

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF AGENCY(S) FOR CONDUCTING

“STUDY AND ANALYSIS OF LABOUR MARKET TRENDS AND  
SKILL GAP IN CHHATTISGARH”



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## 1. Introduction

In Chhattisgarh State of India, the main implementing agency for skill development programme is Chhattisgarh State Skill Development Authority, Raipur, commonly known as CSSDA, a Government organisation established in 17 September 2013. CSSDA is engaged in implementing MukhyaMantriKaushalVikasYojna (MMKVY), which is fully funded scheme of Government of Chhattisgarh and another scheme is Pradhan MantriKaushalVikasYojna- Centrally Sponsored State Managed (PMKVY-CSSM), which is funded by Central Government but administrative management is at the end of state.

**MukhyaMantriKaushalVikasYojna (MMKVY):** MMKVY scheme of short term skill training programme is being implemented in the state since 2 May, 2012 for providing benefits to the youth of Chhattisgarh. Initially it was a convergence scheme of various departments of Chhattisgarh Government, but since FY 2015-16, the authority was allocated with the fund. The brief snapshots of the scheme *as on 30.09.2020* are as follows:

- Candidates Registered- 724131
- Candidates Trained- 466973
- Candidates Placed- 255065
- No. of Registered Sectors- 38
- No. of Registered Courses- 706 (NSQF)
- Registered Vocational Training Providers (VTPs) – 193

**Pradhan MantriKaushalVikasYojna (PMKVY):** Under the Central Government's PMKVY Scheme, CSSDA is running its state component known as Pradhan MantriKaushalVikasYojna- Centrally Sponsored State Managed (PMKVY-CSSM). Here the fund is allotted to the State and the State is responsible for administrative arrangements for successful implementation of the scheme. The brief snapshots of the scheme *as 30.09.2020* are as follows:

- Candidates Registered- 13942
- Candidates Trained- 13755
- Candidates Certified- 7825
- Candidates Placed- 3355
- No. of Registered Training Partner- 1 (State Project Livelihood College Society)
- No. of Registered Training Centres- 26 (Livelihood Colleges)

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## 2. The Purpose

This RFP seeks the services of suitable organisations / agencies willing to undertake "Study and Analysis of Labour Market Trends and Skill Gap in Chhattisgarh" and preparation of Block wise, District wise, Sector and Course wise report for perspective plan for next five financial years, i.e. 2020-25.

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 bidding documents may be downloaded free of cost from the website <https://cssda.cg.nic.in> and <https://eproc.cgstate.gov.in> from the date of the notification onwards.

## 4. Pre-Qualification (Eligibility Criteria)

The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents:

- 4.1 EMD / Bid Security should be submitted along with RFP in the form of Demand Draft for Rs.10,00,000/- in favour of Chief Executive Officer, Chhattisgarh State Skill Development Authority, Raipur, drawn on a Nationalised bank / Scheduled Bank payable at Raipur. The EMD should valid for 180 days from the last date of RFP submission. EMD of unsuccessful bidders will be refunded. The agency must be assessed under Income Tax Act 1961.
- 4.2 The agency must have been operating in India for at least 5 years. Proof of registration as a legal entity must be submitted. **Only Academic/ Research institutions can participate in the RFP.**
- 4.3 An organisation/ agency declared ineligible by the Government of India or Government of Chhattisgarh or any other State Government shall be ineligible for participation.
- 4.4 A covering letter must be attached with the proposal
- 4.5 Hand delivered application forms will not be accepted in any case.
- 4.6 Proposals received after the due date and time will not be accepted.
- 4.7 Application and the supporting documents should be a complete document and must be page numbered and each page duly be signed by authorized representative.
- 4.8 An affidavit- cum- declaration needs to be provided to the effect that the entire information submitted is correct.

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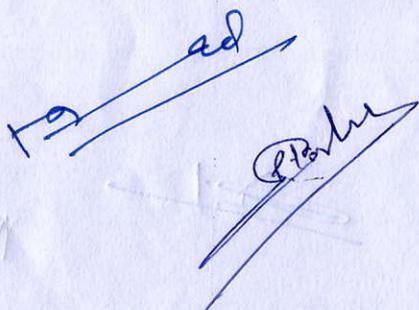
- 4.9 The proposal must be in English Language.
- 4.10 One organisation / agency can submit only one proposal.
- 4.11 The processing fees of Rs. 10,000 to be submitted online through <https://eproc.cgstate.gov.in> during bid submission.

