Address: E-mail:

## Section 5. Terms of Reference (TOR)

**Agency for Implementing District-Wise & Sector-Wise Skill Gap Study in All the Districts of Himachal Pradesh**

The Himachal Pradesh State Rural livelihood Mission (HPSRLM) invites RFP from reputed Agencies/ firms with proven track record of having a thorough understanding and good experience for Implementing District-Wise & Sector-Wise Skill Gap Study.

#### Introduction

Himachal Pradesh State Rural livelihood Mission established in April 2013 by the State Government aims to empower the youth in the state to take part in the economic and overall growth of the state and the country at large. The vision of the mission is: “To be a specialized agency to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet burgeoning market demand for skilled manpower”

#### Objective

The overall objective of the Skill Gap study is to present the Government of Himachal Pradesh with a comprehensive study that will enable the Government in formulating policy and enable decision-making for providing the necessary thrust and support to both the skill and demand side by putting in place mechanisms to meet the dynamically changing demands of the industry; while nurturing the youth for futuristic career pathways and sustainable livelihoods respectively. This skill gap study will assess the district wise skill gap both in terms of quantifiable number of youth required to be skilled to meet the demand for skilled labor and the skills & competency levels as per the industry demand basis future of jobs, Impact of Industry technology and associated new jobs that will be created / Gaps that will emerge in current job roles/ etc. The study will be leveraged by the state of Himachal Pradesh to develop suitable skilling interventions for the different districts.

#### Scope of Activities

The agency will conduct district wise skill gap analysis of all the 12 districts in the State of Himachal Pradesh and will come out with an individual report for each district.

The general scope of this study shall include but not necessarily be limited to the following;

* + Assess the demand of various types of skills at different levels across the primary, secondary and tertiary sectors by understanding industry/ sector requirement, State policies for the sectors, upcoming sectors and aspirations of the youth/potential employees.
  + Assess current skills that will become redundant in the near future, skills that will emerge in future owing to Industry, technologies, existing skills that can be developed to meet futuristic demand, etc.
  + Assess skill supply in terms of Labor force participation Labour force participation rate; Unemployment rate, Employment by sector, Employment by occupation, Employment by education, Labour shortage (skilled workforce requirement), informal employment, current employment trends and Government mandate for employment generation in the State, Existing wage / salary levels for identified sectors and job roles, etc
  + Review the district-wise socio economic profile, focusing on demography, economic profile and the state of education.
  + Identify the sector wise and job role wise current and future (next 5 years) skill and manpower requirements by industry, and the existing and projected skill gaps and job roles and demand of skilled youth outside the state.
  + Agriculture and allied sector specific focus in which gaps are being observed from current/ future stake of what state can strengthen in agriculture sector for self- employment, start-ups and entrepreneurship.
  + Find the scope of employment opportunities in unorganized sectors and scope for the start-ups to establish new enterprise based on the Industry
  + Find the scope of international employment opportunities available specifically to the short-term skilling in Himachal Pradesh
  + Migration issues need to highlight by understanding the pattern of migration within inter Districts, inter States and inter Countries.
  + In order to understand the aspiration of the youth belongs to both rural and urban area in terms of expected remuneration, job location, post placement facilities and other suitable payments /perks.
  + Assess skill infrastructure - existing Schools, Colleges, Universities, Vocational Training infrastructure – government and private skill providers
  + Scope the cluster-based approach studies where sectoral shift/ job role shift/ skill set shift/ demand shift/ supply shift of the current emerging skills/ future job roles, industry regulation & technology change.
  + The Study should have a cluster-based approach, identify industrial/ economic activity clusters and examine them from a view of Skill Development and economic activities.
  + The focus/ axis of the study should be on earning opportunities that exist rather than just

Employment opportunities when evaluating demand in the State’s economy.

