

# REQUEST FOR PROPOSAL

FOR

**Selection of Agency by Bihar Skill Development Mission (BSDM) for conducting “Sectoral Skill Gap Study and Youth Aspiration Mapping Study” in all 38 Districts of Bihar.**



**RFP No: BSDM/07/2018-2019**

**Date: 28.02.2019**

**BIHAR SKILL DEVELOPMENT MISSION (BSDM)  
DEPARTMENT OF LABOUR RESOURCES  
GOVERNMENT OF BIHAR,  
A-WING, 5<sup>TH</sup> FLOOR, NIYOJAN BHAWAN, PATNA- 800001  
Email Id: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com)  
Website: [www.skillmissionbihar.org](http://www.skillmissionbihar.org)**

## **Bihar Skill Development Mission (BSDM)**

Department of Labour Resources, Government of Bihar  
A-Wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001  
Phone: 0612-2528455 Fax: 0612-2535004

Email: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com) Website: [www.skillmissionbihar.org](http://www.skillmissionbihar.org)

### **Notice Inviting Request for Proposal**

RFP No: BSDM/07/2018- 2019

Date- 28.02.2019

#### **Tender Notice for Selection of Agency by Bihar Skill Development Mission (BSDM) for conducting “Sectoral Skill Gap Study and Youth Aspiration Mapping Study” in all 38 Districts of Bihar.**

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites proposals (**Two Bid System**) from reputed and experienced Agencies **for conducting “Sectoral Skill Gap Study and Youth Aspiration Mapping Study” in all 38 Districts of Bihar.**

Kindly note that the selection of agencies under this RFP will not guarantee allocation of work and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

**Document Fee and Tender Processing Fee:** All Applicants have to pay a non-refundable Document Fee of Rs. 15,000/- (Rupees Fifteen Thousands only) and Tender Processing Fee of Rs. 1,180.00 (One Thousand One Hundred Eighty only) **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.

**Earnest Money Deposit (EMD):** An EMD of Rs. 2,00,000/- (Two Lakh) only, in the form of a **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted **in the hard copy** in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 11.04.2019, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited. **Note: EMD has to be submitted in hard copy/DD mode only and payment through on-line mode, if any, will be out-right rejected.**

**The Proposal has to be submitted through online mode on <https://www.eproc.bihar.gov.in> and can be searched by clicking the Tab “Tender Free View” on home page of above website and then going to Live Tender/ Hot Tender by searching Department Name as “Labour Resources Department”**

The Proposal has to be submitted in online mode containing following cover stage-

- A) Technical Bid Open Stage
- B) Cost Bid Open Stage

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the “e-Procurement Portal <https://www.eproc.bihar.gov.in> and departmental **website:** <http://www.skillmissionbihar.org>. The RFP will be available to download from the above website from 02.03.2019 to 09.04.2019 (15:00 Hrs.). The last date for uploading of proposal/bid will be 11.04.2019 up to 15.00 Hrs. Technical Bid will be opened on 11.04.2019 at 16:00 Hrs. The Evaluation of Bids will be under QCBS system. Please refer RFP document for complete details.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFP Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned or BSDM for the same.

**Principal Secretary,**  
**Department of Labour Resources, Government of Bihar,**  
**Niyojan Bhawan, Patna – 800001**  
**-cum- Chief Executive Officer, Bihar Skill Development Mission.**



# Bihar Skill Development Mission



Department of Labour Resources, Government of Bihar  
A-Wing, 5<sup>th</sup> Floor, Niyojan Bhawan, Bailey Road, Patna-800001  
Phone: 0612-2528455 Fax: 0612-2535004

Email: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com) Website: [www.skillmissionbihar.org](http://www.skillmissionbihar.org)

## **NOTICE INVITIG e-TENDER**

(Through e-Procurement Mode only)

(<https://www.eproc.bihar.gov.in>)

**Tender Notice No: BSDM/07/2018- 2019**

Date-27.02.2019

Proposals (**Two Bid System**) are invited from reputed and experienced Agencies for conducting “Sectoral Skill Gap Study and Youth Aspiration Mapping Study” in all 38 Districts of Bihar.

SL No.	Scope of Work	Tender processing Fee(Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)	Earnest Money Deposit (In Rupees)	Document Fee to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)
1	2	3	4	5
01.	Selection of Agency by Bihar Skill Development Mission (BSDM) for conducting “Sectoral Skill Gap Study and Youth Aspiration Mapping Study” in all 38 Districts of Bihar	Rs. 1180.00	Rs. 2,00,000.00 (BY DD Only)	Rs. 15,000/-