## 5. Clarifications of RFP Documents

- 5.1 Agency may request clarification of any of the RFP documents up to 7 days before to the due date of RFP submission. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client 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. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 5.2.
- 5.2 At any time before the submission of Proposals, the CSSDA may amend the RFP by issuing an addendum 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

These instructions should be read in conjunction with information specific to the services contained in the Covering Letter, Data Sheet and accompanying documents:

- 7.1 Proposals must be received before the deadline specified in the Data Sheet of RFP. Proposals should be submitted online through <https://eproc.cgstate.gov.in> only.
- 7.2 The bid will consist of following:

1. **Technical Proposal** containing technical proposal submission forms (Format 1 to 5) as mentioned in Annexure B, Earnest Money Deposit (EMD) / Bid Security (refundable) as prescribed in Annexure A and Checklist as per Annexure D.

2. **Financial Proposal** in the prescribed format as mentioned in Annexure C.

The Bids should be duly filled in and signed.

## 8. Technical Proposal (see Annexure B)

8.1 Technical Proposal shall contain the following:

8.1.1 Covering Letter (Format 1);

8.1.2 Legal Constitution & Number of Years of Existence; (use Format 2);

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 assignment);

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&5);

8.1.5 Earnest Money Deposit (EMD) / Bid Security (refundable) as prescribed in Annexure A (Data sheet) and

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

8.1.7 Declaration for Not Being Bankruptas prescribed in (Format 7)

8.1.8 Proof of payment of Income Tax.

8.1.9 Check list as per Annexure D.

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- 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/ Agency's Proposal.

## 9. Financial Proposal (See Annexure C)

The Financial Proposal shall be submitted online through <https://eproc.cgstate.gov.in> in the prescribed format as per "Financial Bid" given in Annexure-C.

## 10. Submission Instructions

- 10.1 Consultant/ Agencies are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

## 11. Proposal Validity

- 11.1 Proposals shall remain valid for the period of 180 days commencing from the opening date of technical bid.
- 11.2 A Proposal valid for a shorter period shall be considered as non-responsive and will be rejected.

## 12. Format and signing of Proposals

- 12.1 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.

## 13. Evaluation of Technical Proposals

### 13.1 Criteria for Evaluation of Technical Proposals

- 13.1.1 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:

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S.N.	Evaluation Criteria	Maximum Score	Min. Cut-off
<b>BUSINESS PRACTICE AND PAST EXPERIENCE OF THE AGENCY</b>			
1	<b>Approach and Methodology:</b> a. SOP for Conducting Survey – 5 Marks b. Approach and Methodology adopted to conduct survey – 5 Marks c. Scope of Questionnaire with regard to survey – 5 Marks d. Reliability & Precision of the survey method – 5 Marks	20	
2	<b>Project experience in the areas of Skill gap analysis/ Educational Research/Labour Market Study/ Employment Surveyconducted:</b> 2.5 marks per project upto max. 25 marks.	25	
3	<b>Team Leader's Qualification:</b> PhD/M.Phil/Master in Economics/ Statistics/ Management/ Public Policy: PhD: 10 Marks M.Phil/Master Degree: 5	10	
4	<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) = 2 years - 5 Marks = 3+ years - 15 Marks	45	
<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.**

13.1.2 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.**

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13.1.3 Minimum qualification for Field Surveyors is Graduate.

13.1.4 The manpower mentioned in 13.1.1 (4) are mandatory.

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

13.1.6 Approach and Methodology of the survey will be presented to evaluation committee. On the basis of the presentation, the evaluation committee will give marks for the Approach and Methodology in the above mentioned table.

13.1.7 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.

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

- i. The Agency that submitted the Proposal failed to make a proper statement effect in the cover letter; or
- ii. The Agency 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.
- iv. The Technical Proposal submitted to CSSDA after the due date of submission and closing time.