* + Identify the source of trainers/ technical teachers today and how they are skilled / certified. The report may suggest a model around catering to this aspect of the skill eco- system.
  + Identification of Industry engagement with skill development training.
  + Identify start up potential in each district and suggest avenues/ activities in which start ups can be promoted.
  + Identify models of paying institutions and incentives for various stakeholders and therefore the behaviors that are being driven by these models.
  + The study should look at gauging parental paradigm and their view of vocational education. A separate questionnaire may be designed for this purpose.
  + Identify traditional source of livelihood that are dying but may be rejuvenated .
  + Identification of unique skill set that is being produced/ developed only in Himachal Pradesh and thus may make Himachal a source of skilled manpower.
  + The study should ascertain not only technical but soft skills also.
  + Identification and analysis of various government schemes which are supplementary to the skill development initiative. The report may also contain a section on the bottlenecks for the roadblocks which these schemes are facing in implementation.
  + The Study should look at the mechanism / process through which students are enrolled in skill development initiatives with a view to understand if there are any means in play to gauge interest, inclination or natural ability of the youth when enrolling them for a specific job oriented course.
  + Identify and suggest if career counseling should be introduced at school levels. Suggest the most effective model for establishing such career counseling centres.
  + Check effectiveness of Industry engagement with academic institutions and suggest alternate / effective ways of Industry interaction with academic institutions.
  + Identification of gaps and recommendations for all stakeholders to address these gaps.
  + Identify developmental opportunities based on Skill Gap availability and Sectors specific demand with respect to each block at the District level.
  + Identify specific developmental initiatives that have impact on employment generation considering the aspirations of the youth and emerging technology and market trends.
  + The study should cover the details about the available skill, the exact skill requirement, futuristic skill requirements and action to address the skill gap.
  + Suggest suitable, specific and actionable interventions or recommendations to address the skill gap.
  + The available data should be mapped to provide impact to school education/ Technical Education and Higher education in formulating necessary changes.
  + The Field Level survey conducted by the Agency should be video graphed and documented with necessary photos and tabulations.
  + Identify the role that the SSCs are playing in the skill eco- system. Also identify the frequency with which QPs are being updated/ upgraded to match industry requirements. A separate questionnaire may be prepared for this.
  + The Survey should capture understanding and analysis of school level syllabus and identify and suggest whether it needs an overhaul in terms of skills as well as personality development of Himachal Pradesh Youth.
  + The agency must have a team of statisticians and staff with actuarial science qualification. There also must be industry experts with higher qualifications like PHD. The team must be at both HQ Level and at the District Level .The Backend team should ideally have data validation experts , item developers in addition to statisticians
  + All the survey tools such as questionnaire, method of survey and sampling procedures is subject to prior approval of HPSRLM and each question needs to be necessarily aligned with the Scope of Activities.
  + Identify the skill gap in the following sectors in each District and State Level by collecting and analyzing data regarding the available skill force and the required skill force. The study should cover the details about the available skill, the exact skill requirement and action to address the skill gap.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agriculture | Automotive | Green Jobs | Management | Rubber |
| IT/ITES | Apparel | Leather | Plumbing | Mining |
| Retail | Logistics | BFSI | Capital Goods | Handicraft |
| Media &  Entertainment | Domestic Workers | Beauty & Wellness | Furniture & Fittings | Chemicals & Petrochemicals |
| Electronics & Hardware | Tourism and Hospitality | Textiles and Handlooms | Aviation & Aerospace | Infrastructure Equipment |
| Hydrocarbon | Food Processing | Gems and Jewelry | Iron & Steel | Management & Entrepreneurship & professional |
| Light Engineering | Telecom | Health Care | Power | Sports |
| Painting | Construction | Life science (ANY OTHER State Specific Trade) | | |

#### Deployment of Digital Platform for Study:

* + All data collection would be done using a digital platform. All questionnaires and tools designed to be used by field enumerators must possess geo tagging and date-time stamp feature.
  + All filled questionnaires must necessarily be verified telephonically. Agency will be asked

to provide evidence of the same. HPSRLM may at its own discretion initiate a random check of the questionnaires filled for authentication.

#### Stakeholder Interaction

The study requires interactions with the following stakeholder groups at the state, district and block level:

* Representatives from State Government from key departments such as Labour and employment, education, industries, MSME, statistical and planning, etc.
* Representatives from Agriculture, industry and service sectors, agriculture from both organized and unorganized sectors.
* Representatives from Vocational and higher education institutions including faculty/ placement officers, academic leaders and administrators.
* Employers/ Industry Associations covering both Rural and Urban Areas.
* Representatives from Labour unions
* Employed, self-employed and unemployed youth from both Rural and Urban Areas.
* Under training youth in skill development and vocational training institutes