### **Tender Schedule/Programme:**

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 02.03.2019 to 09.04.2019 (15:00 Hrs.). ( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )
2.	Last Date of sending Pre-Bid queries by e-mail	14.03.2019 up to 11.00 AM on <a href="mailto:rfp.sankalp.bsdm@gmail.com">rfp.sankalp.bsdm@gmail.com</a>
3.	Date, Time and Place of Pre-Bid Meeting	In the office of Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on 11:00 AM of 15.03.2019.
4.	Publishing of Pre-Bid queries response	Latest by 18.03.2019
5.	Last Date/Time for submission/ uploading of offer/Bid	11.04.2019 up to 15.00 Hrs. ( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )
6.	Submission of EMD (Demand Draft) in <b>Hard copy/Original</b>	In the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 11.04.2019.
7.	Date & time for opening of Technical Bid	11.04.2019 at 16:00 Hrs. ( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )
8.	Contact person/Nodal Officer for queries	Mr. Sanjay Kumar Email: <a href="mailto:rfp.sankalp.bsdm@gmail.com">rfp.sankalp.bsdm@gmail.com</a> contact no : 0612-2528455
9.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc.bihar.gov.in>).
- Tender Processing Fee (TPF) and Document Fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only through E-Proc Portal.
- **Earnest Money Deposit (EMD):** An EMD of Rs. 2,00,000/- (Two Lakh) only, in the form of a **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted **in the hard copy** in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before stipulated date, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.  
**Note: EMD has to be submitted in hard copy/DD mode only and payment through on-line mode, if any, will be out-right rejected.**
- **Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee and Document Fee) must be submitted through e-Procurement portal (<https://www.eproc.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc.bihar.gov.in>) at the respective stage only.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- Conditional Bids shall be out-rightly rejected.
- **Validity of Bids:** Minimum 180 days from Last date of Bid submission.
- **Pre-Bid Meeting:** BSDM shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in the above Table of Tender Schedule. The bidders are requested to send their consolidated queries to the e-mail address, as specifically mentioned in the above table, only once and further queries sent by the bidders may not be entertained.

BSDM will host a Pre-Bid meeting as per the scheduled date and time as mentioned in the above table of Tender Schedule in this RFP. BSDM may incorporate any changes in the RFP based on acceptable suggestions received in pre-bid queries. The decision of BSDM regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments/ clarifications on the websites (<https://www.eproc.bihar.gov.in>) and ([www.skillmissionbihar.org](http://www.skillmissionbihar.org)) and no bidders/participant would be intimated individually about the responses of BSDM.

Maximum two representative with due authorization from each prospective bidder shall be allowed to participate in the pre-bid meeting.

The purpose of the pre-bid meeting is to provide the prospective bidders with information regarding the business process of BSDM, the RFP and the project requirements and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the Project.

- For support related to e-tendering process, bidders may contact at following address “e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: **0612-2523006**, Mob- **7542028164**” or may visit the link “Vendor Info” at (<https://www.eproc.bihar.gov.in>).
- **Corrigendum/ Addendum/ amendments** if any, will be published on the departmental website <http://labour.bih.nic.in> and e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.

**Principal Secretary,  
Department of Labour Resources,  
Government of Bihar, -cum-  
Chief Executive Officer,  
Bihar Skill Development Mission.**

## **e-Tendering Process Related Instructions.**

➤ Submission of Proposals Through electronic mode only,

1. The bidder shall submit his bid/tender on e-Procurement platform at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
5. Tender Processing Fee (TPF) and Document Fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
6. "Earnest Money Deposit (EMD) has to be submitted through manual mode (DD) only and has to be submitted in the office of BSDM before the stipulated time and date.

**Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) before the date and time specified in the NIT/RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."**

7. The tender opening will be done online only.
8. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in> only.
9. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna-800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).

## **Brief background of BSDM:**

In Bihar a comprehensive and long-term strategy for skill development is being developed by the Government of Bihar. Accordingly, the Bihar Skill Development Mission (BSDM) has been constituted under the chairmanship of the Honorable Chief Minister with the vision to increase the capacity & capability of the system 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 the growing demand for skilled manpower.

## **Objectives of the Mission:**

1. To facilitate generation of adequate employment opportunities through a policy frame work.
2. To encourage and facilitate skill training for youth of Bihar.
3. To monitor generation of employment in different sectors.
4. To facilitate launching of training programs for both uneducated and educated unemployed persons for up-gradation of their skills.
5. To formulate area and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector.
6. To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the most needy sections of the population.
7. Management of skill development agenda of the State of Bihar.

## **Introduction:**

Developing a research base is one of the critical activities of an organization in order to prepare and plan the strategies for an efficient skilling ecosystem. BSDM intends to conduct studies to understand the geographical / sector wise skill requirements, understand the As-Is situation on account of Supply side & Demand side aspects, Identify prevalent or potential gaps in order to formulate strategy to plug the gaps and on various other subjects that can influence and enable skilling ecosystem in Bihar.

BSDM would like to hire an Agency/consultant to undertake a study to estimate the Skilling requirements and Skill Gaps in the workforce and Youth Aspiration Mapping Study” in all 38 Districts of Bihar (along with a state-wide comprehensive picture) over the time period of 2019- 2029 with an outcome in the form of correct skilling interventions ,strategization for assisting the eventual livelihood generation and skill development of local communities including informal/unorganized sector within the state.

This initiative will be implemented under “**Skill Acquisition and Knowledge Awareness for Livelihood promotion (SANKALP) Program**” which has been launched by Ministry of Skill Development and Entrepreneurship Development, Government of India through Bihar Skill Development Mission.

## **Objectives of the Assignment:**

The proposed study would help in optimizing the efforts of Bihar Government/BSDM and other national and private skill development agencies in the skill development space till 2029 (2019-2029) and maximize the number of trainees benefitting from improvement of employment / livelihood generation opportunities. Accordingly, the broad objectives of the study are to:

- Estimate the district wise, sector wise skilling requirements (including current and incremental) in non-constrained supply scenario of the workforce and overall State level requirement till 2029 (2019-2024 and 2024-2029) based on the inter-state and intra-state livelihood generation opportunity potential analysis.
- Identify the district wise new and emerging job roles taking cognizance of the impact of disruptive technologies across sectors including the informal/unorganized sector.
- Identify the job role wise skill gaps in the currently available and entering labour pool for priority sectors.
- Estimate the current skill training capacity of government and private training partners and institutions across various districts in Bihar to project training capacity to be augmented to address the demand.

