



**Office of the Chief Executive Officer**  
**Chhattisgarh State Skill Development Authority, Raipur**  
Old PHQ Campus, New Raj Bhavan G.E. Road, Raipur, Chhattisgarh  
Phone No. 0771-4090020 Email –cssda.cg@gov.in



Ref. No. CSSDA/SANKALP/Notice/RFP/2022/236

Date 20/06/2022

**Invitation of Request for Proposals (3<sup>rd</sup> Call)**

Chhattisgarh state skill development authority, Raipur invites proposal for the “Study of value chain around different skilling sector” (3<sup>rd</sup> Call) under Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP), from the eligible agencies /academic institutes having a proven track record in conducting work in the areas of Study of Value Chain/Educational Research/Skilling Sector Analysis/Employment Survey.

The scope of work and other terms and condition are mentioned in Request for Proposals (RFP) document which can be downloaded from the official website-cssda.cg.nic.in. Interested Agencies /Academic institutes which meet the eligibility criteria may send their proposal to the given address along with required documents (self-attested and sealed) and a non-refundable processing fee of Rs. 5000/- (Rupees five thousand only) in the form of Demand Draft in favor of “Chief Executive Officer, Chhattisgarh State Skill Development Authority”, Raipur drawn on a Nationalized bank/Scheduled Commercial bank payable at Raipur. The proposal must be sent in sealed envelope along with the covering letter duly signed by authorized signatory on or before ~~04/07/2022~~ 04/07/2022 by 3:00 PM by the registered/speed post. The name of the proposal must be written on top of the sealed envelope.

**Address-**

**To,**

**The Chief Executive Officer**  
**Chhattisgarh State Skill Development**  
**Old PHQ Campus, New Raj Bhavan**  
**G.E. Road, Raipur, Chhattisgarh**  
**Pin- 492001**

Modifications/amendments/corrigendum if any, shall also be made available on the aforementioned website. The Chief Executive Officer reserves all rights to reject any or all proposal(s) without assigning any reason.

  
**The Chief Executive officer**  
**Chhattisgarh State Skill Development**  
**Raipur (CG)**

Office of the Chief Executive Officer

Department of Health and Human Services  
1100 ...  
Washington, D.C. ...

1995

1995

Department of Health and Human Services

Faint, illegible text covering the main body of the document, likely containing a letter or report.

Handwritten initials or signature.

Additional handwritten text or a signature at the bottom of the page.

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF AGENCY(S) FOR CONDUCTING

“Study of Value Chain Around Different Skilling Sectors”

(3<sup>RD</sup> Call)



छोटे-छोटे कदम आसमान छूने का दम...

## **1. Introduction**

Skills Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP) project aims to implement the mandate of the National Skill Development Mission (NSDM), which was launched on 15th July by Ministry of Skill Development & Entrepreneurship, through its core sub-missions. The project will be implemented in mission mode through World Bank support and is aligned with the overall objectives of the NSDM. SANKALP is an outcome oriented project supported by World Bank. The project will focus on the overall skilling ecosystem covering both Central and State agencies.

The main objectives of the project include overall skilling ecosystem providing strengthening institutional mechanisms at both national and state levels, building a pool of quality trainers and assessors, creating convergence among all skill training activities at the state level, establishing robust monitoring and evaluation system for skill training programs, providing access to skill training opportunities to the disadvantaged sections.

The objective of the Studying Value Chain is to seek professional opinion on the effectiveness of the scheme, both in terms of financial and physical progress, in meeting its objectives and to suggest measures for midcourse correction for system improvement and better utilization of resources. The main purpose of studying the Value Chain around different skilling sectors within the activity is to identify the potential for development of value chain, barriers to development, need of core skills and skill shortages in each value chain and determine that in coming years which sub-regions are likely to be developed in different skill areas in time and which skill areas will be required for development. This study provides a brief description of value chains for various sectors with skill development opportunities, which can provide different employment and employment opportunities at the industrial level and in line with market demand. This invitation is open to all bidders who meet the minimum eligibility criteria as mentioned in this RFP document.

### **1.1 About Chhattisgarh State Skill Development Authority ("CSSDA")**

Chhattisgarh State Skill Development Authority ("CSSDA") was registered on 17 September, 2013 under the Societies Registration Act, 1973 to function as an autonomous organization under Department of Skill Development, Technical Education and Employment, Government of Chhattisgarh. Through a Government of Chhattisgarh State notification dated 01 October, 2013.

### **1.2 The Objectives of CSSDA are:**

- 1.2.1 To increase the employability of the youth and empower them to take part in the economic growth of Chhattisgarh State and India and thereby reduce unemployment, under-employment, poverty and socio-economic inequality.
- 1.2.2 To provide skill development training to the youth of the State.
- 1.2.3 To develop self-employment and entrepreneurial skills for youths of Chhattisgarh State.