13.1.9 After the technical evaluation is completed, CSSDA shall notify the Agency whose Proposal did not meet the minimum qualifying technical eligibility criteria or Agency 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 Agency whose Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Agency's attendance at the opening of Financial Proposals is optional).

## 13.2 Public Opening and Evaluation of Financial Proposals

13.2.1 Received bids will be opened online. Participated Bidders can be present online through portal (<https://eproc.cgstate.gov.in>). Physical presence may not be required however participating Bidder's' authorized representatives can mark attendance online during bid opening.

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

### 13.3 Final Evaluation of Technical and Financial Proposals

13.3.1 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.

13.3.2 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 Agency.

**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

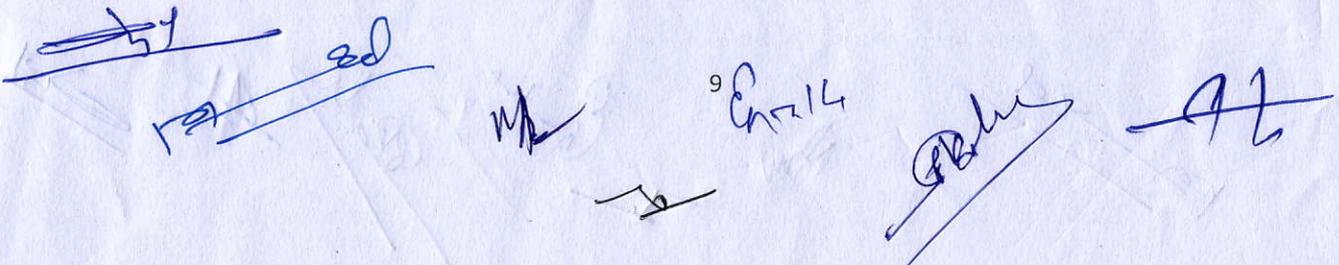
13.3.3 The highest ranked Agency based on the cumulative technical and financial evaluation ranking will be awarded the Contract.

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

- 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

### 14. Award of Contract

14.1 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 Agency and the

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Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

## **15. Execution of Agreement**

15.1 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.

15.2 The Annexure E – Terms of Reference (General Conditions of Contract) shall also be a part of the aforesaid agreement.

## **16. Performance Security**

16.1 A Performance Security in the form of Bank Guarantee is to be submitted by the successful Bidder before signing of Contract for each Bid. **Amount will be 10% of the contract value; this may be provided as 100% Bank Guarantee.**

## **17. Property Data**

17.1 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 agency to Chhattisgarh State Skill Development Authority, in relation to the consultancy shall be the property of Chhattisgarh State Skill Development Authority.

## **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 Agreement or the interpretation thereof.

### **18.2 Dispute Settlement**

18.2.1 Any dispute between the Parties as to matters arising pursuant to this Agreement, 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 Review the district-wise socioeconomic profile, focusing on demography, economic profile and the status of education, economic activities, skilling status.
- 19.2 Study of Sector specific demand for skilling covering both organised and unorganised sector with respect to each block at the District level.
- 19.3 Identify specific developmental initiatives that have impact on employment generation taking into account the aspirations of the youth.
- 19.4 Identify the skilling status in the various sectors undertaken by public funded schemes, Course wise, Block wise, District wise and at the State Level. The study should cover the details about the available skill, the exact skill requirement and action to address the skill gap.
- 19.5 Study of current and immediate shortage of workers in various sectors. The survey will include all the micro, small, medium and mega industries of the state in both Manufacturing and Service Sector.
- 19.6 Survey will include 5-10% of the enterprises, shops etc. having manpower more than 20 employees in the District.
- 19.7 Study of no. of workers who do not meet the industry expectations and need upskilling.
- 19.8 Identify the sector wise **current and future** (next 5 to 10 years) skill and manpower **requirements** by industry within the state and out of state separately, and the existing and projected skill gaps.
- 19.9 Identify the skill requirements with respect to upcoming new technologies and new business models (Industry 4.0) and the timeframe of adoption of these technologies by the industries in Chhattisgarh.
- 19.10 Provide the block wise and district wise, sector and course wise current aspiration status of youth of the State for skill development training. The survey will include at least 5% of the Category wise, Gender wise, Disability wise, Urban and Rural wise population of 14 to 45 age group in the Districts separately.
- 19.11 Assess the existing skill training infrastructure, both private and government.
- 19.12 Identify the areas (Skills) potential for Entrepreneurship in the state and country.
- 19.13 Identify high potential areas (Skills) for SHG led social ventures for self-employment opportunities district wise.

