

**EOI NO. 1  
PSDM/SGAR/2017-18/01  
DATE 23-08-2017**

**REQUEST FOR PROPOSAL(RFP)  
FOR  
SELECTION OF AGENCY(S) FOR CONDUCTING  
“SKILL GAP ANALYSIS”  
IN  
PUNJAB**



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## **1. Introduction**

Punjab Skill Development Mission (PSDM) ([www.psdm.gov.in](http://www.psdm.gov.in)) is the nodal agency in the state of Punjab to ensure organization of skill training programs for the rural and urban youth through nationally accredited training partners. It integrates the efforts of various departments and public and private stakeholders engaged in skilling the youth of the state, through numerous skill development schemes such as DDU-GKY, NULM, BOCW, PMKVY-II, etc. and brings necessary scale, synergy, oversight and effective coordination in their implementation.

### **Rationale for the study**

In order to guide the implementation activities under Punjab Skill development Mission (PSDM) there is need to ascertain the demand and supply gap in skilling space across various districts of Punjab. There is also a need to foresee the projected Job requirements/ sectoral demand both in manufacturing and service sector in the next five years, in the state of Punjab.

In view of this Punjab Skill development Mission invites detailed proposal from eligible entities to undertake the study titled “**SKILL GAP ANALYSIS**”. It is recognized that the skill gap is the interplay of industry demand, supply through public, private & non-formal/informal channels, labour force participation, aspiration and employability of both new entrant and existing workforce. Therefore, the proposed skill gap study would conduct in-depth research, analysis & inquiry into above mentioned areas. The study would also come out with recommendations which have to be specific and actionable.

PSDM is considering conducting of skill gap analysis in selective districts of Punjab namely **Amritsar, Patiala, Jalandhar, Ludhiana, Fazilka, Bathinda and Mohali (SAS Nagar) in the first phase.**

Bidders who are interested in undertaking the assignments may submit their proposal for one or more than one district.

## **2. General Eligibility**

- 1) The agency should be a legal Indian Entity (Individual Proprietorship, Partnership, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with the Punjab Skill Development Mission to undertake the work.
- 2) The agency must be having previous experience of Academic/Social/Statistical Research/Study/Analysis Work.
- 3) The agency should not be blacklisted by any of the Central/State government departments/PSUs
- 4) The agency should have adequate professional employees and preferably an experience of working with Government/social sector projects to execute the study.
- 5) The agency / bidder may apply for carrying out skill gap analysis for one or more than one districts however an EMD amount of Rs. 50,000/- shall be submitted in the form of a Crossed Bank Draft in favor of 'PSDM, Member secretary, Chandigarh (payable at Chandigarh) for each bid which is refundable if not selected and if selected, will be considered as performance guarantee. Whereas Govt agencies will be exempted from EMD.
- 6) An agency may bid for one or more districts however the allocation to an agency will not be for more than two districts. After completion of work allocated, if work is found to be good quality, PSDM reserves the right to allot one or more districts at the same discounted rate in next study if any.

- 7) Hand delivered application forms will not be accepted in any case. Last date for submission of proposal -: 25/09/2017 till 15:00 Hrs.
- 8) Proposals received after the due date and time will not be accepted.
- 9) Application and the supporting documents should be a complete document and must be page numbered and each page duly be signed by authorized representative.
- 10) An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
- 11) A covering letter must be attached with the proposal
- 12) The offers found suitable technically and shortlisted based on the conditions will be considered for opening of Financial Bid and same shall be intimated to them in writing/telephonically. The decision of short listing of Technical Bid by PSDM, Chandigarh will be final and binding on all.

### **3. Scope of work**

#### **3.1 Overview**

**Following are the specific areas of study.**

**1. Socio-economic Profile:** Detailed analysis of demographic and socio economic factors such as population, population growth trends, population density, urbanization, overall literacy, female literacy, healthcare indices, school education, higher/vocational education, dropout rates, domestic product, per capita income, labour force participation, worker participation rate, migration, primary (Agriculture and Agri allied), secondary (Industries and manufacturing ) & tertiary sector (Services ) profiles at district level.