- 1.2.4 To assist in creating an enabling environment to attract investment in professional and skill development sector.
- 1.2.5 To assist the State Government in formulating appropriate policy, legislations and/or measures to fulfil the skill gap.
- 1.2.6 To monitor the costs and quality of training imparted to produce targeted number of high quality skilled personnel across various strata of youth and workers, especially from amongst the disadvantaged sections of the society.
- 1.2.7 To create effective convergence between school education, professional courses and various skill development efforts of Central and State Governments.
- 1.2.8 To promote and carry out, on its own or on behalf of the State Government, activities to generate awareness, research and study on skill demand.
- 1.2.9 To increase the skill training facility in the state of Chhattisgarh State.

## **2. The Purpose**

This RFP seeks the services of suitable organisations / agencies willing to undertake “Study of Value Chain Around Different Skilling Sectors” and preparation of Block wise, District wise, Sector and Course wise report for perspective plan for next five financial years, i.e. 2021-26.

This document provides information related to the broad requirements enabling the interested organisations / agencies to respond to this RFP. A detailed study and documentation shall be submitted covering all the aspects mentioned in this Scope of Work (SoW) of this RFP.

## **3. Availability of RFP**

The RFP document may be downloaded free of cost from the website <https://www.cssda.cg.nic.in> from the date of the notification onwards.

## **4. Pre-Qualification (Eligibility Criteria)**

The bidders should satisfy the following minimum eligibility. Only those who satisfy these criteria's should submit the proposal with necessary supporting documents:

- 4.1 Earnest Money Deposit ( EMD ) should be submitted along with RFP in the form of Demand Draft for Rs.2,00,000/- (Two Lacs Rupees only) in the favour of “Chief Executive Officer, Chhattisgarh State Skill Development Authority, Raipur” , drawn on a Nationalised bank payable at Raipur. The EMD should be valid for 180 days from the last date of submission of RFP document. EMDs of unsuccessful bidders will be returned after the award of contract to the successful bidder. The EMD of the successful bidder will be returned after the submission of performance security.

- 4.2 The agency must be assessed under Income Tax Act 1961.( Should be accompanied by Income Tax Return of the last 2 financial Year F.Y. 2020-21 and F.Y. 2019-20 )
- 4.3 The bidder must have been operating in India for at least 5 years. Proof of registration as a legal entity must be submitted. Expert Agency / Academic Institution can participate in the RFP.
- 4.4 Minimum two completed Project Works of minimum 30 lacs each (Should be accompanied by CA Audit Report and Work Completion Certificate for each project) in the areas of Study value chain/ Educational Research/ Skilling sector analysis / Employment Survey conducted.
- 4.5 Minimum Rs. One Crore average turnover in last 2 financial F.Y. 2020-21 and F.Y. 2019-20. (Should be accompanied by CA Audit Report )
- 4.6 An Agency/Institution declared ineligible by the Government of India or Government of Chhattisgarh or any other State Government shall be ineligible for participation. An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.
- 4.7 A covering letter must be attached with the proposal as per Format 1.
- 4.8 Hand delivered application forms will not be accepted in any case.
- 4.9 Proposals received after the due date <sup>04/07/</sup>~~2022~~ and time <sup>3:00 PM</sup> will not be accepted.
- 4.10 Application and the supporting documents should be complete in all respects as required in the RFP and must be page numbered and each page be duly signed by the Authorized Representative.
- 4.11 The proposal must be in English Language.
- 4.12 One bidder can submit only one proposal.
- 4.13 The non-refundable RFP Processing fees will be submitted through a bank demand draft of Rs. 5,000/- (Rupees Five Thousand Only) in favour of "Chief Executive Officer, Chhattisgarh State Skill Development Authority", drawn on a Nationalised bank / Scheduled commercial Bank payable at Raipur. The RFP fee of Rs.5000/- must be submitted along with bidder's proposal. Proposal received without or with inadequate RFP fees shall be rejected summarily.

## **5. Clarifications of RFP Documents**

- 5.1 Bidder may request clarification w.r.t. any of the clauses of the RFP documents 7 days before the due date of RFP submission. Any request for clarification must be sent through email to the official e mail ID of CSSDA [cssda.cg@gov.in](mailto:cssda.cg@gov.in). CSSDA will respond by standard electronic/self means and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all agencies who have formally indicated that they intend to submit a Proposal.
- 5.2 At any time before the submission of Proposals, the CSSDA may amend the RFP document by issuing an addendum/Corrigendum in writing, including by standard electronic means.

## **6. Preparations of Proposals**

- 6.1 The Proposal and all related correspondence exchanged between the Bidder and the CSSDA should be in English language.
- 6.2 The bidder is responsible for all costs incurred in connection with participation in this process, including (i) Costs incurred in conduct of informative and other due diligence activities (ii) Participation in meetings / discussions / presentations (iii) Preparation of proposal (iv) In providing any additional information required by CSSDA to facilitate the evaluation process or any other activity related to the bid process. CSSDA will, in no case be responsible or liable for any such cost, regardless of the conduct or outcome of the bidding process.
- 6.3 Chhattisgarh State Skill Development Authority shall not entertain any request for reimbursement of any cost incurred by the bidder in connection with bid process including signing of final contract under any circumstances.