- 19.14 Study of sectors with estimated number, where the Differently abled youth can be employed or self-employed.
- 19.15 Study of sectors with estimated number, where the disadvantaged section of the society (eg. Destitute women, Widowed, Juvenile delinquents, Transgender) can be employed or self-employed.
- 19.16 Suggest suitable, specific and actionable interventions or recommendations to address the skill gap.
- 19.17 Study and identification of various migration patterns and to design suitable skill development opportunities and post-employment support to the migratory workers.
- 19.18 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.
- 19.19 The information recorded and reported will also be separated Urban and Rural area wise.
- 19.20 The Field Level survey conducted by the Agency should be **videographed and documented with necessary photos and tabulation.**
- 19.21 All the survey tools such as questionnaire, method of survey and sampling procedures is subject to **prior approval** of CSSDA.
- 19.22 Study of any other area relevant to understanding skilling and skill gap in the state of Chhattisgarh as decided by CSSDA.

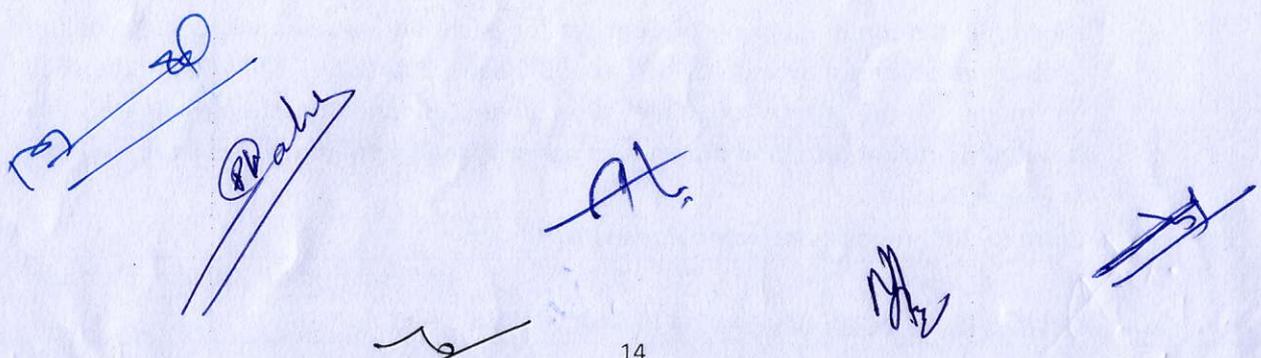
## **20. Failure to agree with the Terms & Conditions of the RFP/Contract**

- 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 agency from select list, CSSDA shall forfeit the EMD without giving any further notice to such agency.