**2. Sectoral Focus:** The study should focus on analyzing manpower skilling requirements both for manufacturing and Service sectors from the perspective of District level high growth sectors along with localized sectors that have potential at the district level. Since over two thirds of the population of Punjab is involved in agriculture and agri-allied

activities, the study may also focus on manpower skilling requirements in these areas. Study will also document about the sectors wise deficiency and demand in various skills in the next 5 years. Government policies of related sectors may also be studied, to understand thrust and growth targets for different sectors in the state, which would translate to priority sectors from the perspective of investment in manpower skilling as well. Indicative sectors to be covered are listed in the **Format-9** however study should not be limited to the said sectors.

**3. Voice of Stakeholders:** Detailed interaction should be conducted with various stakeholders, such as youth, private skill training providers, Government departments with skill training mandate and industry players - to understand their perspectives on manpower training and placement.

**4. Manpower Supply-Demand Gap:** Manpower supply-demand gap would be the difference between projected workforce participation and industrial manpower requirements, estimated for next five years i.e up to 2022.

**5. Estimation of Manpower Supply:** Based on estimations of population growth rate, working age group population and labour force participation, manpower supply from 2017 to 2022 has to be estimated at district level.

**6. Migration issues:** Migration, internal within the state, outside the state and outside the country, is one of the characteristics of new age labour mobile economy. Within this context, it is important to identify and understand various migration patterns. The knowledge of this would be important to design suitable skill development opportunities and post-employment support to the migratory workers.

### **7. Candidate aspiration mapping**

In order to understand the aspiration of the candidates belonging to both rural and Urban areas in terms of expected remuneration, Job location, post placement facilities and

other suitable payments and perks the agency/s should conduct aspiration mapping for the prospective candidates who may be enrolled under the skill development programs implemented by PSDM

### **8. Skill set mapping**

The study should define the status of current skill available in the state under different job areas and current Industries demand and will also focus on how to fill the gap between demand and supply of the Skill under different job roles in different sectors.. Study should also identify traditional Skill Sets not listed in the SSC job roles.

The study should also list out the sector- wise requirement for conducting RPL- (Recognition of Prior Learning). Recognition of Prior Learning (RPL) is a platform to provide recognition to the informal learning or learning through work to get equal acceptance as the formal levels of education. In short, RPL is a process of assessment of an individual's prior learning to give due importance to learning as an outcome rather than learning as process.

On the basis of study list out the recommendations for filling the skill gap found in the district/s.

### **Analysis & Recommendations:**

The analysis & recommendations should include, but not necessarily limited to following areas:

- 1) Suggest suitable interventions / recommendations to address the skills gap
- 2) Recommendations have to be specific and actionable
- 3) Sector-wise gap in skills - demand vs. supply (qualitative and quantitative).
- 4) List out job roles by sector, sub-sector including NSQF level at district/Block/industrial cluster level which are in demand.
- 5) Changes required for training as per the industry expectations with respect to infrastructure and training methodology.

- 6) Need for developing or upgrading available educational/training infrastructure and other training inputs such as tools & equipment, curriculum, teaching/training methodology etc. keeping in mind the futuristic skills requirements
- 7) Study should also ascertain the various tools required for assessments and Certifications of candidates under different sectors which will make candidates ready for Jobs /absorption in relevant industries.
- 8) Recommendation regarding skill development and support for the mobile/migratory workers
- 9) Provide a status report on the degree of mobilization under taken by TP/PSDM under the skill development schemes, assess the level of awareness and dissemination of the information related to various schemes amongst prospective candidates

### **3.2 Project Steering Committee**

A Project Steering Committee (PSC) will be constituted under the chair of Member Secretary PSDM and having representation from the following Department

1. Department of Employment Generation and Training, Govt of Punjab
2. Department of Industries, Govt of Punjab
3. Department of Technical Education, Govt of Punjab
4. Nodal person from the Concerned District –( To be nominated by deputy commissioner )

A district committee will be constituted by DC concerned consisting of GM DIC, representative from District Employment Exchange .DPMU Staff , principals of local ITI/Polytechnic colleges or any other staff nominated by the DC.