## **7. Instructions for Submission of Proposal**

- 7.1 Bids must be received before the last date and time as specified in the RFP document. Bids should be submitted to the Chief Executive Officer Chhattisgarh State Skill Development Authority, CSSDA Building, Old Police Headquarter Premises, Near Raj Bhawan, Civil Lines, Raipur 492001.
- 7.2 Bids should be submitted only through Speed Post / Registered Post. Bids received through any other medium other than Speed Post / Registered Post will be rejected summarily. Hand delivered / Couriered bids will not be accepted by CSSDA.
- 7.3 The bid will consist of following:
  - 7.3.1 **Technical Proposal** containing technical proposal submission forms (Format 1 to 7) as mentioned in Annexure A, Earnest Money Deposit (EMD) and Checklist as per Annexure C. Technical Proposal should contain all the necessary and supporting documents as required in the Pre-Qualification criteria and all the formats (Format 1 to 7). The technical proposal should be kept in a separate envelope super scribed as "**Technical Bid for Study of Value Chain**" and the page no of all the documents attached in the Technical proposal should be clearly mentioned in the check list provided for the same.
  - 7.3.2 **Financial Proposal** in the prescribed format (Annexure B). It should be kept in a separate envelope super scribed as "**Financial Proposal for Study of Value Chain**"
  - 7.3.3 The above Technical and financial bid envelopes should be kept inside a bigger envelope super scribed as "**Proposal for Study of Value Chain**"

## **8. Technical Proposal (see Annexure A)**

8.1 Technical Proposal shall contain the following:

8.1.1 Covering Letter (Use Format 1).

8.1.2 Legal Constitution & Number of Years of Existence; (use Format 2). Format 2 should be accompanied by the Registration Certificate issued by appropriate Registering Authority.

8.1.3 Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last five years in prescribed format (use Format 3 separately for each Project). Format 3 should be accompanied by Project completion Certificate and CA Audit Report for each project.

8.1.4 List of proposed expert team and CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (Use Format 4 and 5).

8.1.5 Earnest Money Deposit (EMD)

8.1.6 Declaration for Not Blacklisted as prescribed in (Format 6)

8.1.7 Declaration for Not Being Bankrupt as prescribed in (Format 7)

8.1.8 Proof of payment of Income Tax for the last 2 financial Year F.Y. 2020-21 and F.Y. 2019-20.

8.1.9 CA audited turnover statement of the last 2 financial years F.Y. 2020-21 and F.Y. 2019-20

8.1.10 Check list as per Annexure C.

8.2 No mention of your Financial response should be made anywhere in the Technical Proposal. If price is mentioned in the Technical Proposal, it will result in automatic disqualification of the Consultant/ Bidders Proposal.

## **9. Financial Proposal (See Annexure B)**

The Financial Proposal shall be submitted in the prescribed format as per "Financial Bid" given in Annexure-B.

## **10. Proposal Validity**

10.1 Proposals shall remain valid for the period of 180 days commencing from the opening date of technical bid.

10.2 A Proposal valid for a shorter period shall be considered as non-responsive and will be rejected.

141

## **11. Format and signing of Proposals**

11.1 The Technical & Financial Proposals shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the bidder. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.

## **12. Evaluation of Technical and Financial Proposals**

### **12.1 Criteria for Evaluation of Technical Proposals**

12.1.1 Technical proposals of all the Applicants will be evaluated based on minimum qualifying technical eligibility criteria system. Evaluation of the proposals will be done by the evaluation committee as per the parameters mentioned below:

<b>S.N.</b>	<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Min. Cut-off</b>
<b>BUSINESS PRACTICE AND PAST EXPERIENCE OF THE BIDDER</b>			
1	<b>Project experience in the areas of Study value chain/ Educational Research/ Skilling sector analysis / Employment Survey conducted:</b> 2.5 marks per project up to max. 25 marks.	25	
2	<b>Team Leader's Qualification:</b> PhD/M.Phil/Master in Economics/ Statistics/ Management/ Public Policy: PhD: 15 Marks M.Phil: 10 Marks Master Degree: 05 Marks	15	
3	<b>Qualification and Experience of Team Leader &amp; Other Key Professionals as per format 5.</b> I. Team Leader (minimum 7 years relevant working experience): = 7-10 Years - 7 Marks = 10+ Years - 15 Marks II. Subject Experts <b>at least 2 in No.</b> (minimum 04 years working experience in Skilling/ Employment/Labour Market): = 4-7 Years - 7 Marks = 7+ Years - 15 Marks III. Data Analyst/ Scientist <b>at least 1</b> in number (minimum 2 years relevant working experience)	60	

	= 2 years - 5 Marks		
	= 3+ years - 15 Marks		
IV.	Team Size		
	10-20 - 5 Marks		
	20-50 - 7 Marks		
	50+ - 15 Marks		
<b>Technical marks (TM)- Total</b>		<b>100</b>	<b>60</b>

**\*\* Supporting documents/ documentary proof/ Self-declared certificate to be submitted by bidder wherever applicable.**

12.1.2 The pre-qualification (eligibility criteria) will be first evaluated as defined in RFP for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 60% marks in technical evaluation shall be considered for opening of financial proposals.