**Annexure A: Data Sheet**

1	Name of the Client: <b>Chief Executive Officer, Chhattisgarh State Skill Development Authority</b>
2	Method of selection: <b>Quality-cum-Cost Based Selection (QCBS) method (70:30)</b>
3	Financial Proposal to be submitted together with Technical Proposal: <b>Yes, Online in <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>.</b> Title of Consulting Service is: <b>"STUDY AND ANALYSIS OF LABOUR MARKET TRENDS AND SKILL GAP IN CHHATTISGARH"</b>
4	A pre-proposal/pre-bid conference will be held: <b>Yes</b> Date: Time: <b>3:00 PM</b> Venue: <b>Office of Chhattisgarh State Skill Development Authority</b>
5	Client Representative: <b>Chief Executive Officer, CSSDA Officials and Official nominated by Chief Executive Officer.</b>
6	Proposals must remain valid for <b>180</b> days after the submission date indicated in this Data Sheet.
7	The Agency is required to include in its proposal a written confirmation of authorization to sign on behalf of the Agency.
8	<b>Bidders Eligibility Criteria: Applicable</b> I. The agency must have been operating in India for at least 5 years. Proof of registration as a legal entity must be submitted. II. The agency must be assessed under Income Tax Act 1961. III. Only Academic/ Research institutions can participate in the RFP.
9	EMD / Bid Security should be submitted along with RFP in the form of Demand Draft for Rs.10,00,000/- in favour of Chief Executive Officer, Chhattisgarh State Skill Development Authority, Raipur, drawn on a Nationalised bank / Scheduled Bank payable at Raipur.
10	The amount of the EMD/Bid Security is Rs.10,00,000/- ( Rupees Ten Lakhs only) for each Bid and the duration for validity of Bid Security is <b>180 days</b> . Bid security shall be <b>retained</b> for the successful bidder upon signing of agreement with Chief Executive Officer, Chhattisgarh State Skill Development Authority. EMD for unsuccessful bidders will be returned without any interest within three months from the date of declaration of successful bidder.
11	A Performance Security in the form of Bank Guarantee is to be submitted by the winning Bidder before signing of Contract for each Bid. Amount will be 10% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee shall be made in the name of: <b>Chief Executive Officer, Chhattisgarh State Skill Development Authority and drawn on a nationalized bank/ scheduled Bank, Payable at Raipur District.</b>
12	Currency for Proposals is: <b>Indian Rupee (INR)</b>
13	The processing fees of Rs. 10,000 to be submitted online through <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a> during bid submission.

14	<p>Address for communication</p> <p><b>Chief Executive Officer, Chhattisgarh State Skill Development Authority</b> Old Police Headquarter Premises, Near Rajbhavan, Civil Lines, Raipur (C.G.)- 492001</p> <p><i>Communication will be entertained in written on paper duly signed, sent to the office address or at official email id <a href="mailto:cssda.cg@gov.in">cssda.cg@gov.in</a></i></p>
15	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified bidders separately]
16	Expected date for commencement of consulting services: (Within 7 days of signing the agreement with Chief Executive Officer, Chhattisgarh State Skill Development Authority)
17	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.



**Annexure B: 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.

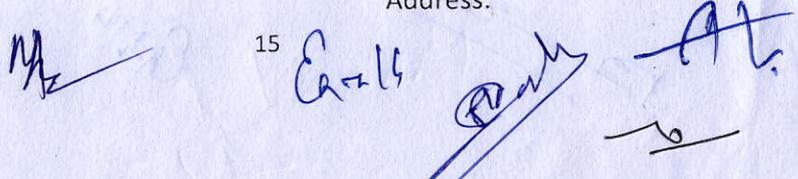
Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

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Format 2: Legal Constitution & Number of Years of Existence

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)

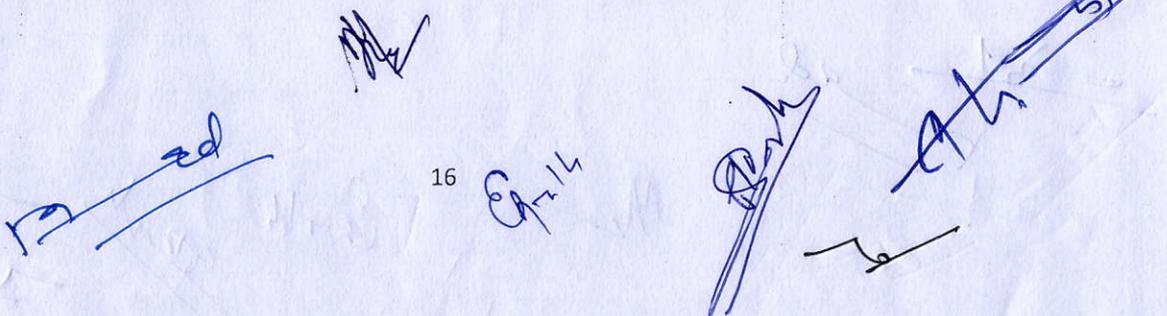
Signature:

Name:

Designation:

(Authorized Representative and Signatory)

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

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**Format 3: Project Detail Sheet of similar previous studies or assignments**

(To be furnished separately for each assignment)

Assignment Cost:	Approx. value of the contract (in Rs):
State & City name:	
Name of Client:	
Address of Client:	
Start date (month/year):	
Completion date (month/year):	
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 assignment:	

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

Name of the Organization:  
\_\_\_\_\_

*[Handwritten signatures and initials]*

17 *CA 214* *[Signature]* *AL*

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

Experience

Languages

Professional Background

[Description]

Employment Record

[Year starting with present position][Employer]

PROFESSIONAL EXPERIENCE

[Month and year start to finish]

[Name of project and client]

[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].

*[Handwritten signatures and initials in blue ink, including 'AT', '10/20', '17/14', and others.]*

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:

\_\_\_\_\_

A collection of handwritten signatures and initials in blue ink, including a large signature on the left, a signature with a horizontal line underneath, a signature with a vertical line underneath, the number '19' in the center, and several other initials and signatures on the right side.

**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,

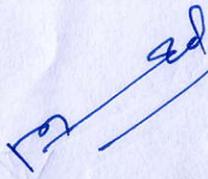
I/We \_\_\_\_\_ here by confirm that our firm has not been banned or blacklisted by any government organization/ Financial institution/Court/Public sector Unit/ Central Government.

Signature of Bidder's.....

Place: Name.....

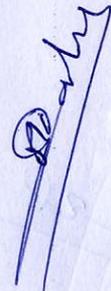
Date: Designation.....

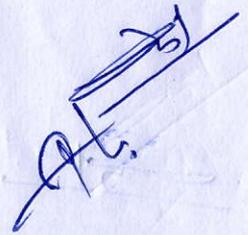
Seal


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**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.....

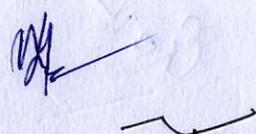
Place: Name.....

Date: Designation.....

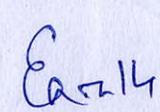
Seal

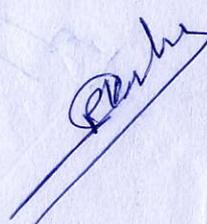


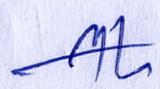




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Annexure C: Financial Proposal

To

Chief Executive Officer

Chhattisgarh State Skill Development Authority,

Raipur (C.G.)

Dear Sir,

Subject: For conducting "STUDY AND ANALYSIS OF LABOUR MARKET TRENDS AND SKILL GAP IN CHHATTISGARH".

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 AND ANALYSIS OF LABOUR MARKET TRENDS AND SKILL GAP IN CHHATTISGARH"		

\*Furnish break-up details & total amount.

*[Handwritten signatures and marks]*

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**Annexure D: Check list**

Sl. No.	Description	Yes / No	Page Ref.
<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.		
10	Earnest Money Deposit (EMD) / Bid Security (refundable) as prescribed in Annexure A (Data Sheet)		
11	Written confirmation authorizing the signatory of the Proposal.		
<b>II</b>	<b>Envelope 2 : Financial Proposal</b>		

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## Annexure E: Terms of Reference

### GENERAL CONDITIONS OF CONTRACT

#### 1. Definitions

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

- a) **"The Client"** 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 AND ANALYSIS OF LABOUR MARKET TRENDS AND SKILL GAP IN CHHATTISGARH"** 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 therequirements 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 Selected Agency 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 Selected Agency shall always act, in respect of any matter relating to this Contract, as faithful advisors to the Client and shall, at all times, support and safeguard the CSSDA's legitimate interests in any dealings with Third Parties.