- Provide recommendations to address the skill gaps and to bolster livelihood generation.
- Identification of Incremental manpower requirements and mapping it with youth aspirations in order to understand and recommend the training needs.
- Provide holistic implementation plan for development of local communities while taking cognizance of the unorganized sector as well across the districts through skill development and livelihood generation programs.

## Scope of Work

Given this background, the primary goal of this study is to understand different aspects and identify gaps across the skill development ecosystem, youth aspiration and skilling requirements at a district level and State level within the state of Bihar over the period 2019-29 in terms of:

### I. Demand Side Analysis:

1. Identification of priority sectors and related industries for each district in the state of Bihar and validation of priority sector with district level representatives. Special focus may also be on sectors like Agriculture and Animal Husbandry, Fishery and Poultry, Handloom and handicrafts but not limited to the above which employ more than half of the population including considerable proportion of women and marginal communities.
2. Identification of key industries/ units for the priority sectors, in each district. Apart from covering existing industries/ units, the study should also cover emerging and upcoming industries/ units like agro based industry and food processing over the period of 2019-2029. Trades/ units within the unorganized sector must also be identified and validation of the same with district level representatives.
3. District wise identification of existing key and non-key job roles within priority sector along with the impact of disruptive technologies on the existing job roles. The study must therefore factor in obsolescence of existing job roles and emergence of new job roles in the future. The study may also look at job roles well suited for female workforce for gainful employment of the same.
4. Estimation of current and future state of priority sector-wise/ industry-wise demand for trained manpower, in each of the districts, for the skills/functions identified; any specific requirement for the up skilling, entry-level and migrant skilling requirement will also need to be determined.
5. Identification of skills/functions relevant to each of the priority sector and related industries in each district within Bihar. The study could identify core technical and soft skills for each job role within the identified priority sectors.
6. Identification of skill requirements for priority sectors and job roles for which maximum migration happens from the state or for which the out of State demand / livelihood generation potential is high.
7. Estimation of Intra – State incremental human resource requirement for the period of 2019-29: This represents the shortage of workers across major functions within identified priority sectors of each district's economy which can be met either through new entrants or training of the unemployed to meet short-term sectoral requirements. Up-skilling requirements may also be covered as part of the study.
8. Estimation of incremental human resource requirement for the period of 2019-29 based on Inter-State migration potential or locations and sectors: This represents the shortage of workers across major functions within identified priority sectors and possible locations which can be met either through new entrants from Bihar or training of the unemployed youth of Bihar to meet short-term sectoral requirements. Up-skilling requirements may also be covered as part of the study.

**Note: The selected agency will have to use its resources to gather all relevant data from respective Central/ State agencies wherever required. However, BSDM will also support the selected agency in this endeavour in best suitable manner.**

### II. Supply Side Analysis

1. Creation of demographic profile of all districts including but not limited to total population, age-wise and gender-wise population distribution, working age population, employment statistics of the district as well as mapping of vulnerable communities, if any.



2. Map the current migration pattern of the state to various states – source locations, role of intermediaries, destination location, placement process and key issues in migration process. The activity needs to be done for both inter-state and intra-state migration.
3. Identification of current skills training provision (including training facilities and schemes) by various State / Central Government and private training organizations / institutions across different districts in the State for the identified priority sectors and capacity gaps if any in the same. This is to include BSDM/ NSDC training partners, ITIs, Polytechnics, vocational training happening in schools and universities, if any, and other training providers (if any) operating in all districts. A complete skilling As-Is needs to be analyzed. Skill development courses mapping to the priority sectors will need to be done.
4. Identify sectors where skill development courses should be run by government and ones that should be driven by market directly, in the state.
5. Identification of District wise self-employment and entrepreneurship skills potential
6. Articulate the aspiration of the youth in various districts by means of a comprehensive survey and map the aspiration to the existing / incremental demand side potential.
7. Training Need Analysis based on the Intra-state and Inter-state demand scenario and livelihood generation potential mapped with Youth aspiration:
  - a) For up-skilling / re-skilling of current workforce (including core technical & soft skills) – It includes the estimation of number of workers across the major functions within identified priority sectors for each district who do not meet the current industry expectations & have additional skilling requirement in order to improve their employability.
  - b) For entry- level skilling (including core technical & soft skills) – This denotes the requirement for skilling coming from the incremental workforce addition over the period 2019-2029. This requirement should also accommodate structural / technological changes expected in the sector in future.
  - c) For Migrants, owing to employment prospects and potential demand of trained/untrained workers in other states.
  - d) Preparation of a District-wise sector-wise annual training demand with courses important for the same.
8. Qualitative analysis on the existing and projected state of the job roles within the unorganized sector of each district.
9. District wise identification of un-regulated workforce w.r.t. identification of level of previous learning, often experiential or hereditary towards gaining a qualification and align their competencies to the standardized National Skills Qualification Framework (NSQF) which can be achieved through Recognition of Prior Learning with Bridge Training Program. Identification of sectors and courses for RPL with Bridge Training Program suitable to each district after analyzing skills set of existing population engaged un-organized sectors of that district.