12.1.3 Minimum qualification for Field Surveyors is Higher Secondary.

12.1.4 CSSDA will constitute an Evaluation Committee for evaluation of proposals received.

12.1.5 The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not meet the minimum qualifying eligibility criteria.

12.1.6 A Technical Proposal may not be considered for evaluation in any of the following cases:

- i. The bidder that submitted the Proposal failed to make a proper statement effect in the cover letter or
- ii. The bidder that submitted the Proposal was found not to be legally incorporated or established in India or
- iii. The Technical Proposal submitted in the wrong format or
- iv. The Technical Proposal submitted to CSSDA after the due date of submission.

12.1.7 After the technical evaluation is completed, CSSDA shall notify the bidder whose Proposal did not meet the minimum qualifying technical eligibility criteria or bidder whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. CSSDA shall simultaneously notify, in writing to the bidder whose Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time, and

location for opening of Financial Proposals. (Bidder's attendance at the opening of Financial Proposals is optional).

## 12.2 Public Opening and Evaluation of Financial Proposals

12.2.1 Received bids will be opened offline. Participated Bidders must be present during bid opening process. Physical presence must be required however participating Bidder's authorized representatives can present during bid opening process.

12.2.2 The financial proposal of each bidder whose Technical Proposal is qualified. The price quoted by bidder shall be ranked as L1, L2, and L3 etc.

## 12.3 Final Evaluation of Technical and Financial Proposals

12.3.1 A Consultant will be selected under Quality and Cost Based Selection (QCBS) method and as per procedures described in the RFP.

12.3.2 Quality and Cost Based Selection (QCBS) method shall be used:

The Financial Proposal with the lowest financial bid will receive the maximum score of 100 marks.

The score will be computed as follows:

$$SF = 100 \times FM / F$$

Where:

SF is the financial score of the Financial Proposal being evaluated, FM is the L1 of the lowest priced Financial Proposal, and F is the Financial Bid under consideration.

12.3.3 Following completion of the evaluation of Technical and Financial Proposals, the final ranking of the Proposals will be determined. This will be done by applying a weightage of 0.70 (70%) and 0.30 (30%) respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Bidder.

**Formula for Final Bid Evaluation is  $FB = 0.7 (TM) + 0.3 (SF)$**

Where, FB is total marks of the bidder in consideration,

TM is Technical Marks of the bidder in consideration, and

SF is Normalized financial score of the bidder in consideration

12.3.4 The highest ranked Bidder based on the cumulative technical and financial evaluation ranking will be awarded the Contract.

12.3.5 In the event the composite bid scores are "tied", the bidder will be decided based on the following priority wise criteria: -

44

- 1<sup>st</sup>. Bidder securing Highest Technical Score
- 2<sup>nd</sup>. Bidder having maximum relevant project experience
- 3<sup>rd</sup>. Bidder having maximum project experience in the field of Skill Development
- 4<sup>th</sup>. Bidder having project experience in Chhattisgarh

### **13. Award of Contract**

- 13.1 CSSDA will award the contract to the bidder who has ranked highest in QCBS. A Letter of Award (the "LOA") shall be issued, in duplicate, by CSSDA to the Selected bidder and the Selected bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

### **14. Execution of Agreement**

- 14.1 After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period of 7 days from the date of issuance of LOA.
- 14.2 The Annexure E – Terms of Reference (General Conditions of Contract) shall also be a part of the aforesaid agreement.

### **15. Performance Security**

- 15.1 The successful bidder shall be required to furnish a Performance Security on or before the date of commencement of the contract for an amount equal to 10% of the contract value for the project duration as mentioned in the contract in the form of irrevocable Bank Guarantee issued by any Nationalised Bank.
- 15.2 The performance security as furnished by the bidder shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor under the contract to be executed between CSSDA and the contractor.

### **16. Property Data**

- 16.1 All documents and other information provided by Chhattisgarh State Skill Development Authority or submitted by an Applicant to Chhattisgarh State Skill Development Authority shall remain or become the property of Chhattisgarh State Skill Development Authority. All information collected, analysed, processed or in whatever manner provided by the Bidder/Contractor to Chhattisgarh State Skill Development Authority, in relation to the consultancy shall be the property of Chhattisgarh State Skill Development Authority.

### **17. Rights**

- 17.1 The contract may be terminated by The Chief Executive Officer (C.E.O.), CSSDA by giving notice in writing to the Contractor, in case of serious negligence or serious breach of any of

the terms and conditions/clause of the contract by the contractor and C.E.O. CSSDA is of the opinion that any further continuance of the contract is not in the interest of CSSDA, then C.E.O. shall have the right to terminate the contract without assigning any reason thereof, or without giving any notice, and any amount payable by CSSDA as well as the performance security is liable to be forfeited.