The questionnaire and agenda for interviews will be designed for each stakeholder separately keeping the following outputs of the interactions in mind:

|  |  |  |
| --- | --- | --- |
| **S.**  **No.** | **Stakeholder** | **Major Outputs** |
| 1. | Representatives from State Government | * Key development projects in next 5 yrs. * Government plans for skill development in state * Existing schemes and policies for skill development * Key challenges |
| 2. | Representatives from industry service sectors /Agriculture Sector/ Employers/ Industry Associations/ Industry Experts | * Sector wise, Skill level wise gap and manpower requirement in next 5 years (short term and long term) in the selected growth sectors of the state   - Block wise, District wise and at the State Level.   * Current employability levels * Man-power recruitment channels (organized/unorganized) * Policies/plans to promote local employment avenues * Attrition levels and underlying reasons for attrition * Industrial Growth plans for next 5 years |

|  |  |  |
| --- | --- | --- |
| **S.**  **No.** | **Stakeholder** | **Major Outputs** |
|  |  | * Future of jobs, Impact of Industry technology   and associated new jobs that will be created / Gaps that will emerge in current job roles/ etc |
| 3. | Representatives from Schools, Vocational and Higher Education institutions | * Current youth enrolment and passing out rates * Existing training capacity assessment * High in demand sectors and courses * Frequency of curriculum updation as per market needs * Quality of training delivery * Placement rates |
| 4. | Representatives from Labour unions | * Sector wise and skill level wise attrition rates |
| 5. | Employed, self-employed and unemployed youth | * Youth aspirations * Migratory Pattern- Preferred states and sectors * Quality of skill education/training of VTIs * Self-employment opportunities and preference * High in demand sectors and trades |
| 6. | Under-Training Youth | * Quality of skill education/training of VTIs * Preference for vocational education over formal education |

Other than the major Outputs as indicated in the table mentioned above the outputs aligned to the scope of work may be clearly depicted in the report.

#### Minimum Sample Size

The minimum sample size required has been indicated here:-

|  |  |
| --- | --- |
| **Quantitative Research Method** | **Sample Size** |
| Questionnaire for Employer / Industry of both Organized and Unorganized Sector | Total 10 Employer / Industry per cluster or 6 to 8 industry  / employers per industry sector (as per prominence in each district ) that don’t have clusters interviews (by manpower absorption and production) per district |

|  |  |
| --- | --- |
| **Quantitative Research Method** | **Sample Size** |
| Questionnaire for Vocational Training Institutions | Total 5 functional VT Institutes per district   * 3 Government + 2 Private (as per availability) |
| Questionnaire for Labour Unions | Total 2 Labour Union per district |
| Questionnaire for Youth Survey | Total 1000 per District (15-45 age group)   * 200 Youths (employed) – 150 Rural + 50Urban * 200 Youths (Self Employed) - 150 Rural + 50 Urban * 200 Youths (Unemployed) – 150 Rural + 50 Urban * 400 Youths (Trainees) – 150 Rural + 50 Urban |
| Interviews with State Government Departments | Representatives from key departments |
| Interviews with College / University functionaries | 4 major institutions (colleges / Universities) & 4 School per district (as per availability)  Separate coverage of Faculty, academic leaders, placement officers and administrative leaders |

#### Indicative Duration of Study:

The duration of the District-Wise Skill Gap Study shall be for a period of up to 3 months. Bidder has to complete the task within 3 months.

#### Key Experts for Implementing Skill Gap Study

It is expected that the proposed project team will include experts/team lead/researchers that will spend significant time on the project. Total expected commitment of each team member (in man days) should be indicated. Key aspects such as the strength of assigned team members, years of prior experience in similar projects, project management and demonstrated background in the study of national / international Labour markets (with a focus on skill gaps), movement of skilled manpower and skill development initiatives should be included in the credentials.

The Agency should have an adequate number of professionals and support staff for carrying out the assignment. The Agency should allocate a project lead, subject matter experts, and a team of researchers to the assignment with expertise in designing, planning, and executing

#### Key Deliverables and indicative timelines:

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Key Activity/**  **Deliverable** | **Details** | **Time limit** |
| 1. | Details of core team, research and  field teams | * Set up of Study Team - core team,   survey/field team members, data entry / management persons etc | 45 days |
| (i) | Digital Platform | * To enable the study – data collection, demand aggregation, reporting, data analysis, etc |
| (ii) | Inception Report / Work plan | * Detailed work plan using a Chart for all key activities, clearly indicating responsibility and timeline, details of the core team and field teams being deployed, training and logistic   arrangements made etc. |
| (iii) | Sampling Plan | * Detailed document on the methodology adopted for sampling, methodology and other details |
| (iv) | Survey and Research Instruments & Plan | * All questionnaires and data collection instruments using digital platform * Guidance note on survey implementation, implementation plan * Detailed survey implementation plan   including movement and field procedure plan for the survey teams |
| (v) | Field Manuals /  Research Guides | * Creation of field guide / manuals |
| 2. | Report on Primary  Field Pilot and Research Testing | * Report on process and results of pilot   testing of all instruments and tools and the revisions made to them | 15 days |