**Note: The selected agency will have to use its resources to gather all relevant data from respective Central/ State agencies wherever required. However, BSDM will also support the selected agency in this endeavour in best suitable manner.**

### **III. Outcome of the Study (but not limited to):**

1. Identification of priority sectors and critical job roles within identified sectors where skill development courses should be / could be run by government and ones that could be driven by market directly.
2. Estimated district wise human resource requirement and skill gaps across job roles within the identified priority sectors.
3. Estimated human resource requirement and skill gaps across job roles within the identified priority sectors based on the demand scenario outside Bihar in order to foster skilled migration.
4. Recommendations on action items for each of the key stakeholders – BSDM, NSDC, Central Government, State Governments, Training Institutions, based on demand-supply match.
5. Detailed District wise / Sector wise skill gaps report with recommendation for GAP plugging and eventual livelihood generation bolstering apart from the State wide consolidated overview also.

6. Development of a detailed road map for implementation of livelihood generation skilling endeavors for wage employment, self-employment and skill development activities through a district wise and State wide consolidated intervention plan. The implementation plan could include:
  - a) Identification of skill shortages in the districts and at State level.
  - b) Up skilling requirement
  - c) Road Map of training for placement linked wage employment
  - d) Major Industries operating in the district and the size of work force available and required.
  - d) Feasibility of self-employment
  - e) Scope of recognition of prior learning with bridge training along with sector and courses relevant to each district and justification thereof.
  - f) District and State wise Youth Aspiration Mapping report.
  - g) State wise recommendation after collating and analyzing individual district reports on a short-term, mid-term and on long-term basis.

**Note: It must be clearly understood that the scope of work is intended to give the bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by BSDM. The bidder shall carry out all the tasks in accordance with the requirement of the RFP and due diligence and it shall be the responsibility of the bidder to fully meet all the requirements of the RFP. If during the course of execution of the project, any revisions or additions to the work are to be made to meet the goals of BSDM or this RFP, all such changes shall be carried out within the contract price only.**

#### **IV. Approach & Methodology**

##### **Participatory Approach:**

The approach of the study would be participatory with state and district representatives. In this context the consultant has to initiate the formation of a Steering Committee comprising of state and district level representatives and representatives from relevant state department like Bihar Skill Development Mission, Bihar Rural Livelihoods Promotion Society (Jeevika) and representatives from Industry and Industry Association, Department of Agriculture and Animal husbandry and other related sector representatives for periodic review and feedback based on the milestones of the project.

##### **Methodology:**

The methodology for research can be a mix method approach with a pragmatic blend of quantitative and qualitative data collection techniques. The research design may include primary data collection with a representative sample across districts using scientific sampling technique for both supply and demand side analysis. Qualitative methods may include key informant interviews, focus group discussions and other relevant methods as per the scope of the study. Case study approach may be adopted to bring out the nuances of the unorganized sector within the districts, and the state as a whole. As part of the technical proposal, the consultant may provide the details of the proposed research methodology, including but not limited to the following:

- Plan for secondary research with a prospective list of data sources to be referred for designing the survey and data collection tools.
- Plan for primary data collection through survey specifying units of analysis for both demand and supply side across districts
- Sample Size calculation for supply side- There are 38 districts, 101 subdivision, 534 blocks and more than 44000 villages. The sample size should take into account the total working age population as per recent census and may vary as per the population of each district. The minimum sample size for mapping the youth aspiration may be 350-400 per district but may vary as per the size of the district.
- Phase wise data collection with a presentation of findings at every phase in consultation with district and state representatives.
- Plan for usage of qualitative research methods like FGD and Key Informant Interviews
- Plan for data analysis including econometric analysis
- Profile and experience of data collection team should also be included as part of the Team Structure section of the Technical Proposal
- The Agency will be expected to start the work/ survey in all districts of Bihar simultaneously.

Note: After execution of agreement, there will be a kick-off meeting wherein approach and methodology will be finalized. Post this the Agency will have to submit an inception report to the BSDM for discussion. The agency will have to incorporate suggestion/modification by the BSDM on which line an Interim and Final report will have to be submitted.

**Benchmarking Matrix:**

The Agency has to formulate a benchmarking matrix based on the scope of work in the context of demand, supply and outcome of the study, detailing the activities, deliverables and milestone for each activity. The format is given below

Sr.No	Scope of Work	Coverage	Approach and Data Sources	Milestone
	Demand Side			
	Supply Side			
	Development of Action Plan for the district / State / Sector			

The above matrix is an indicative one. Bidders may modify the same depending on the comprehensive understanding of the scope of work and desired outcome.

**V. Key Deliverables and Time line:**

- i) Inception report: (Within 30 days of receipt of Work Order/ Project Commencement Order). Detailing the methodology including the main research methods, the sampling framework, proposed sources of data, procedures for data collection and analysis, and a draft but detailed table of contents. The proposed research tools will be discussed and approved by the competent authority before data collection commences.
- ii) First Interim Report: (At the end of 4<sup>th</sup> month) - incorporating suggestions and recommendations from competent authority.
- iii) Second Interim Report: (At the end of 6<sup>th</sup> month) - incorporating suggestions and recommendations from competent authority. A second round of revision may be required before the final version of the Final Report can be produced.
- iv) The final report at the end of 9<sup>th</sup> month after incorporating suggestions and recommendations from competent authority (one electronic copy in PDF Format and one in DOC format)
- v) An electronic copy of all data collection tools and the job market study data set.
- vi) A final presentation of the overall findings to the competent authority for validation (at the closure of the project).