## **18. Settlement of Disputes**

### **18.1 Amicable Settlement.**

18.1.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

### **18.2 Dispute Settlement**

18.2.1 Any dispute between the Parties as to matters arising pursuant to this contract, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, The District Sessions court, Raipur shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

18.2.2 The place of Arbitration shall be at Raipur only.

## **19. Scope of Work**

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

- 19.1 Study of sectors and courses as per training and placement (wage and self-employment wise) and identification of key challenges therein.
- 19.2 Identification of key challenges and need of improvement in course content.
- 19.3 Identification of key challenges and need of improvement in course content for special groups (Disabled, Destitute Women, Transgender, Jail Inmates and Naxal Affected).
- 19.4 Identification of issues in employment in various industries within State and out of state in terms of course content.
- 19.5 Analysis and need of On the Job training for different sectors/courses.
- 19.6 Study of Direct certification (without training) of Artisans, working and experienced person.
- 19.7 Identification of issues in course content in meeting supply and demand of industries.
- 19.8 Identification of challenges in getting the employment with/ more than minimum wage rule fixed by the Government.
- 19.9 Identification of challenges in establishment and running of self-employment.

- 19.10 Study and analysis of challenges in loan acquiring process for trained youth seeking fund for establishment of self-employment business.
- 19.11 Identification of issues in dropping out the placement done.
- 19.12 Identification of challenges in mobilization and counselling of interested youth for different skilling sectors.
- 19.13 Identification of possibilities of mobile training centre for different sector/ course.
- 19.14 Identification of challenges in low aspiration for skilling among youth of the State.
- 19.15 Identification of issues in selection of the course for skill training.
- 19.16 Identification of issues in getting the Quality Trainers for related course. Also, the assessment of effectiveness of Training of Trainer (ToT) programme.
- 19.17 Identification of issues for low attendance of trainees during training and dropping out of the training batch.
- 19.18 Study of pattern and evaluation method of Assessment System for different sector/ course.
- 19.19 Study of value of skilling certificates of different scheme in the job market.
- 19.20 Study of Placement in organised and unorganised sector.
- 19.21 Identification of requirements for forward and backward linkages in placement whether wage, self-employment and other livelihood generation activities.
- 19.22 Identification of placement support requirement for the placed trainees within State and out of State.
- 19.23 Identification of possibilities and challenges in Online skill development training for different sector/ course.
- 19.24 Identification of requirements for making centre of excellence for skill training.
- 19.25 Study and analysis for current organisational structure of the State's Skilling Ecosystem and suggestion required for additional/ parallel manpower to engage in the ecosystem.
- 19.26 Suggest suitable, specific and actionable interventions or recommendations to address the study value chain.
- 19.27 All the data recorded and reported during the execution of the project will also be segregated Category wise, Gender wise, Disability wise, Age wise etc.
- 19.28 The information recorded and reported will also be separated Urban and Rural area wise.
- 19.29 The Field Level survey conducted by the Bidder should be video graphed and documented with necessary photos and tabulation.
- 19.30 All the survey tools such as questionnaire, method of survey and sampling procedures is subject to prior approval of CSSDA.
- 19.31 Issues, challenges and need of registration of youth in employment exchange.
- 19.32 Study of types of unemployment around different skilling sectors in Chhattisgarh.

19.33 Study of any other area relevant to understanding study value chain and skilling sectors in the state of Chhattisgarh as decided by CSSDA.

**20. Failure to agree with the Terms & Conditions of the RFP/Contract**

- 20.1 Failure of the selected Bidder to agree with the Terms & Conditions of the RFP/Contract shall constitute sufficient grounds for the annulment of the award.
- 20.2 In the event of annulment of the award, CSSDA shall call for new Bids.
- 20.3 In the event of removal of the name of the Bidder from select list, CSSDA shall forfeit the EMD without giving any further notice to such Bidder.

**Annexure A: Technical Proposal Submission Forms**

**Format 1: Covering Letter**

[Location, Date]

To:

Chief Executive Officer

Chhattisgarh State Skill Development Authority,

Raipur (C.G.)

Dear Sir/Madam,

We, the undersigned, offer to provide the Study Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope 1.

We hereby declare that we have read the Instructions to agencies included in the RFP, and abide by the same, and specifically to conditions mentioned in Instruction to bidders. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and we accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the proposal will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Study Services related to the assignment not later than the date indicated in the Data Sheet.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**Format 2: Legal Constitution & Number of Years of Existence of bidder**

**Organization/ Name:**

1. Status / Constitution of the Organization:
2. Name of Registering Authority:
3. Registration No.:
4. Date of Registration:
5. Place of Registration:

For and on behalf of: (Organisation/ Agency's Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

*Note: Please provide copy of the registration certificate from the appropriate Registering Authority.*

11

**Format 3: Project Detail Sheet of similar previous projects**

(To be furnished separately for each project)

Project Cost:	Approx. value of the contract (in Rs):
State & City name:	
Name of Client:	
Address of Client:	
Project Start date:	
Project Completion date:	
Name of Senior Staff (Project Director/Coordinator, Team Leader), involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent:	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the Project:	

**Note:** Format 3 should be accompanied by Project completion Certificate and CA Audit Report.

Authorized Signatory [In full initials and Seal]: \_\_\_\_\_

Name of the Organization:

\_\_\_\_\_

LM

6

11

**Format 4: Curriculum Vitae (CV) for Proposed Experts**

Proposed Position. \_\_\_\_\_ [Only one candidate shall be nominated for each position] (Please fill separate format 5 for proposed all key experts)

Name:

Date of birth:

Nationality:

Education: [year] [name of institution and degree]

Membership of Professional Associations:

Countries of Work

Professional Experience

[Month and year start to finish]

[Name of project and client]

Languages

Professional Background

[Description]

Employment Record

[Year starting with present position] [Employer]

[Descriptive paragraph of 4-5 sentences on each assignment, position held, responsibilities undertaken and achievements attained.] .....