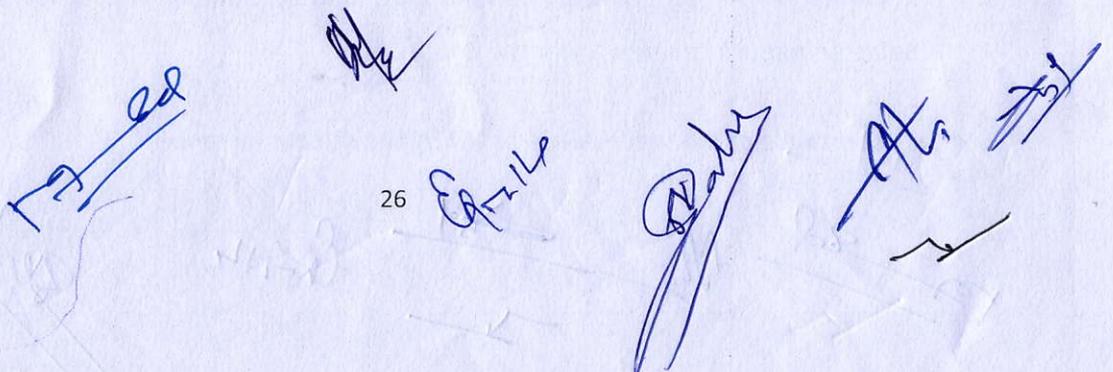
## 3. Use of Contract Documents and Information

- a. The Selected Agency 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 Selected Agency 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 Selected Agency 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 Selected Agency's 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:

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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 editable soft copies. Videos and photos of field activities also to be submitted.	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.		120 days from the issue of work order
4	Draft report on Skill Gap Analysis, training need and aspiration analysis as per the Scope of Work mentioned in point no. 19.		180 days from the issue of work order.
5	Final reports on Skill Gap Analysis, training need and aspiration analysis along with recommendations to address the Skill Gap as per the Scope of Work mentioned in point no. 19.		200 days from the issue of work order.

##### 5. Project Scheduling and Monitoring

- i. 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.

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- ii. 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 Client to ensure satisfactory implementation of the assignment will then be discussed with this bidder and finalized.
- iii. 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 Selected Agency as per the Payment Terms mentioned below:

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	60 days from the issue of work order.	30%
3	Draft report on Skill Gap Analysis, 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 Skill Gap Analysis, training need and aspiration analysis along with recommendations to address the Skill Gap 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 agency 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.

*[Handwritten signatures and initials in blue ink at the bottom of the page]*

**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, it's 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:

- i. 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 Client, or
- ii. 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.

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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 Client 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 Client 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 Selected Agency 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 Selected Agency, 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.

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. Patent rights

15.1 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.

15.2 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.

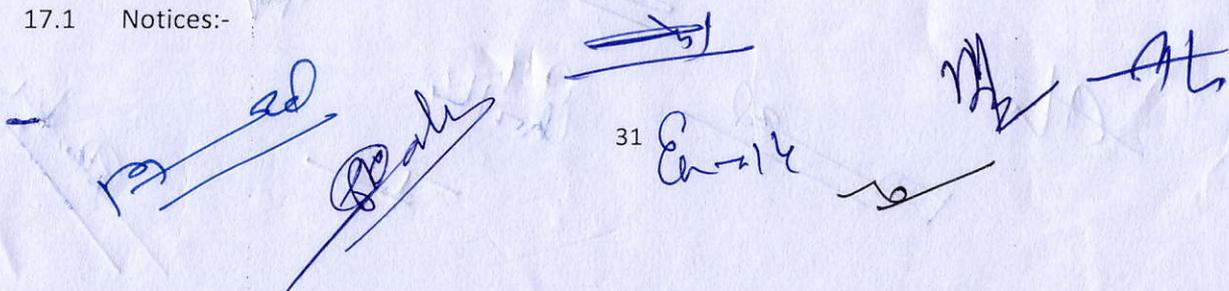
#### 16. Governing Language

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.

#### 17. 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.

17.1 Notices:-

The bottom of the page features several handwritten signatures and initials in blue ink. On the left, there is a signature that appears to be 'R. S.' followed by another signature that looks like 'S. K.'. In the center, there is a signature that looks like 'S. K.' with a horizontal line underneath it. To the right of this, there is a signature that looks like 'S. K.' with a horizontal line underneath it. Further right, there are two more signatures, one that looks like 'S. K.' and another that looks like 'S. K.'. The page number '31' is written in the center of the bottom section.

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.

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

End of Document

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