|  |  |  |  |
| --- | --- | --- | --- |
| (I). | Field Work and  Research Completion Updates | * Update on completion of Research   and field work as per the sample plan approved |  |
| (ii). | Completion of Field and Survey Works | * Completion of Field Work and Research activities |
| (iii). | Preliminary Report | * Preliminary report on study along with complete set of data * Presentation on key findings |
| 3. | Draft Report | * Draft report on Skill Gap Analysis,   training need and aspiration analysis | 15 days |
| 4. | Final Report (Final reports on Skill Gap analysis, training need and aspiration analysis along with recommendations to address the Skill Gap) | * Revised report incorporating feedback with final data set in electronic and physical form * Final presentation on key findings | 15 days |

**IV. Payment Terms**

Himachal Pradesh State Rural livelihood Mission will make milestone-based payment to the Agency, the details are as follows:

|  |  |  |
| --- | --- | --- |
| **S. No** | **Milestone** | **Payment Tranche** |
| **1** | Team Set up & Submission of:   * Inception Report / Work plan * Sampling Plan * Survey and Research Instruments & Plan * Field Manuals / Research Guides | 20% of contract value |
| **2** | Preliminary Report Submission of each of the Districts | 20% of contract value |
| **3** | Draft Report Submission of each of the District. | 20% of contract value |
| **4** | Final Skill Gap Report Submission of each of the District. | 20% of contract value |
| **5** | On acceptance of final skill gap report by HPSRLM submitted by an Agency. | 20% of contract value |

|  |  |  |
| --- | --- | --- |
| **Penalty GRID For delayed submission** | | |
| **Serial No** | **Delay in submission** | **Quantum of Penalty** |
| **1** | **1 or more than one but less than 4 days of delay** | **2% of the corresponding instalment** |
| **2** | **4 or more than four but less than 7 days of delay** | **3% of the corresponding instalment** |
| **3** | **7 or more than seven but less than 10 days of delay** | **5% of the corresponding instalment** |
| **4** | **10 or more than 10 days of delay** | **10% of the corresponding instalment** |

**Note: If there would be more than 15 days delay, then the contract shall be terminated immediately without giving any chance of hearing and Performance guarantee/bank guarantee shall be forfeited and no due payment shall be made to the Agency.**

#### Appendix A – Format for Performance Bank Guarantee

**PERFORMANCE BANK GUARANTEE**

**To**

**Chief Executive Officer,**

**Himachal Pradesh State Rural livelihood Mission(HPSRLM)**

**Barowalis House, ground floor, khalini, Shimla-171002**

WHEREAS *(name of the organization, registered / incorporated as, registered office address, corporate office address)* has submitted the proposal in response to the RFP No.

dated , for providing skill gap services for Implementing District-wise, Sector-wise Skill Gap Study in Himachal Pradesh.;

AND WHEREAS it has been stipulated by HPSRLM in the RFP that the Bidder shall furnish a Bank Guarantee by a Scheduled Commercial Bank in India, for the sum of Rs /- **[Rupees**

**……………]** specified therein as **Performance Bank Guarantee**;

AND WHEREAS we have agreed to give the Bidder such a Bank Guarantee;

NOW THEREOF we, ………………………………………………………………..Bank, with registered office at , (hereinafter referred to as Bank) at the request

of the bidder, do hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder up to a total of Rs. …………../- **[Rupees ]**, and we undertake to pay you, upon

your first written demand and without cavil or argument, any sum or sums within the limits of

Rs /- **[Rupees ]**, as aforesaid without your needing to prove or to show grounds

or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the RFP or the bid submitted by the bidder, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Bidder or of the Bank nor shall it be affected by any change in constitution of HPSRLM

This Bank Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without HPSRLM’s previous consent in writing.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. …………../- **[Rupees ]** and the guarantee shall remain valid till / / 20

Unless a claim or a demand or a request for extension in writing is made upon us on or before

/ / all our liability under this guarantee shall cease. This guarantee shall be extendable, if required.

|  |  |
| --- | --- |
| Signature and Seal of the Guarantor | In presence of |
| Name: Designation: | 1.  Name: Occupation: |
| Name of the Bank: |  |
| Address: | 2.  Name: Occupation: |
| Date: |
| Place |
| Common Seal of the Bank | |