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience;
- (ii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of Expert or Authorized Representative]

\_\_\_\_\_ [Name of Expert/Authorized signatory].

**Format 5: Expert Team and Summary of CV Information**

Name	Position Assigned	Task Assigned	Employment Status with organisation (full-time/ Contract)	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Authorized Signatory [In full initials and Seal]:

\_\_\_\_\_

Name of the Organization:

\_\_\_\_\_

LM

**Format 6: Declaration for Not Blacklisted**

(To be provided in original on Rs. 100 Stamp Paper duly notarized)

To  
Chief Executive Officer  
Chhattisgarh State Skill Development Authority,  
Raipur (C.G.)

Subject: Declaration for Not Blacklisted

Dear Sir,

I/We \_\_\_\_\_ here by confirm that our firm has not  
been banned or blacklisted by any government organization/ Financial institution/Court/Public sector  
Unit/ Central Government.

Signature of Bidder's.....

Place: Name.....

Date: Designation.....

Seal

11

**Format 7: Declaration for Not Being Bankrupt**

(To be provided in original on Rs. 100 Stamp Paper duly notarized)

To  
Chief Executive Officer  
Chhattisgarh State Skill Development Authority,  
Raipur (C.G.)

Subject: Declaration for Not Being Bankrupt

Dear Sir,

I/We.....here by confirm that our firm has not been declared insolvent/bankrupt or not have filed for insolvency/ bankruptcy or not in the process of being declared bankrupt before any designated authority.

Signature of Bidder's.....

Place: Name.....

Date: Designation.....

Seal

**Annexure B: Financial Proposal**

To

Chief Executive Officer

Chhattisgarh State Skill Development Authority,

Raipur (C.G.)

Dear Sir,

Subject: For conducting "STUDY OF VALUE CHAIN AROUND DIFFERENT SKILLING SECTORS".

I/We \_\_\_\_\_ agency herewith submit the Financial Proposal for selection of my / our organisation for Subjected project/ assignment.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 180 days from the last date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(R)

(M)

E-mail:

Fax No:

### Financial Bid

*The financial bid is to be submitted to the address given:*

Sr. No.	Item Description	* Total Amount in INR inclusive of all taxes, etc.	* Total Amount in words inclusive of all taxes, etc.
1	Request for Proposal (RFP) for the Selection of Consultant for Conducting "STUDY OF VALUE CHAIN AROUND DIFFERENT SKILLING SECTORS"		

**\*Furnish break-up details of total amount in separate sheet.**

111

11

**Annexure C: Check list**

<b>Sl. No.</b>	<b>Description</b>	<b>Yes / No</b>	<b>Page No.</b>
<b>I</b>	<b>Envelope 1 : Technical Proposal</b>		
1	Format 1: Covering Letter		
2	Format 2: Legal Constitution & Number of Years of Existence		
3	Copy of the registration certificate from the appropriate Registering Authority		
4	Format 3: Project Detail Sheet & related documents		
5	Format 4: Curriculum Vitae (CV) for Proposed Experts		
6	Format 5: Expert Team and Summary of CV Information		
7	Format 6: Declaration of having not blacklisted		
8	Format 7: Declaration for not being bankrupt		
9	Proof of payment of Income tax for F.Y. F.Y. 2020-21 and F.Y. 2019-20		
10	Proof of Turnover for F.Y. 2020-21 and F.Y. 2019-20		
11	Earnest Money Deposit (EMD) (refundable)		
12	Written confirmation authorizing the signatory of the Proposal.		
<b>II</b>	<b>Envelope 2 : Financial Proposal</b>		

11

## Annexure D: Terms of Reference

### GENERAL CONDITIONS OF CONTRACT

#### 1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- a) "**CSSDA**" means Chhattisgarh State Skill Development Authority, Raipur.
- b) The "**Contract**" means the agreement entered into between the Chhattisgarh State Skill Development Authority, Raipur and the selected agency by acceptance of terms & conditions during the process of empanelment by the selected agency.
- c) The "**Selected Agency**" means the agency seeking interest to participate in the RFP and shall be deemed to include the Selected Agency's successors, representatives (approved by the Chhattisgarh State Skill Development Authority), heirs, executors, administrators and permitted assigns, as the case may be, unless excluded by the terms of the contract.
- d) The "**the bidder**" means the participating agency in RFP.
- e) "**The Price**" means the total Professional fees to conduct "**STUDY OF VALUE CHAIN AROUND DIFFERENT SKILLING SECTORS**" as prescribed in a Scope of Work of RFP inclusive of all charges, taxes, duties, levies, etc. payable to the Selected Agency under the Contract for the full and proper performance of its contractual obligations with regard to providing of requisite services.
- f) "**Service**" means services to be provided by the Selected Agency as per the requirements specified under Scope of Working this RFP document including the scope of work prescribed in the of the RFP document and any other incidental services, such as setting up of necessary infrastructure, implementation, provision of technical assistance, training and other such obligations of the Selected Agency covered under the Contract;
- g) "**Acceptance of Bid**" acceptance of LOI by the selected agency.