**Duration of Assignment:**

BSDM is looking to complete this study within a period of 09 months from the accord of the approval wherein two Interim Reports will have to be submitted at the end of 4<sup>th</sup> and 6<sup>th</sup> month respectively. The agency will have to submit its final report at the end of 9<sup>th</sup> month after incorporating suggestions/ modifications by BSDM along with further studies in the desired area. BSDM on just on sufficient reasons may extend the above time limit and in that case no penalty will be levied.

BSDM may impose a penalty to the maximum of 10% on account of failure in submitting acceptable deliverables and non-adherence of timelines apart from forfeiture of Performance Guarantee, cancellation of agreement and non-payment. The decision of CEO, BSDM will be final and conclusive in this regard.

## **Instructions to the Bidders:**

### **1. Completeness of Response**

- A.** Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B.** The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.

### **C. Permissibility of Consortium/ Joint Venture (Maximum One Organization):**

A consortium or Joint venture or association with maximum one partner will be allowed. However, the Preliminary Eligibility Criteria should be mandatorily met by the lead bidder only. The credentials of JV/Consortium Partner will be taken into consideration under Technical Evaluation for evaluation criteria and marking purposes.

- The proposal has to be submitted by Lead-Partner only.
- The consortium agreement has to be executed before the submission of proposal. The terms of such agreement will clearly stipulate that, for BSDM, entire responsibility of execution of assignment will be of Lead Partner only.
- The composition or the constitution of the consortium shall not be altered without the prior consent of BSDM.
- For the purpose of implementation, the Lead Partner shall be the single point of contact for the BSDM, shall have the overall responsibility of the management of the assignment, deliverables and execution of project. The Lead Partner shall have the single point responsibility for ensuring that other member of the consortium is complying with the terms and conditions set out in the Contract and will be primarily responsible for obligations under the proposed association.
- All instructions/communications from BSDM will be made to the Lead Partner only.
- All payments will be made to the Lead Partner only. BSDM will in no case be responsible to the other member of consortium and no disputes whatsoever among the consortium members will be entertained by BSDM.

### **2. RFP Proposal Preparation cost & related issues**

- A.** The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by BSDM to facilitate the evaluation process and Awarding of Contract. Further, no reimbursable cost may be incurred in anticipation of award of contract for implementation of project.
- B.** BSDM shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

### **3. Other Terms of Reference:**

- A.** This RFP does not prevent or force BSDM to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.

- B. Bid validity Period:** The proposals/bid shall be valid for a period of 180 days from the last date of submission of bids. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his proposal.

In exceptional circumstances, BSDM in its discretion, may solicit the bidder's consent for an extension of the validity period. The request and the responses there to shall be made in writing.

- C. Bid Prices:** The bidder shall indicate the price in accordance with format provided in the RFP (online format) and same will be used for the purpose of evaluation of bids by BSDM.

It must be clearly understood that the scope of work is intended to give the bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by BSDM. The bidder shall carry out all the tasks in accordance with the requirement of the RFP and due diligence and it shall be the responsibility of the bidder to fully meet all the requirements of the RFP. If during the course of execution of the project, any revisions or additions to the work are to be made to meet the goals of BSDM or this RFP, all such changes shall be carried out within the contract price only.

- D. Manpower Deployment:** Selected bidder must deploy personnel with requisite qualification and sufficient experience for conducting this study as per the scope mentioned under this RFP. Minimum deployment of 15 personnel at district level will be required in addition of Team leader (1) and Two (2) State level resources who will be head-quartered at BSDM office and shall be monitoring and supervising the entire operation, which may involve touring of the districts as and when required.

Note: The proposed Team-leader will not be allowed to be changed under any circumstances and will have to work till project completion. There will not be more than 50% change in the state team-structure and will require prior approval of BSDM in this regard.

Number of people to be deployed per district: The deployment of specific number of manpower in a specific district at any point of time shall be at the discretion of the bidder as per the requirement. The focus will be to achieve the goal of assignment within stipulated timeline with desired quality.

The CVs of Team leader and Two State level resources have to be shared at the proposal stage itself which will be evaluated at the time of proposal evaluation.

The CVs of all the district level personnel have to be shared before the project commencement with BSDM for its approval. Once shared and approved by BSDM, there will not be more than 30% change in the district team-structure and will require prior approval of BSDM in this regard. The district level personnel must be a graduate with at least two years of working experience.

- E.** The selected bidder to whom Letter of Award (LOA) has been issued will have to enter into an Agreement with the BSDM within 30 days of issue of LOA. The format of agreement will be shared at the time of issuance of LOA.

- F. Limitation of Liability:** In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

- G. Agreement Validity:** The Agreement will be valid for a period of assignment. However the performance of the bidder regarding compliance to the conditions of this RFP and the agreement shall be reviewed and the agreement may be terminated by BSDM by giving a notice of 15 days, if the performance is not found satisfactory. The decision of BSDM shall be final in this regard.

The expenses incidental to the execution of the agreement should be borne by the successful bidder / bidders.