The PSC will regularly review the progress under the study and provide feedback to improve the quality of the Skill- Gap Analysis Report.



### 3.3 Implementation Schedule:

The proposed Scope of Work is expected to be completed within 3 months period, adhering to below mentioned implementation schedule which is also not necessarily limited to the following and further detailing may be done at the time of signing of contract

S No	Activity	Time line	Any deliverable
1	Signing of Agreement	<b>T1- Date of signing of the Agreement</b>	
2	Submission of Inception Report- ( Detailing out the methodology, Sample size, formats of the survey, questionnaire and other relevant research tools)	<b>T1+15 Days</b>	<b>Inception Report</b>
3.	Submission of Preliminary Report-( including analysis of secondary and primary data in line with the scope of work as defined above)	<b>T1+ 70 Days</b>	<b>Preliminary Report</b>
4.	Submission of Final report incorporating all the feedback and suggestions given by PSDM	<b>T1+100 Days</b>	<b>Final Report</b>

### 4. Evaluation Methodology

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

II. Technical and Financial bid will get weight ages as under:

SN	Proposal	Technical bid score weightage	Financial bid score weightage
I.	Selection of Agency(s) for Conducting Skill Gap Study in the State of Punjab.	80%	20%

**Evaluation Process:**

The evaluation process shall comprise of the following stages:

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

Bidders who meet the minimum qualification criteria laid down in the General Eligibility Section of this document will be qualified and eligible for further bid evaluation.

PSDM will evaluate qualified bidders on the basis of the Technical Bid submitted by them. PSC shall evaluate the technical proposals submitted by the bidders. The Bidders who qualify under the minimum eligibility criteria will be asked to make a detailed presentation at PSDM Office or any other venue and be scored on the parameters as outlined separately in this document.

**4.1 Format for Technical Evaluation:**

SN.	Evaluation Criteria	Maximum Score	Required Forms
<b>Desk- Verification</b>			
A	<b>Business practice and past experience of the agency</b>	25	
1.	Past experience in the areas of skill gap study gap study/skill demand supply survey or any socio economic survey during last 3 Financial Years I. More than 3 relevant studies- ( 25 marks) II. 2-3 relevant studies ( 15 marks) III. 1 relevant study ( 5 marks) <b><i>PSDM may contact the previous client of the agency/ies to ascertain the quality of work done under the previous</i></b>	25	Work Order from the Clients/ Hard copy of the Submitted Report. ( Summarized as per Format 6)

	<b>assignment. Agency will also showcase the previous work in their presentation part.</b>		
<b>B</b>	<b>Resource Assessment</b>	<b>55</b>	
1	<b>Quality of Key Personnel proposed to conduct the Study.</b> Attach 3 CV's of dedicated staff to be deployed in the study	25	Prescribed Performa- ( Format 3)
2.	Vision Document (Proposed Methodology, sample size, survey Performa Indicative Timelines for conducting the study specific to district for which they are applying.	30	Prescribed Performa( Format 7)

SN.	Evaluation Criteria	Maximum Score	Required Forms
<b>Presentation</b>		<b>20</b>	
1.	Presentation critically evaluating the Skill Gap study conducted by NSDC in the proposed District. Also indicate how the Agency would add value to the existing study.	20	PPT

\*\* Agencies who will be shortlisted for presentation are advised to thoroughly study the Skill- Gap analysis which has already been conducted by NSDC in all the Districts of Punjab. The shortlisted agencies will be expected to make a presentation of 10-12 minutes before the PSC. The presentation will cover all the four important key parameters mentioned above so that scoring may be done.