#### 2. Application

These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

#### Standards of Performance

The Bidder shall perform the Services and carry out its obligations under the Contract with due diligence, efficiency and economy, in accordance with best set of accepted techniques and practices used in the industry and shall observe sound management practices. The Bidder shall always act, in

11

respect of any matter relating to this Contract, as faithful advisors to the CSSDA and shall, at all times, support and safeguard the CSSDA's legitimate interests in any dealings with Third Parties.

### 3. Use of Contract Documents and Information

- a) The Bidder shall not, without the CSSDA's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, pattern, sample or information furnished by or on behalf of the CSSDA in connection therewith, to any person other than a person employed by the Bidder in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
- b) The Bidder shall not, without the CSSDA prior written consent, make use of any document or information except for purposes of performing the Contract.
- c) Any document, other than the Contract itself, shall remain the property of the CSSDA and shall be returned (in all copies) to the CSSDA on completion of the Bidders performance under the Contract, if so required by the CSSDA.

### 4. Outputs and Deliverables

The total project duration is **6 months**. The following outputs are expected to be delivered in stages:

S. No.	Deliverables	Copies	Period / duration of completion
1	Submission of inception report (including detailed Survey strategy, approach, methodology, tools and initial site Observations). Questionnaire/ Interview questionnaire should be vetted By Chhattisgarh State Skill Development Authority	2 set of hard copies & 2 set of editable soft copies	30 days from the issue of work order
2	Results of 10% of the survey done with Both industries and unemployed youth block wise and sector wise for each District as per the Scope of Work mentioned in point no. 19.	2 set of hard copies & 2 set of editable soft copies of	60days from the issue of work order

3	Results of 50% of the survey done with Both industries and unemployed youth block wise and sector wise for each District as per the Scope of Work mentioned in point no. 19.	editable soft copies. Videos and photos of field activities also to be submitted.	120 days from the issue of work order
4	Draft report on Study of Value Chain Around Different Skilling Sectors, training need and aspiration analysis as per the Scope of Work as mentioned in point no. 19.		180 days from the issue of work order.
5	Final reports on Study of Value Chain Around Different Skilling Sectors, training need and aspiration analysis along with recommendations to address the study as per the Scope of Work mentioned in point no. 19.		200 days from the issue of work order.

#### 5. Project Scheduling and Monitoring

- a) The selected Bidder shall plan various activities and submit the execution schedule and Gantt chart along with signing of the contract. The execution schedule should clearly indicate all activities and the time required for completion of each activity taking the total project time. Parallel and dependent activities for each activity need to be specified in the schedule.
- b) Any suggestions that the bidder has made to improve the Terms of References, staffing details, activities to be undertaken by the consultants, reporting etc., as also the inputs required from the CSSDA to ensure satisfactory implementation of the assignment will then be discussed with this bidder and finalized.
- c) This will form the basis for Monitoring of execution of the project and any delay/slippage from the schedule will be reviewed by both parties in review meetings from time to time and remedial measures decided to complete the project as per the schedule.

#### 6. Currency of Payment:

Payment shall be made in **Indian Rupees (INR)** only.

#### 7. Payment Schedule & Terms

Chhattisgarh State Skill Development Authority shall pay to the Bidder as per the Payment Terms mentioned below:

44

S. No.	Deliverables	Period / duration of completion	Percentage of payment
1	Inception report	30 days from the issue of work order.	30%
2	Results of 50% of the survey done	120 days from the issue of work order.	30%
3	Draft report on Study of Value Chain Around Different Skilling Sectors, training need and aspiration analysis as per the Scope of Work mentioned in point no. 19.	180 days from the issue of work order.	20%
4	Final reports on Study of Value Chain Around Different Skilling Sectors, training need and aspiration analysis along with recommendations to address the Study as per the Scope of Work mentioned in point no. 19	200 days from the issue of work order.	20%

**Note:** After the submission of reports related to above mentioned deliverables, CSSDA will scrutinise the reports in two weeks from the date of submission and will intimate the Bidder about the acceptance or rejection of the report. Payment for each deliverable will be made only after acceptance of the report. TDS will be deducted on all the payment at applicable rate.

#### 8. Delays in the Selected Bidder's Performance

- 8.1 An unexcused delay by the Selected Bidder in the performance of its Contract obligations shall render the Selected Bidder liable to any or all of the following:
- a) Termination of the Contract for default.
- 8.2 If at any time during performance of the Contract, the Selected Bidder should encounter conditions impeding timely completion of the services under the contract and performance of the services, the Selected Bidder shall promptly notify the CSSDA in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Bidder's notice, CSSDA shall evaluate the situation and may at its discretion extend the Contract time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 8.3 In case of any delay CEO, CSSDA may consider time extension on the merits otherwise a penalty for delay at the rate of 1% of total payment per week shall be levied for liquidated damages subject to maximum 10% penalty of the contract value.