## **H. Performance Guarantee:**

1. An amount equivalent to 10 % of the total value of the Contract will have to be deposited by the successful bidder as performance guarantee in form of demand draft/ Bank Guarantee issued from a Scheduled/Nationalized Bank in favour of “Bihar Skill Development Mission” payable at Patna within 30 days of issuance of LOA. The demand draft should be payable at Patna. This performance guarantee will be returned to the successful bidder after the expiry of 60 days of the contract period. However no interest will be given to the successful bidder for this deposited performance guarantee.
2. If the bidder fails to perform satisfactorily as per terms of the agreement, BSDM reserves the right to cancel the selection and terminate the agreement and may forfeit the performance guarantee without assigning any reason. The decision of CEO, BSDM will be final and conclusive in this regard.

## **4. Right to Terminate the Process and issue of Corrigendum and other Right**

- A.** BSDM may, for any reason, modify the RFP Document by a corrigendum and may, at its discretion, extend the last date for the receipt of Proposals.
- B.** BSDM may terminate the RFP process at any time without assigning any reason. BSDM makes no commitments, express or implied, that this process will result in a business transaction with anyone or between anyone.
- C.** BSDM reserves the right to modify and amend any of the condition/criterion as stipulated in whole of this RFP Document depending upon project priorities vis-à-vis urgent commitments.
- D.** BSDM will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practises in competing for the contract in question;
  - For the purposes of this provision, the terms are set forth as follows:
    - (i) “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
    - (ii) “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
    - (iii) “Collusive Practise” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
    - (iv) “Coercive Practise” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
    - (v) “Obstructive Practises” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to BSDM in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practises; and or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- E.** The selected Agency shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Agency and its affiliates shall not engage in consulting activities that conflict with the interest of the BSDM under the contract. It should be the requirement of the consultancy contract that the Agency should provide professional, objective and impartial advice and at all times hold the BSDM interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Agency shall not be hired for any assignment that would be in conflict with their prior or current obligations to the BSDM, or that may place them in a position of being unable to carry out the assignment in the best interest of the client.

The Agency has an obligation to disclose to BSDM 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.

**5. Submission of Proposals**

- A. The Proposal must submitted online mode containing Two Stage as below-
  - A) Technical Bid Open Stage
  - B) Cost Bid Open Stage
- B. Bidder shall submit all the required documents as mentioned in the annexure including Tech Forms. It should be ensured that various formats mentioned in this RFP should be adhered to and no changes in the format should be done.
- C. The bids submitted by telex/telegram/fax/e-mail/hard-copy etc. shall not be considered (except EMD). No correspondence will be entertained on this matter.
- D. BSDM shall not be responsible for any delay or non-receipt/ non delivery/Non-uploading/ non downloading/ corrupt files/ non legible when downloaded, of the documents. No further correspondence on the subject will be entertained.
- E. Language of Bids: The proposal and all correspondence and documents shall be written in English.

**6. Evaluation of Bids:**

The evaluation would consist of following phases:

Phase I: Evaluation of Preliminary Eligibility Criteria.

Phase II: Evaluation of Technical Proposal.

Phase III: Evaluation of Financial Bids.

Phase IV: Combined Evaluation of Technical and Financial Bids (QCBS).

**Technical Bid and Evaluation:**

**(A) Preliminary Eligibility Criteria:**

The bidders should satisfy the following eligibility criteria to qualify for the Technical Evaluation. Proposals not meeting the eligibility criteria and not containing the supporting documents will be summarily rejected:

Sr. No.	Criteria	Supporting Document(s)/Evidence
1.	The Bidder must be an organization incorporated and / or registered in India, under any Act on or before 1 <sup>st</sup> April, 2013.	Copy of the Certificate of Incorporation / Registration under respective acts of incorporation/registration.
2.	The Bidder’s Organization should have a minimum average annual turnover (AATO) of Rs. 20 Crores or above over in the last three financial years i.e. 2015-16, 2016-17 and 2017-18 and should have a positive Net Worth as on 31-03-2018.	Copy of the Audited Profit and Loss Statement and Balance Sheet and Copy of the letter from a Chartered Accountant regarding the turnover and the net worth (Both Audited Statements and CA Certificate are Mandatory)
3.	The Agency must have conducted skill gap study/ skill demand supply survey/ job market study in at-least one State of India/ Union Territories of India or a National/ International Level Study.	“Prior Experience Certificates/ Letter of Award/ Agreement etc. along with TOR/scope of work of the assignment in support for the same”.

4.	As on date of submission of proposal, The Agency must have on its pay-roll at least 100 technically qualified personnel in the area of consulting/ advisory/ research services.	Certificate from HR of the organization
5.	Must have a valid GST Registration Number and PAN number	GSTIN and PAN has to be submitted.
6.	The Bidder should not be black listed/debarred from any of the Government Department/PSUs as on the date of opening of this Tender.	Affidavit as per Annexure II.