Only the financial Bids of those bidders will be opened who have scored more than 70% marks in the Technical Evaluation.

#### 4.2 Stage 2: Financial Evaluation

The Interested Bidders will have to submit their financial Bids as per the performa provided in **Format-8**).

Based on the scope of work, requirement of resources, field work to be conducted, PSDM has fixed the Upper Limit for selective districts i.e Patiala, Fazilka, Amritsar, Jalandhar Bathinda, Ludhiana and SAS Nagar ( Mohali). The detail of Upper Limit for different districts is below:-

S No	Name of Districts	Upper limit
1	Ludhiana	12 Lacs
2	Amritsar	10 Lacs
3	Jalandhar	10 Lacs
4	Bathinda	6 Lacs
5	Patiala	6 Lacs
6	SAS Nagar( Mohali)	6 Lacs
7	Fazilka	6 Lacs

Agencies will have to quote discount on the Upper Limit based on which the Agency which has quoted the maximum discount will score the highest marks, whereas the agencies quoted less discount will be scored proportionally.

#### 4.3 Stage 3: Quality cum Cost Based System (QCBS) Evaluation

##### QCBS Evaluation

- (i) The Evaluation Methodology proposed to be adopted by PSDM will be Quality cum Cost Based System (**QCBS**) method of evaluation where Technical Bid Score will get a weight age of 80% and Financial Bid Score a weight age of 20%
- (ii) The Marks scored in the Technical Evaluation will be added to the marks obtained in the financial evaluation and a district wise list of preferred bidders will be obtained.

**The Total Scores will be calculated as follows:**

**TS( Total Score)= Score obtained in the Technical evaluation( TES)+ Score obtained in the Financial Evaluation (FES)**

*The FES will be calculated as follows:*

*The Bidder which have quoted the maximum discount will be given a maximum marks of 20 in the Financial Score and the other Bidders will be scored proportionately in order of the discounts that they have quoted.*

***Illustration***

*Three agencies A1, A2,A3, have quoted a discount of 5%, 10% and 15% respectively on the upper limit. In the abovementioned case the bidder A3 which have given a max discount of 15% will be allotted 20 marks.*

Score of A3=20

Score of A2 who have quoted a discount of 10%=10/15\*20=13.33 marks

Score of A3 who have quoted a discount of 5%= 5/15\*20= 6.66 marks

The Bid, that obtains the highest Total Score, will be rated as the **Preferred Bidder**.

**5. Instructions to bidders**

**5.1 About the RFP document**

a) This RFP provides information regarding the Project, Scope of Work, Technical and Financial requirements and other related information to the bidder(s).

b) The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal

c) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP next bidder with highest score will be considered

## **5.2 Key dates and events**

<b>S No</b>	<b>Information</b>	<b>Details</b>
<b>1.</b>	RFP No. and Date	SKILLGAP ANALYSIS/001 dated 23.8. 2017
<b>2.</b>	Bid validity period	90 Days
<b>3.</b>	Pre-bid meeting date and venue	<b>Date: 4<sup>th</sup> September 2017; Venue: PSDM Office at 10:00 AM</b>
<b>4.</b>	Last date (deadline) for submission of bids	25 <sup>th</sup> of September, 2017 up to 3:00 PM
<b>5.</b>	Opening of Qualification Bids	25 <sup>th</sup> of September, 2017 at 3:30 PM
<b>6.</b>	Technical Presentation by the Shortlisted Bidders	TBC
<b>7.</b>	Place, Time and Date of opening of Financial Bids	TBC
<b>8.</b>	Contact person for queries and email for sending pre-bid queries	Name: Jeetan Kumar (Manager SPMU) Contact No.: 9785212616 Email ID: psdmeoisg@gmail.com
<b>9.</b>	Addressee at which proposal in response to RFP notice is to be submitted:	<b>Member secretary</b> Punjab Skill Development Mission SCO No. 149-152, 2nd Floor, Sector 17 C, Pincode-160017 Chandigarh Tel. 0172-2720152, 2720153 Web:- <a href="http://www.psdm.gov.in">www.psdm.gov.in</a>