#### **9. Termination for Default**

The CSSDA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Selected Bidder, terminate the Contract in whole or in Component If:

- a) The Selected Bidder fails to deliver any or all of the obligations within the time period(s) specified in the Contract, or any extension thereof granted by the CSSDA, or
- b) The Selected Bidder fails to perform any other obligation(s) under the contract

#### **10. Termination for Insolvency**

The CSSDA may at any time terminate the contract by giving written notice to the selected Bidder, without compensation to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the CSSDA.

#### **11. Force Majeure**

- 11.1 The Selected Bidder shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 11.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Selected Bidder and not involving the Selected Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the CSSDA either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics and quarantine restrictions.
- 11.3 If a Force Majeure situation arises, the Selected Bidder shall promptly notify the CSSDA in writing of such conditions and the cause thereof. Unless otherwise directed by the CSSDA in writing, the Selected Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all prevented by the Force Majeure event.

#### **12. Amicable Resolution of conflicts**

- 12.1 The CSSDA and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute, arising between them under or in connection with the contract within 7 calendar days of arising of such dispute.
- 12.2 If the dispute can't be resolved amicably by direct informal negotiation between the CSSDA and the Bidder, then the same shall be referred to a committee of officials constituted by Chief Executive Officer, Chhattisgarh State Skill Development Authority within 15 working days of non-resolution of the dispute.

LM

- 12.3 If the Committee fails to resolve the dispute within 15 working days of the receipt of the written submission containing details of the dispute or the proposed resolution prescribed by the Committee is not acceptable to any of the parties then the conflict will be resolved by the Governing Council of Chhattisgarh State Skill Development Authority, whose decision shall be final.

### **13. Confidentiality**

- 13.1 All data, materials and information furnished by the CSSDA or all data, materials and documents generated by the selected bidder as part of the process of successful implementation of this project shall be exclusive property of the CSSDA and no such data, materials, information or document shall be shared by the selected Bidder with any third party without the prior written permission of the CSSDA.
- 13.2 In the event that the Selected Bidder is required to disclose any such information or materials as above in compliance with any judicial process, Selected Bidder shall promptly notify the CSSDA and allow the CSSDA a reasonable time to oppose such process before making disclosure.
- 13.3 Any use or dissemination of information in violation of this Confidentiality Clause by the selected Bidder may result in termination of the contract.
- 13.4 Nothing contained in this clause shall restrict the Selected Bidder from providing similar services to any third party or reusing the skills, know-how, and experience gained by the employees in providing the services contemplated under this project.

### **14. IPR and Ownership rights**

- 14.1 All the data, material, information and documents collected / generated during the project of the contract shall be exclusive "Intellectual Property" of Chhattisgarh State Skill Development Authority and shall be vested in Chhattisgarh State Skill Development Authority.
- 14.2 The selected Bidder shall handover all data, material, information and documents of all the phases of the project in both editable soft & hard copy formats to Chhattisgarh State Skill Development Authority within 30 days of development / implementation of project.

### **15. Penalty for delayed implementation**

- 15.1 The successful bidder must strictly adhere to the delivery period/duration/time of completion of work reports as mentioned in SOP and output and deliverables indicated in this RFP. Failure to meet the delivery time and period unless it is due to reasons entirely attributable to CSSDA may breach the Bidder's performance.
- 15.2 As a deterrent for delays during implementation, CSSDA may levy penalties for delays attributable to the successful bidder. The reasons like non-familiarity will not be considered as

a reason for delay. Penalty based on following table will be levied for delay in submission of work reports (as specified in output and deliverables and SOP) from the date of work order.

Delay	Penalty
Up to 10 days	0.5% of project outflow
10 days to 20 days	1.5%
20 days to 25 days	2%
25 days to 30 days	3%
+ 30 days	4%

15.3 A cap of 4% of the Projected Outflow would be reserved as penalties against any delay in submission of work reports.

#### 16. Patent rights

16.1 The selected Bidder shall indemnify Chhattisgarh State Skill Development Authority against any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof by the selected Bidder in course of development / implementation of this project.

16.2 Chhattisgarh State Skill Development Authority shall not be liable for any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof by the selected Bidder in course of development / implementation of this project.

#### 17. Indemnification

The contractor shall keep CSSDA indemnified against all claims whatsoever in respect of the manpower deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever it will be the primary responsibility of the contractor to contest the same. In case CSSDA is made party and supposed to contest the case CSSDA will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to CSSDA on demand. Further, the contractor shall ensure that no financial or any other liability comes to CSSDA in this respect of any nature whatsoever and shall keep CSSDA indemnified in this respect. The contractor shall further keep CSSDA indemnified against any loss.

**18. Governing Language**

The Agreement shall be written in English language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English language.

**19. Applicable Law**

This RFP document and the contract signed with the selected bidder shall be interpreted in accordance with laws of Union of India and Government of Chhattisgarh.

**19.1 Notices: -**

Any notice by one party to the other pursuant to the Contract shall be sent in writing or by electronic mail or through official representative and confirmed in writing to the address specified for that purpose in the contract.

**19.2** A notice shall be effective when delivered or on the notice's effective date, whichever is later.

End of Document

Faint, illegible text, possibly bleed-through from the reverse side of the page.