**(B) Technical Evaluation:**

A. Only those bidders who have passed the Preliminary Eligibility Criteria will be eligible for Technical Evaluation.

**B. EVALUATION CRITERIA OF TECHNICAL PROPOSAL (ST)**

Category	Maximum Points
<p>1.</p> <p><b>OVERALL RESPONSE AND METHODOLOGY (Approach &amp; Methodology and Detailed Work Plan)</b></p> <ul style="list-style-type: none"> <li>*Understanding of, and responsiveness to BSDM requirements;</li> <li>* How feasible and efficient is the proposed approach and methodology;</li> <li>*Are there elaborate and appropriate suggested methods/techniques with rigour to meet the objectives of the scope of work.</li> <li>*How is the quality of proposed implementation plan i.e. how the bidder will undertake each task is/are person/s assigned for each task;</li> <li>*Effectiveness of Proposal - demonstration of overall impact of the methodology and implementation plan, team structure and effective organizational capacity</li> <li>*Time schedule for implementation of study</li> <li>*Risk management.</li> </ul> <p><b>Benchmarking Matrix :</b> The consultant has to prepare a benchmarking matrix as mentioned in Approach and Methodology to show their understanding of scope of work</p> <p>*Total Marks</p>	<p>(15)</p> <p>(05)</p> <p>(20)</p>
<p><b>2. TEAM QUALIFICATION AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>*Team leader: Relevant research experience in the field of conducting Skill Gap Studies, working with PSUs and Government Agencies for this assignment as well as relevant qualification, skills &amp; competencies;</li> <li>*Team Experience: Experience of Team Members and Data collection team – Relevant experience as well as relevant skills &amp; competencies; Professional expertise, knowledge and experience with similar projects</li> </ul> <p>Note: The proposed Team-leader will not allowed to be changed under any circumstances and will have to work till project completion. There will not be more than 50% change in the state team-structure and will require prior approval of BSDM in this regard.</p> <p>The CVs of Team leader and Two State level resources have to be submitted along with Technical Bid. The Team leader and State level resources must possess post graduate degrees and have 5 years and 3years experience in relevant field respectively.</p>	<p>(15)</p> <p>(10)</p>



*Total Marks	(25)
<b>3. ORGANISATIONAL CAPACITY AND PROJECT EXPERIENCE</b>	
<p>“<b>12 marks</b> for each relevant research experience in the field of conducting Nation-wide (National Scenario) Skill Gap Studies/ Skill Demand Supply Survey/ Job Market Studies for National Agencies and <b>10 marks</b> for each relevant research experience in the field of conducting Skill Gap Studies/ Skill Demand Supply Survey in State/Union Territories of India, subject to cumulatively maximum of 55 marks.</p> <p>Note: The bidders will have to submit successful project completion certificate/ Final Payment Certificate or the like documents which can establish successful submission and acceptance of the study along with Letter of Award/ Agreement etc. along with TOR/scope of work of the assignment in support for the same.”</p> <p>International studies will be treated equivalent to National Studies for evaluation purposes.</p>	(55)
*Total Marks	(55)
<b>TOTAL MARKS FOR TECHNICAL COMPONENT (ST)</b>	<b>(100)</b>

**Note:**

- Only the International/ National or State Level Skill Gap Studies/ Skill Demand Supply Survey/ Job Market Studies will be considered.
- Any study named other than skill gap analysis will be considered only if the target beneficiary is the entire universe of State or Nation and terms of reference/ scope of work contains amongst other skill gap studies.
- **In case any prior experience documents are in language other than in English or Hindi, the bidders will also need to submit/upload a translation thereof in English Language.**

- For this RFP, the Marks under Technical Proposal has a total weightage of [80%].
- Bidders must score a minimum of 60 Points to be considered technically compliant and in order for the Financial Proposals to be opened.

**(C) Financial Bid Evaluation:**

- A fixed price fee to be quoted in the scope of work as Skill Gap and Youth Aspiration Mapping Study Cost for the State of Bihar. Prices quoted should be inclusive of all fees towards complete scope of work, all taxes, duties, levies, license fees, excluding GST and shall also include expenses incurred for the execution of the contract not limited to out of pocket expense such as lodging, boarding, travel expenses. GST will be paid extra. Conditional Financial Bid shall be out-rightly rejected.
- No adjustment of the contract price shall be made on account of any variations in cost of labor and materials or any other costs components affecting the total cost in fulfilling the obligations under the contract. The prices, once offered, must remain fixed and must not be subject to any escalation for any reason whatsoever within the period of project.

In this phase, the Financial Bids of only those Bidder, who are technically qualified under Technical Evaluation as above under Point B, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows:

**SF = (FL / F),** Where

SF is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration.

**(D) Combined Evaluation of Technical & Financial Bid:**

(i) The Total score of the Bidder will be determined as under

$$\text{Total Score (TS)} = (0.8 \times \text{ST}) + (0.2 \times \text{SF})$$

(ii) The Bid of the Bidder, who obtains the highest TS value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (ST) will be rated as the best bid. Beyond that, Tendering Authority will decide the matter in its full discretion.

(iii) The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

**7. Payment Terms**

A. Statutory deductions (if applicable) will be made on applicable rates.

B. All payments to the successful Bidder (with whom an agreement is made) shall be made on, as and when eligible, basis upon submission of invoices along with the sign off of related documents thereof.

C. BSDM will pay the invoice within 30 days from the receipt of the invoice, if complete in all respect and eligible for payment, through NEFT/RTGS in the Bidders account or through cheque.

D. Milestone based Payment:

Sl. No.	Milestone	Percentage of Project Cost
1	On Approval of Inception Report	10% of the Project Cost
2	On Approval of 1 <sup>st</sup> Interim Report	20% of the Project Cost
3	On Approval of 2 <sup>nd</sup> Interim Report	30% of the Project Cost
4	On Approval of Final Report	40% of the Project Cost

## **Bid Submission Forms and Annexures**

The bidders are expected to respond to the RFP using the forms given in this section with all supporting documents.