### **5.3 Earnest money deposit (EMD)**

The agency / bidder shall submit an EMD amount of Rs. 50,000/- in the form of a Crossed Bank Draft in favor of 'PSDM, Member secretary, Chandigarh (payable at Chandigarh) which is refundable if not selected and if selected, will be considered as performance guarantee. However Govt agencies may be exempted for EMD submission.

### **5.4 Pre- Bid meeting**

PSDM shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in key events table in this RFP. The bidders are requested to send their queries to this e-mail address, psdmeoisg@gmail.com

### **5.5 Procedure for submission of bids**

Interested agencies fulfilling eligibility conditions as mentioned above can submit their detailed proposal for undertaking skill gap analysis project in the State to the Member Secretary, Punjab Skill Development Mission (PSDM), Chandigarh on or before 25<sup>th</sup> of September 2017. Bid shall be prepared strictly in the format and in the manner prescribed

#### **The proposal should carry following documents as per given checklist:**

Tender(s) should be submitted up to the date and time as indicated in the Tender Notice. The tender will be in two parts i.e. Technical Bid (Part `A') and Financial Bid (Part `B'). The bidder submitting Technical bid should submit all the documents demanded in Key-Submission Guidelines column and documents required for general eligibility in one envelope super scribed as TECHNICAL BID FOR CONDUCTING SKILL GAP ANALYSIS

Page wise Index must be included for technical bid. And a separate envelope for FINANCIAL BID – Annexure B in separate envelope super scribed as FINANCIAL BID FOR CONDUCTING SKILL GAP ANALYSIS both these envelopes Technical Bid (Part `A') and

Financial Bid (Part `B'), shall be included in one envelope super scribed as PROPOSAL FOR SKILL GAP ANALYSIS

from ..... (Name and Address of the agency ) by ..... (Name of the bidder) and the contact details( Mobile Number) of the key persons along with the name of the Districts in which it intends to undertake the study. Non-submission of such details in time may render such bids for disqualification.

### **5.6 Key Submissions**

1. Cover Letter indicating clearly the name, Address, Telephone No, email Id of the Bidder. As per format- 1
2. Self Declaration for not being blacklisted by any State/ Central Govt Deptt/ PSU as per format -2
3. Self Certificate for having details of qualified manpower for conducting study.- Format 3
4. Affidavit- Cum Declaration ( On a stamp paper of Value 100 )- Format 4
5. Organization Profile – Format 5
6. Details of the Relevant / Similar assignments undertaken by the Bidder.- Format 6
7. Vision Document- Format 7
8. Financial Bid- Format 8
9. Demand Draft of Rs. 50,000 for EMD.
10. CV of three key personnel to be involved in the Study



## **6. SCHEDULE OF PAYMENT**

The Payment Milestones for conducting the Skill Gap Analysis in the State of Punjab are as indicated below:

Serial No	Project Activity	Payment
1.	On Issuance of Work Order	20%
2.	On submission of Inception Report	20%
3.	On Submission of Preliminary Report	40%
4.	On submission and acceptance of Final Report	20%

1. A payment of 20% of the total contract value will be released upfront to the selected agency upon issuance of the work order/signing of the agreement following which the agency will submit an inception report detailing out the work plan for an additional release of 20% of the Total Contract value.
2. The agency will be raising an invoice after the submission of step wise deliverables namely Inception Report, Preliminary Report and Final Report.
3. Payment shall be released within 10 days of invoice raised by the agency.