### ***Proposal shall comprise of following forms:***

Tech 1: Covering Letter with Correspondence Details

Tech 2: Details of the bidder organization and eligibility related information

Annexure I: Affidavit

Annexure II: Power of Attorney in favour of Authorised Representative. “Board Resolution may also be accepted”

Annexure III: Project Proposal Template (Form A: TECHNICAL APPROACH & METHODOLOGY and Form B: Detailed work plan)

Annexure IV: Team Composition and the assigned works along with the CVs

**Note:** One Copy of this RFP document with each page signed and stamped by the authorised representative has to be submitted along with proposal document as an acknowledgement and acceptance of the terms and conditions and scope of work under this RFP.

**Tech 1**

Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,  
The Principal Secretary  
Department of Labour Resources  
Government of Bihar  
-cum-  
Chief Executive Officer  
Bihar Skill Development Mission

Dear Sir,

We, the undersigned, have examined the RFP document and offer to provide services as required and outlined in the RFP No. .... Dated..... We are hereby submitting our Request for Proposal for **Selection of Agency by Bihar Skill Development Mission (BSDM) for conducting “Sectoral Skill Gap Study and Youth Aspiration Mapping Study” in all 38 Districts of Bihar.**

We hereby declare and undertake that:

- (a) We have carefully read and understood the terms and conditions of the RFP and we do hereby undertake to provide services as per the terms and conditions mentioned in the RFP.
- (b) All the information and statements made in this Proposal are true, accurate and complete and we accept that any misinterpretation or misrepresentation contained in this document may lead to our disqualification by the BSDM at any stage.
- (c) Our Proposal shall be valid and remain binding upon us for a period of 180 days from the last date of submission of this RFP.
- (d) In submitting the Proposal, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.
- (e) It is hereby confirmed that I/We are entitled to act on behalf of our organization and empowered to sign this document as well as such other documents which is furnished or which may be required in this connection.

We understand that BSDM is not bound to accept any Proposal that it receives.

We remain,  
Yours sincerely,

Authorized Signature: \_\_\_\_\_  
Name and Title of Authorised Signatory: \_\_\_\_\_  
Name of Organisation: \_\_\_\_\_  
In the capacity of / Designation: \_\_\_\_\_  
Correspondence Address: \_\_\_\_\_  
Contact information (Mobile No. and e-mail): \_\_\_\_\_

**Tech 2**  
**Important Information and Details**

Sl. No.	Particulars	Details
1	Name of the Organization:	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust etc.)	
6	Address of Head Office:	
7	Incorporation/ Registration status of the Agency	Submit Incorporation Certificate  <i>Page No. at which enclosed: __</i>
8	Date of Incorporation/ Registration	
9	Power of Attorney in the name of the Authorized signatory	<i>Page No. at which enclosed: __</i>
10	Turnover in the last 3 Years:	FY 2015-16: _____ /- FY 2016-17: _____ /- FY 2017-18: _____ /-  Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed: __</i> <b>Also submit Audited Financial statements for all the FYs.</b>
11	Net worth as on 31-03-2018	As on 31-03-2018 _____ /-  Submit a CA Certificate stating the above figure <i>Page No. in which CA Certificate has been enclosed: __</i>
12	PAN Number	<i>Page No. at which enclosed: __</i>
13	GSTIN Number	<i>Page No. at which enclosed: __</i>
14	A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government / Public Sector	<i>Page No. at which Affidavit has been enclosed: __</i>
15	The Agency must have conducted skill gap study/ skill demand supply survey/ job market study in at least one state of India.	Prior Experience Certificates/ Letter of Award/ Agreement etc. in support for the same <i>(Page No. From _____ to _____ at which enclosed)</i>
16	The Agency must have on its pay - roll at least 100 technically qualified personnel in the area of consulting/advisory/ research services.	Certificate from HR of the organization  <i>Page No. at which enclosed: __</i>
17	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed: __</i>

**Annexure-I**

(Affidavit on non-judicial stamp paper by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

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**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated..... and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of ..... (Name of the Agency), with its registered office at ..... do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of ..... (Name of the Agency) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above mentioned RFP.

For and on behalf of:  
Signature:  
Name:  
Designation:  
Date:  
(Organization Seal)

**Annexure-II**

**(Power of Attorney/ Board Resolution in favour of Authorized Representative)**

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We.....  
..... (name of the enterprise and address of the registered office do hereby irrevocably constitute,  
nominate, appoint and authorize Mr/ Ms (name)  
.....son / daughter / wife of  
.....and presently residing at  
.....who is presently employed with us and holding the position  
of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name  
and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in  
connection with or incidental to submission of our Bid for the RFP Reference  
No..... Dated.....

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....  
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .....DAY  
OF .....

For .....

{ Signature, name, designation and address }

Accepted

.....  
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.  
2.

**Note: "Board Resolution may also be accepted"**

*Annexure III*

TECHNICAL BID: Selection of Agency by Bihar Skill Development Mission (BSDM) for conducting “Sectoral Skill Gap Study and Youth Aspiration Mapping Study” in all 38 Districts of Bihar.

**Form A: Technical Bid - TECHNICAL APPROACH & METHODOLOGY**

Technical Approach and Methodology. {Please explain your understanding of the objectives of the assignment as outlined in the Scope Of work, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the Scope of Work here. }

**Form B: Detailed work plan for performing the assignment. Bidder to provide detailed activity and resource schedule for the entire work plan for the project.**

\*This will be bidder’s sole responsibility to ensure that uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.



**Annexure IV**

**Team Composition and the assigned works along with the CVs**