## **7. Other Terms and Conditions**

- PSDM reserves the right to accept or reject the bid without assigning any reasons.
- Service Tax or any other tax as applicable shall be extra.
- PSDM shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
- The Agency shall have to execute project on time after getting confirmation/ Work Order from PSDM as per the given time limits.
- PSDM may seek for any other information from the interested bidder in the form of documents, etc. if it deems appropriate for the purpose of Technical Evaluation.

- All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by the PSDM will be borne entirely and exclusively by the Bidders.
- PSDM reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested Bidders may keep a track of the Corrigendum issued after the conduct of Pre- Bid Meeting.

#### **Confidentiality of Information**

- Agency shall not share the data of study with another agency for the sake of their own benefit etc.

#### **8. Annexures and Formats**

## **8.1 FORMAT 1- COVERING LETTER**

To,

Member Secretary

Punjab Skill Development Mission

2<sup>nd</sup> Floor Sector 17C, SCO 149-152, Chandigarh

Madam,

Please find enclosed Copy of our Proposal in respect of the Empanelment in Punjab in PSDM, in response to the Expression of Interest (EOI) Document issued by the Punjab Skill Development Mission (PSDM), dated \_\_\_\_ for conducting the Skill Gap Analysis in ..... District of Punjab.+

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the RFP for **“Conducting Skill Gap Analysis”** for Punjab Skill development Mission We hereby confirm that:

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Qualification Bid.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. EMD for an amount equal to Rs 50,000 (Rupees Fifty Thousand only) in the form of a Demand Draft No....., dated..... Is enclosed.

5. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to PSDM, is true, accurate, and complete.
6. We acknowledge the right of PSDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the EOI.
8. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the EOI.
9. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
10. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

For and on behalf of:

Signature: Seal/Stamp of bidder

Name:

Designation:

(Authorized Representative and Signature)

Date:

Place:

.

**8.2 FORMAT- 2**

(Self Declaration for not being blacklisted by any State/ Central Govt Deptt/ PSU)

(On Rs. 100 Non-Judicial Stamp Paper – Submit separate declaration

[Date]

To

Member Secretary

Punjab Skill Development Mission

2<sup>nd</sup> Floor Sector 17C, SCO 149-152, Chandigarh

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for  
quoting against the RFP as an representative(s) of M/s \_\_\_\_\_ I/

We hereby declare that our Company / Firm \_\_\_\_\_ is  
having unblemished past record and was not declared blacklisted or ineligible to  
participate for bidding due to breach of general or specific instructions, corrupt /  
fraudulent or any other unethical business practices.

Yours faithfully,

Authorized Signatory

### **8.3 FORMAT- 3**

#### **Self-Certificate for number and details of qualified Manpower/Employees**

[On the letterhead of the organization]

To

Member Secretary

Punjab Skill Development Mission

2<sup>nd</sup> Floor Sector 17C, SCO 149-152, Chandigarh

In response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ for quoting against the RFP as an Authorized Representative(s) of

M/s. \_\_\_\_\_, I / We hereby declare, as on date of submission of the proposal, have following number of qualified personnel/ consultants (for skill demand supply survey or any socio-economic survey etc.).

#### **A. Details of Staff engaged for the skill gap Analysis**

<b>S No</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Years of Experience</b>	<b>Years of Relevant Experience</b>	<b>Area of Expertise</b>
<b>1</b>					
<b>2</b>					
<b>3.</b>					

**Signature:**

**Name of the Authorized Signatory:**

**Designation:**

(CV of three Resource Person to be provided)

**8.4 FORMAT- 4**

**AFFIDAVIT-CUM-DECLARATION (On a Stamp paper of value Rs. 100/-)**

I, ----- son/Daughter of Shri -----aged about -----years, resident of ---  
-----, do hereby solemnly declare and affirm as under:

1. That I am the Director/ proprietor of M/s. -----
2. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project provided to us by Punjab Skill Development Mission. And I hereby submit the proposal for-----category/ categories.
3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the proposal.
4. No order of blacklisting passed by the Central Government/ any State Government/ any PSU is in operation against me/ us as on date.
5. I/We accept all the terms and conditions set out in the RFP dated .....issued by Punjab Skill Development Mission. I further state that if any information furnished by me in this affidavit or otherwise is found to be incorrect, PSDM shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at ..... on this ----- day of ----- that the contents given above in the affidavit are true and correct to the best of my knowledge.

(DEPONENT)

**8.5 FORMAT-5**

**ORGANIZATION PROFILE**

1	Name of Agency& Address	
2.	District/ s for which the Agency is interested to Bid	
2	Type of Agency-Individual Proprietorship, Partnership, Company, Society, and Trust	
3	Name of Contact Person Mobile Tel. No. Email PAN No.	
4	GST No. (If applicable) If any other tax no (If applicable)	
5	Date	
6	Signature and Seal	

Signature \_\_\_\_\_ Name of Authorized signatory\_\_\_\_\_

Seal of the agency\_\_\_\_\_



## **8.6 FORMAT-6**

### **DETAILS OF THE RELEVANT / SIMILAR ASSIGNMENTS UNDERTAKEN BY THE BIDDER**

Assignment Name:	
Name of the Client:	
Approx. Value of the Contract:	
Total number of staff-months of the Assignment:	Location & Address:
Start Date (Month/Year):	Duration of Assignment (months):
Completion Date (Month/Year):	
Narrative description of Project:	
<p>1. Description of actual services provided by your staff within the assignment</p> <p>2. Details about the primary research methods used: i. Approach &amp; Methodology including primary and secondary research methods</p> <p>ii. No. of people and institutions surveyed through following primary research methods</p>	

**Signature:**

**Name of the Authorized Signatory:**

**Designation:**

**8.7 FORMAT-7**

**FORMAT FOR VISION DOCUMENT**

Rationale for conducting Skill Gap Analysis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of the approach and methodology for the project**

*Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Detailed Work plan for performing the assignment**

*Bidder to provide detailed activity and resource schedule for the entire work plan for the project*

\_\_\_\_\_

**\*\*\*\* Use Extra sheets if required**

**( The vision document will be assessed as a part of the Technical Evaluation Exercise)**

**8.8 FORMAT NO: 8**

**FORMAT FOR FINANCIAL BID-(Revised)**

<b>Serial No</b>	<b>Name of the District</b>	<b>Upper Limit</b>	<b>Quoted Discount on Upper Limit</b>	<b>Quoted Price( Exclusive of Taxes)</b>
1.				
2.				
3.				

\*\* In case an Agency is interested to apply for more than one District the Agency should give separate Quoted Price ( **QP**) for each district.

**Signature:**

**Name of the Authorized Signatory:**

**Designation:**

## **8.9 FORMAT - 9**

### **INDICATIVE LIST OF SECTORS TO BE COVERED**

<b>SL. No</b>	<b>Sector</b>
1	Agricultural and allied
2	Automobile and Auto Component
3	Beauty & Wellness
4	BFSI
5	Building, Construction Industry
6	Chemical & Pharmaceuticals
7	Domestic Help
8	Education and Skill Development
9	Electronic & IT Hardware
10	Food Processing
11	Furniture and Furnishing
12	Gems & Jewellery
13	Handloom & Handicrafts
14	Healthcare Services
15	IT & ITES
16	Leather & Leather Goods
17	Media and Entertainment
18	Organized Retail
19	Other manufacturing
20	Real Estate
21	Security
22	Telecommunication
23	Textile and clothing
24	Tourism, Travel, Hospitality & Trade
25	Transportation, Logistics, Warehousing and Packaging
26	Power
27	Oil, Gas & Hydrocarbon , Petrochemicals
28	Renewable Energy
29	Life Sciences and Pharmaceuticals